



# Devizes Town Council

[www.devizes-tc.gov.uk](http://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: 30 June 2015**

Time: Immediately following Community & Civic Resources 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 meeting held on the 16 June 2015, 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

There is no feedback to report at this time.

#### 7. REPORT FOR INFORMATION – VENUES USAGE

<b>Number of Bookings</b>	<b>March</b>	<b>April</b>	<b>May</b>
Corporate Events	22	14	15
Of which Wiltshire Council	14	12	13
Community	18	16	11
Club	5	5	6
Markets	4	5	4
Blood Donor Sessions	1	2	2
Citizenship Ceremony	0	1	1
Concerts	3	2	1
Auction	1		
Fairs	3	1	3
Wedding Receptions	0		2
Wedding Ceremony	0		3
Dinner/Dances	2		1
Bluez & Zuz's	1	1	0
Civic Event	0	1	1
Grace & Favour	4	2	4

<b>Number of Bookings</b>	<b>March</b>	<b>April</b>	<b>May</b>
Funeral Tea	0		1
Birthday Party	0		1
Free Use	2	2	3
Retirement Party	0	1	
Luncheon			1

**8. REPORT FOR INFORMATION – DEVELOPMENT OF MARKETING STRATEGY FOR VENUES**

A marketing strategy for the venues is currently being developed by the Direct Services Manager and the Venues Administrator with input from the whole venues team.

The strategy will be brought to the September 22<sup>nd</sup> Recreation and Properties meeting for discussion.

**9. REPORT FOR INFORMATION – RECRUITMENT TO PARKS & OPEN SPACES VACANCY**

As a result of the recent recruitment process, Mr Mishi Knezevic has been appointed to the vacant post in the Parks & Open Spaces Department.

Mr Knezevic will commence work with Devizes Town Council on 6 July 2015.

**10. REPORT FOR INFORMATION – CORN EXCHANGE LIFT AND DOORS**

The new bespoke glass bi-fold doors have now been fitted in the Corn Exchange. Unfortunately during installation one of the sensors was damaged and will need to be replaced, which will involve completely removing the door. We are currently waiting for a date for this work to go ahead.

The new lift is in place and the second phase of the installation, which is the installation of an emergency phone line, has been organised.

**11. REPORT FOR INFORMATION – DEVIZES MARKET CROSS**

The repairs to the Devizes Market Cross were recently completed by the contractors Wells Cathedral Stonemasons under the supervision of Colin Johns, the Council's conservation architect.

The works have been completed to the satisfaction of Colin Johns and consequently payment has been made in full.

**12. REPORT FOR INFORMATION – REPAINTING OF TOWN HALL**

Agreement to a request for two separate quotations for the scaffolding and the painting respectively of Devizes Town Hall was agreed by members at the meeting of this committee held on 18 December 2014.

Gaiger Bros were successful in quoting for the painting of the building in the sum of £9,060 whilst Bath Scaffolding was appointed to provide the scaffolding in the sum of £4,598.

A bay suspension of the parking bays in front of The Lamb public House was also required for a 26-day period. Wiltshire Council parking services did not charge the Town Council for this bay suspension.

The works straddled the months of May and June, completion and removal of the scaffolding was effected during the week ending 14 June 2015.

The painting involved painting the rear façade of the Town Hall, all the window and ironwork exterior to the building. Members will note that the Tin on the door to the Lock up was not painted as the Tin is deteriorating and painting was felt inappropriate. The replacement/renovation of the door is a matter of heritage. Officers will be taking specialist advice from the Town Council's conservation architect on this matter.

**13. REPORT FOR INFORMATION – SOUTH WEST IN BLOOM JUDGING**

The judging date for South West in Bloom is Thursday 9<sup>th</sup> July 2015. The route has been planned and Sarah Hanks at Wiltshire Council has been informed of the date and route to help direct weeding and tidying services to the areas, which will be covered.

**14. REPORT FOR INFORMATION - BMX TRACK AT GREEN LANE**

Work is scheduled to commence on the BMX track over the weekend of 11 & 12 June, which should see its completion by school summer break.

As previously agreed the delivery of the track will be a community project involving both the Council as well as BMX riders. Its construction will be formed from crushed stone, concrete soil and will allow the formed mounds to be reshaped and repaired by users.

The project is being funded through the Area Board.

**15. REPORT FOR INFORMATION – CHRISTMAS BUSINESS TREES**

The Christmas Lights Working Party have seen a breakdown of costs associated with the 2014 Christmas Business Tree scheme and have agreed it will go ahead again this year.

Letters will go out at the end of October to ask local traders to support the scheme.

**16. REPORT FOR INFORMATION - ALBION PLACE WORKING PARTY**

Construction work on Albion Place is now complete and the final account will be issued shortly. Whilst the project was delayed due to offsite stone cutting, the work was undertaken to a good standard and general feedback on the project has been positive.

The outstanding element of the project is the tree planting and this is due to supply difficulties as it is now outside the normal tree-planting season. The working party is due to meet shortly to decide how they wish to progress this matter.

Following the completion of the work, the tenant of 1 Albion Place has questioned the stability of the balcony to the front, now the original trees have been removed, can clearly be seen as out of square with the main part of the building. The tenant is concerned that the paving works have disturbed the stone base.

From a visual inspection conducted by officers, the balcony stands on a large stone embedded in the ground which is independent of the main paved area. There are no obvious signs of movement either within the supporting pillars or where the balcony is keyed to the building. Nevertheless given the proximity of the balcony to a busy pedestrian walkway, officers have decided to commission a structural engineer to take a closer look. Once this report has been received, its finding will be reported back to members.

The Working Party is now turning its attention to the Chequers Garden.

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

**18. 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