



Devizes Town Council

www.devizes-tc.gov.uk

RECREATION AND PROPERTIES COMMITTEE

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

Date: 12 AUGUST 2014

Time: Immediately following the Planning Committee Meeting

Venue: Council Chamber, Town Hall, Devizes

Enquiries: 01380 722160

The Town Mayor: (Councillor Mrs Bridewell)

Councillors:	Carter	Mrs Evans	Giraud-Saunders
	Johnson	Ody	Parker
	Mrs Rose	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 July 2014, 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 FINANCE PERFORMANCE INFORMATION

Document 5/1 is issued alongside this agenda.

6. REPORT FOR INFORMATION – VENUES - CUSTOMER SATISFACTION FEEDBACK

Document 6/1 is issued alongside this agenda.

7. REPORT FOR INFORMATION – VENUES OCCUPANCY PERFORMANCE INFORMATION

	JUNE	JULY
<u>Numbers of Bookings</u>		
Corporate Events	21	12 (included 2 days
of which Wiltshire Council	14	10
Community	10 (2 x free)	9 (2 x free use)
Club	7	6
Markets	4	4
Blood Donor Service	1	2
Dinner Dance	1	0
Citizenship	1	1
Concerts	1	2 (1 concert was for 3 days)
Auction		1
Fairs	0	1
Weddings	0	1
Dinner	0	1
Lunch	1	0
Festival Events	20	0
Bluez & Zuz's	1	1
Civic Event	1	0
	2	

Grace & Favour

2

1

Document 7/1 is issued alongside this agenda.

8. REPORT FOR INFORMATION – PURCHASE OF NEW PARKS VEHICLE

The new Parks and Open Spaces Vehicle was delivered to the Town Council in July 2013 and was immediately sign written with the Town Council Logo.

The Parks and Open Spaces Team previously utilised two vehicles, a Nissan Cabstar registered in 1999 and an Izusu Grafter registered in 2008. The 1999 vehicle failed its MOT in May 2014 and was offered for sale by closed bids, the highest bid being £250 plus VAT by Wiltshire Waste Services Ltd. Officers accepted the offer and the vehicle was disposed of.

The Isuzu Grafter was subject to a 5-year lease agreement with Arval which expired in November 2013. This was continued under an informal arrangement until the new Parks vehicle arrived. Under their terms and conditions the existing vehicle could not be sold to Devizes Town Council and had to be returned to the lease company for auction.

The new vehicle is again the subject of a 5-year lease contract with an annual cost of £5788.68. The current year budget is £5000 whilst an Ear Marked Reserve of £1180 will cover the excess. The increased amount will be provided in the budget for the forthcoming financial years.

The new vehicle meets all of the current UK and EU regulations, has a tail lift which is of mesh construction to aid visibility when in the up position, has ramps to enable the sit on mowers to be carried, drop sides and has an aluminium flat bed. The vehicle can carry two passengers and a driver.

9. REPORT FOR INFORMATION – GREEN FLAG AWARD FOR HILLWORTH PARK

Hillworth Park has been awarded a Green for excellence within a Green open space. The award, handed out by environmental charity Keep Britain Tidy, recognises and rewards the best parks and green spaces across the country.

A Green Flag flying overhead is a sign to the public that the space boasts the highest possible standards, is beautifully maintained and has excellent facilities.

Achieving Green Flag status, is a requirement of the lottery funding

10. REPORT FOR INFORMATION – APPOINTMENT OF DIRECT SERVICES MANAGER

Following the retirement of Mrs Carole Berry, the Council carried out its normal recruitment process to find her successor.

Interviews were held, with Councillor Andy Geddes, Simon, Fisher and Mrs Carole Berry sitting on the panel.

After the interviews the panel appointed Mrs Sarah Williams, who is leaving her current post of Business Manager at St Joseph's School to join the Council. Mrs Williams brings considerable experience of facilities management and will be a valuable addition to the Council's staffing team. Her start date is Monday 18 August.

11. REPORT FOR INFORMATION - CORN EXCHANGE VENTILATION

Work to upgrade the ventilation system in the Corn Exchange has commenced and will take the majority of August. Whilst during the work there will be times when we will not be able to take bookings, August is historically our quietest month and the contractor has organised a programme that will ensure that we can meet our committed hiring arrangements.

12. REPORT FOR INFORMATION – DEVIZES SKATE PARK PROJECT

Work has commenced on the construction of the skate park at Green Lane. Wheelscape Ltd is undertaking construction to a design devised by a group of local wheeled sports enthusiasts.

The build time is approximately twelve weeks, therefore it is hoped it should be open for the autumn half term.

The skate park build cost is £148,158.25, with an additional £14,925 for noise impact mitigation measures. The project is being funded through section 106 developer contributions which are allocated for play and recreational use. Valuations will be made fortnightly throughout the project with a 2.5% retention at the end, to be held during a defects liability period.

13. REPORT FOR DECISION – REPLACEMENT OF CURRENT CCTV SYSTEM – DEVIZES CORN EXCHANGE

Recommendation

That the committee considers accepting the lowest quotation for the replacement of the current CCTV in the Devizes Corn Exchange.

Purpose of the Report

To enable members to make an informed decision regarding the replacement of the CCTV system in Devizes Corn Exchange.

Background

At the meeting of the Council's Recreation & Properties committee held on 1 July 2014, officers were requested to investigate the costs of a new CCTV system and bring back to an appropriate meeting.

Quotations were received from three suppliers on a like for like basis with the lowest quotation being received from Woolrych Computer Services Ltd at £2,325.

A fourth provider, Alert Systems Ltd was requested to provide a quotation. No response was received.

The quotations are based on replacement of the CCTV hardware and software but retention of the existing cabling.

Other options were considered including replacement of the existing cabling and the installation of High Definition cameras. The cost increases to approximately £5,000 however officers feel that the basic installation fulfils the current needs of the venue.

Options Considered

Based on the observations set out in this report, the committee are asked to decide if they accept the lowest quote or if an enhanced CCTV system is more considered appropriate.

Implications and Risks

Financial and Resource Implications

There is no current budget provision for this project in the current or future years.

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 members decide not to replace the CCTV systems, it makes it increasingly difficult for the Council to achieve its objectives in being granted a Premises Licence for the Corn Exchange.

14. REPORT FOR DECISION – FIXED PENALTY NOTICES

Recommendation

That the Committee authorise certain members of Devizes Town Council's Staff to issue fixed penalty notices on behalf of the authority.

Purpose of the Report

To provide authorisation members of Town Council staff to issue fixed penalty notices

Background

Following the council's decision to create a dogs on lead order for Hillworth Park, members of staff were required to undertake training to enable them to issues fixed penalty notice which allows the council to enforce this order.

This training is now complete therefore the Council now needs to authorise these trained staff to issue fixed penalty notices.

The staff to be authorised are.

Richard Hopkins – Admin and Finance Manger
Michael Aiston – Parks and Open Spaces Supervisor
Steven Temperley – Senior Ground Maintenance
Roger Taylor – Parks Maintenance
Lynne Donkin – Park Warden
Simon Sims – Park Warden
Jaimee Long – Park Warden
Simon Fisher – Deputy Town Clerk

The training allows for the issuing of fixed penalty notices for dog related issues and litter.

Options Considered

The Committee needs to decide if they authorise the named staff to issue fixed penalty notices on behalf of Devizes Town Council.

Implications and Risks

Financial and Resource Implications

The Council has funded that training through its training budget.

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

Without the authorisation of the Council it will be difficult for officers to issue fixed penalty notices which would not be open to challenge.

Crime and Disorder

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

15. REPORT FOR DECISION – CHEQUERS GARDEN

Recommendation

That the committee reviews the notes from the working party and authorises it to progress the project in line with its findings.

Purpose of the Report

To authorise the Albion Place/Chequers working party to progress the refurbishment of the area in line with its initial findings.

Background

At it's meeting in 1 July the Albion Place working party had its remit increased to take on the refurbishment of the Chequers.

The working party has now met and the notes of that meeting are attached at doc. 15/1.

It is clear to the working party that whilst the area does need some work to tidy it up, it does not need a substantial refurbishment as this could so easily alter its character.

The main areas of work include:

- Repairs to the boundary wall
- Repointing and stabilising paving
- Reducing hedge width
- Increasing the number of benches
- Improving the bins

Options Considered

The committee needs to decide if they accept the findings of the working party and therefore authorise them to undertake work to achieve the improvements.

Implications and Risks

Financial and Resource Implications

The Council has a £15,000 budget for improvement in this area.

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

The condition of the Cheques has deteriorated during the course of the last few winters and as surfaces become more exposed to frost damage this deterioration could accelerate.

Crime and Disorder

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

16. **EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES**
17. **EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES**
18. **EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES**
19. **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

DEPUTY TOWN CLERK