



Devizes Town Council

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RECREATION AND PROPERTIES COMMITTEE

You are summonsed to attend a meeting of the Recreation & Properties Committee at the following, place and date.

Date: 12 April 2016

Time: Immediately following Planning Committee

Venue: Council Chamber, Town Hall, Devizes

Enquiries: 01380 722160

The Town Mayor: (Councillor Giraud-Saunders)

Chairman: Councillor Mrs Rose

Councillors:	Mrs Bridewell	Carter	Mrs Evans
	Johnson	Ody	Parker
	Smith	Wooldridge	

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meetings held on the 1 March and 29 March 2016, which have been circulated with the agenda.

2. APOLOGIES FOR ABSENCE

3. DISCLOSURES OF INTEREST

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

4. PUBLIC PARTICIPATION

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the Council upon a matter of concern to that person which is relevant to the Council. A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Council for this item of business

5. REPORT FOR INFORMATION – VENUES INCOME FIGURES

Document 5/1 is issued alongside this agenda

6. REPORT FOR INFORMATION – VENUES – CUSTOMER SATISFACTION FEEDBACK

Satisfaction Feedback is issued alongside this agenda.

7. REPORT FOR INFORMATION – VENUES OCCUPANCY FIGURES & MARKETING INFORMATION

Officers are continuing to implement the Venues Marketing Plan and are beginning to evaluate how successful current wedding advertising campaigns are. These campaigns have traditionally been centred on advertising in printed publications including Wiltshire Life and Life in Devizes, however, it is thought that a presence on more on-line wedding sites may prove to be more effective and research into these sites has just begun.

February and March have been busy months in both Venues and room bookings are above those of last year. We have seen a reduction in the number of bookings for meetings and training events made by Wiltshire Council, however, we are picking up a number of other organisations in their place.

8. REPORT FOR DECISION – TIDY UP OF LAND TO THE FRONT OF THE ASSIZE COURTS

This item has been placed on the agenda by Councillor Wooldridge

Recommendation

That the Committee authorise officers to approach the agents acting for the current owners of the former Assize Court, asking for consent to clean up the area to the front of the building and if possible gain funding from them towards the cost of this work. Furthermore, Council staffing is used to support volunteers to undertake that work.

Purpose of the Report

To authorise officers to support volunteers to tidy the area of land at the front of the former Assize Court.

Background

Visitors impression of a town are often influenced by areas which are not well maintained and the former Assizes Court is just such an area. The lack of tending in this area is also reflected in the South West in Bloom judge's marks for the town.

The "In Bloom Committee" is supported by volunteers who help clean up untidy areas of the town, however if they are to tackle the area to the front of the Assize Court they will need some help from Devizes Town Council.

Options Considered

The committee needs to decide if they wish the Council to take a proactive role in supporting an initiative to tidy up the front of the Assize Court.

Implications and Risks

Financial and Resource Implications

Currently, no financial or resource provision has been allocated for this project. Any work to support volunteers will need to come for the existing staff resource and Green Waste provision.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence.

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council associated with this decision.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

9. REPORT FOR DECISION – PROVISION OF PUBLIC CONVENIENCES

Recommendation

That the committee agrees a strategy for the delivery of the new services for the Council

Purpose of the Report

To agree a base line service strategy for the delivery of Town Council run public conveniences in Devizes.

Background

On the 1 April the Town Council took over responsibility for providing public conveniences in Devizes. The decision to take over responsibility for this service was made at a meeting of the Full Council on the 2 February 2016.

These are situated in the following areas.

- West Central Car Park, behind the Shambles (superloo)
- Estcourt Street, on the edge of the Green
- Hillworth Park, part of the park centre. (This was an existing service but should now be included in our overall service standard).

As this is a new service, the way the Council manages it will likely evolve as more knowledge and experience is gained, however it is officers belief that some initial service standards need to be agreed which will be common to all public conveniences even when their day to day management may be different. These standards are set out below.

- Users of Devizes' public conveniences should feel safe when doing so.
- The facilities need to be clean free from graffiti and reasonably well maintained.
- Every attempt should be made to undertake repairs within 48 hours.
- Physical inspections of the facilities must happen, at a minimum, of three times a day.
- Records of inspections are to be maintained.
- Where money is charged for the use of the service, there needs to be adequate financial controls in place to protect employees and Council.

An assessment of each of the Council's public convenience facilities is set out below and what, if any work, is needed before the facility will meet these basic service standards.

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Hillworth Park

<u>Service Standard</u>	<u>Compliance</u>	<u>Action</u>	<u>Cost</u>
Devizes' public conveniences should feel safe to use.	Yes	None	–
The facilities need to be clean free from graffiti and reasonably well maintained	Yes	None	–
Every attempt should be made to undertake repairs within 48 hours	Yes	None	–
Physical inspections of the facilities must happen at a minimum three times a day.	Yes	None	–
Records of inspections maintained.	Yes	None	–
Where money is charged for the use of the service, there needs to be adequate financial control in place to protect employees and Council.	N/A	None	–

West Central Car Park (SuperLoo)

<u>Service Standard</u>	<u>Compliance</u>	<u>Action</u>	<u>Cost</u>
Devizes' public conveniences should feel safe to use.	Yes	None	–
The facilities need to be clean free from graffiti and reasonably well maintained.	In Part	With their requirement to take the entrance fee, staff have a conflict between cleaning and collecting money. Within 18 month, external doors to be painted	Not costed at this time
Every attempt should be made to undertake repairs within 48 hours.	Yes	None	–
Physical inspections of the facilities must happen at a minimum of three times a day.	Yes	None	–
Records of inspections maintained.	Yes	None	–
Where money is charged for the use of the service, there needs to be adequate financial control in place to protect employees and Council.	No	Cost of entry is 20p person. This is paid directly to staff who do not have a till. It is recommended that a pay on entry barrier is put in place to provide greater financial security and a better audit trail for usage.	£3500 +VAT

Estcourt Street

<u>Service Standard</u>	<u>Compliance</u>	<u>Action</u>	<u>Cost</u>
Devises' public conveniences should feel safe to use.	No	Building in poor condition requiring painting and repairing. Officers have gained quotes for this work	£2995 +VAT
The facilities need to be clean free from graffiti and reasonably well maintained	No	Building dirty and is graffitied. Roof has tiles missing and one cubical is not working due to a plumbing issue. Officers have gained quotes for this work	Included in the above cost
Every attempt should be made to undertake repairs within 48 hours	No	The current required repairs have been outstanding for some time. For plumbing and electrical work as provisional sum has been included in the above cost. Once the full extent of the issue is known there maybe additional costs.	–
Physical inspections of the facilities must happen at a minimum three times a day.	Yes	New arrangements need to be made for this facility. If entry barriers are put into the superloo, then staff from the superloo will be able to service this facility.	Included in existing staffing costs
Records of inspections maintained.	No	To be implemented	–
Where money is charged for the use of the service, there needs to be adequate financial control in place to protect employees and Council.	N/A	None	–

During various forward planning meeting in preparation for the taking on of this service, members had indicated that there is an expectation that the standard of service would increase, but this needed to be achieved as cost effectively as possible. Officers believe that the service standards set out in the report and the action needed to achieve them will deliver these expectations.

Options Considered

The committee needs to decide if it agrees to the initial service standards set out in the report.

The committee needs to decide if it agrees to implement the actions set out in the report.

Implications and Risks

Financial and Resource Implications

No budget provision has been made for this work. The Council does have an Earmarked reserve for unforced maintenance expenditure on it properties which could be used to fund this work.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence.

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Should the Council not run the service to an adequate standard this could have reputational implications for the authority.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

10. **EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES**
11. **EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES**
12. **EXEMPT REPORT FOR DECISION – RELATING TO A COMMERCIAL INTEREST**

13. QUESTION TIME

A short time is allowed at the discretion of the Chairman for councillors to ask questions on matters which are not on the current agenda but which are related to matters which have been previously discussed on an agenda relevant to the committee.

At least 24 hours' notice must be given to officers of the intended question. All other matters should be raised on an agenda and the request should be submitted through the Town Clerk

TOWN CLERK