



# 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: 3 NOVEMBER 2015**

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 meeting held on the 22 September 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**

Document 6/1 is issued alongside this agenda.

**7. REPORT FOR INFORMATION – VENUES OCCUPANCY FIGURES**

<b>Number of Bookings</b>	<b>July</b>	<b>August</b>	<b>September</b>
Corporate Events of which Wiltshire Council	22 14	6 1	19 10
Community	7	5	18
Club	5	3	4
Markets	5	4	5
Blood Donor Sessions	1	1	2
Citizenship Ceremony	0	0	0
Concerts	3	1	1
Auctions	0	0	1
Fairs	2	0	1
Wedding Receptions	1	0	2
Wedding Ceremony	1	0	0
Dinners/Dances	0	0	0
Bluez & Zuz	1	0	1

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Civic Event	0	0	0
Grace & Favour	0	0	0
Funeral Tea	0	0	0
Birthday Party	0	0	0
Free Use	4	3	4
Free Use - Devizes Arts Festival	0	2	4
Retirement Party	0	0	0
Polling Station	0	0	1
Twinning	1	0	2

**8. REPORT FOR INFORMATION – ROOM BOOKINGS**

September was a busy month with a varied number of bookings keeping both venues busy. We have managed to secure a new, long term weekly community booking in the Cheese Hall, which is working well. We also hosted two large scale weddings on the same day in the Corn Exchange and the Town Hall. Both parties were extremely happy with the organisation, the venues and our team.

We have been informed by Wiltshire Police that they will no longer be holding any Bluez And Zuz discos in Devizes. Therefore, the September event was the last that will be held in the Corn Exchange.

**9. REPORT FOR INFORMATION – CONDITION OF SIDE WALL OF CORN EXCHANGE**

The condition of the stonework on the side wall of the Corn Exchange was brought to the attention of members at the last meeting of this committee.

Mr Colin Johns, conservation architect has recently provided a photographic record showing the side wall in April 2009.

The Councils Admin & Finance Manager has taken a similar photographic record over the past few weeks. It is anticipated that a meeting will be convened in the near future to compare both sets of photographs and to suggest a way forward to members and senior officers.

**10. REPORT FOR INFORMATION – REPLACEMENT OF ROOF – 26 THE BRITTOX**

Mark Graham Ltd entered into a 10 year lease relating to the above premises commencing on 24 March 2014. As part of the lease agreement, the Council agreed to replace the roof covering within 2 years of the date of the lease. The tenant on his part agreed to effect repairs to the roof covering costing no more than £500 in one year. Should the repairs exceed this amount then the tenant would be obliged to contact the Council who then would have 10 days to respond to the client regarding the proposed repairs and to agree to contribute the additional amount or to raise an objection.

The tenant has recently contacted the Town Council stating that his roofer has informed him that the roof is too fragile to effect economic repairs at this stage. The tenant is therefore requesting the Town Council to bring forward the replacement of the entire roof.

Officers are of the opinion that the roof is indeed beyond economic repair and have requested a survey and a quotation in respect of its replacement from a number of local roofing businesses.

At this point officers are still awaiting some of the quotations. Once they are all received a meeting will be convened with the tenant, the Town Councils commercial property agent and the Admin & Finance Manager.

An amount of £7,500 in each of the two financial years 2015/15 and 2016/17 has been provided in the estimates by officers.

**11. REPORT FOR INFORMATION – VENUES BOOKING SYSTEM**

Members may recall that a purchase order was recently raised for a new venues booking software called Events500.

The software was recently installed on the Town Council server whilst staff training took place on Monday the 12th of October with additional set up of the basic data the following day.

Significant work is still required to set up the basic data on the system before future bookings currently on the existing system, Business Careware can be migrated across.

Maintenance and support of the existing booking software terminates on 3 January 2016.

**12. REPORT FOR INFORMATION – HILLWORTH PARK CAFÉ**

Before re-opening, the café was given a deep clean and re-decoration, which has been commented on favourably by customers. New, consistent labelling and marketing has also been introduced as has a café uniform and photo board advertising events in the Park.

We have begun to sell Dolcipani cakes, which are proving to be very successful with customers. Over the coming months we will be asking café goers to let us know what food, drink and snacks they would like to see the café serving. Similarly, we will be asking what types of groups they would like to see set up in the café, e.g. Mother and toddler group, book club, gardening club.

The café is currently open from 10am to 5pm each day and will move the slightly earlier closing time of 4pm from the beginning of November.

**13. REPORT FOR INFORMATION – NOMINATED CATERER REVIEW**

As part of the Nominated Caterer Tender Review, interviews have been held with our three existing caterers, Annie's Catering, Vaughan's Kitchen and Sweet Pea Caterers. Further to the formal interview the caterers were also asked to provide a selection of food from their buffet menus.

All three caterers performed extremely well in interview and the working party has agreed to extend their contracts for a further three years.

**14. REPORT FOR INFORMATION – SOUTH WEST IN BLOOM**

Devizes and Roundway in Bloom was awarded a Silver Gilt in the regional South West in Bloom 2015 Competition. We are awaiting feedback from the judges who visited Devizes to understand where we could improve next year.

This year we entered more than twenty initiatives into the It's Your Neighbourhood awards and a number of them including the Drews Pond Wood Project and Greenacres were recognised as 'outstanding'. Greenacres, Albion Place, Drews Pond Wood and Andrew Sharp's Southbroom Road wall were further highlighted in a number of separate categories.

The It's Your Neighbourhood entrants were celebrated at the recent In Bloom awards ceremony where they received their framed certificates and feedback sheets.

It was announced at the South West event that schools will no longer be eligible to enter the IYN awards, however, a new programme aimed specifically at them will be launched next year.

**15. REPORT FOR INFORMATION – THE GREEN**

Initial investigations into the hole which has appeared on The Green has shown that it is sited above a fresh water drain and pipework, which is owned by Wessex Water. Wessex Water has used a camera to travel along the pipework, which is situated more than seven meters down, to check its condition.

They have reported back that they are satisfied that there are no leaks and, furthermore, they have had no involvement with the land in that area for sixty years.

Therefore, they admit no liability and will not pay for the hole to be filled in. Neither will they pay a contribution towards the works and have stated they will not carry out the project themselves and charge us.

Owing to the position of the hole above the drain and pipework, we would normally need to obtain a licence before proceeding to in-fill the hole, which could cost more than £500. We have been working with Mark Lovell Design Engineers and they have negotiated with Wessex water to get them to waive this licence on the proviso that we use one of their approved contractors. We are now waiting for a quote from Renelec who are a local approved contractor to understand the scope and price for the project.

We are in contact with Devizes School who are satisfied that we are working to resolve the problem and the Open Spaces Team check to ensure the hole has not worsened and the barriers are in place.

**16. REPORT FOR INFORMATION – VENUES MARKETING**

Facebook, Twitter and Instagram accounts have been set up for the Venues. These all feature the latest venues photographs and the strapline “venues for all occasions”. The sites are now beginning to be used and advertised and will slowly build up a following. Groups who are using the venues to hold events such as concerts, fairs etc. are being asked if they would like their event advertised on our Facebook pages.

A Mailchimp account has been set up and a Devizes Venues email newsletter has been designed. The first newsletter will go at the end of the month and sign-up will also be encouraged via the Facebook and Twitter pages.

Conference room extras are also being organised and sourced and will also be in place shortly.

**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.

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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