



# 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: 19 JANUARY 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 meeting held on the 17 December 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**

The Overall Satisfaction for December was 100%.

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

Over the past months, we have migrated to a new events and booking system, Events 500, which is a more intuitive, windows based management information system.

From next month, the occupancy reports will be in a different format than those taken from CABS, the previous booking system. However, the reports generated will still compare room bookings over a three year period and will provide a detailed breakdown of the type of events held in the venues in each month.

Furthermore, owing to its increased functionality, we will be able to produce reports that details the source of each booking. This will enable us to check how the current marketing plan is working and allow us to target the advertising in a more controlled manner than previously.

December was a very busy month in the venues with three local companies returning to hold their Christmas parties here. All events were large-scale affairs and the Venues team worked extremely hard to ensure they went off smoothly. Two companies have already booked to hold their 2016 events here citing the excellent service they received across the board as the reason for booking early.

**8. REPORT FOR INFORMATION – FOOTBALL FACILITIES AT GREEN LANE PLAYING FIELD.**

Officers have been in contact with a number of local football clubs to discuss lack of accessible football facilities in the town and how green lane may be able to bridge that gap.

A meeting has been scheduled for the 18 January and the outcome from that meeting will help shape any funding bid made to the Football Foundation.

Officers will give a verbal update of the meeting of any points raised.

**9. REPORT FOR INFORMATION – CHRISTMAS LIGHTS**

The current five year contract to supply and erect the Christmas lights has now come to an end. Officers will be working with the Christmas Lights Working Party on this tender process over the coming months.

**10. REPORT FOR DECISION – ‘SANDS’ MEMORIAL**

**Recommendation**

To authorise officers to pursue the installation of a memorial in Hillworth Park for bereaved parents and families affected by stillbirth and neonatal deaths.

**Purpose of the Report**

To provide members with the required information to authorise officers to pursue the installation of a memorial.

**Background**

SANDS is a national charity, which provides support for parents and families affected by a stillbirth or neonatal death.

Common amongst stillbirth and neonatal deaths is the fact that there is often no burial and, therefore, no grave to provide a place for remembrance. SANDS groups across the country raise funds for parents to create memorial gardens or for the installation of memorial sculptures within cemeteries or parks. These memorials offer a focus for parents and families and a place for remembrance.

Formerly, the nearest support group for families was in Swindon. A local group has recently been formed for families in Devizes and the local villages, members of which have approached the Town Council to ask for a memorial to be sited in Hillworth Park. They would like a sculpture, stone or small bench to be installed, which they will provide the funds for.

Memorials in other cemeteries and parks have included the following:



Group members are open to the type and size of the memorial.

### **Options Considered**

The Committee need to decide if ir authorise officers to pursue this project. No decision on any installation will be made by the officers and a report will be brought back to this committee for approval once the type and size of the memorial has been proposed by the SANDS group.

### **Implications and Risks**

#### **Financial and Resource Implications**

The project will be fully funded by SANDS.

#### **Legal Implications and Legislative Powers**

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

**10. REPORT FOR DECISION – NEWLAND AND BELVEDERE WOOD, DEVIZES**

**Recommendation**

To authorise officers to negotiate a lease with the Society of Merchant Venturers for the Town Council to maintain Newland and Belvedere wood which will provide public access.

**Purpose of the Report**

To confirm that the Town Council is happy to continue developing this project.

**Background**

Officers have recently received an email for the agents acting for the Society of Merchant Ventures land steward, which advises that the woods are clear of rough sleepers and the area has been cleared of rubbish by their contractors.

The Town Council has been asked to submit a management plan to the Society of Merchant Venturers and a meeting of the working party will be held shortly to this develop this. The plan will be based on the outline action plan set out in October and is as follows:

Task	Action Required	Funding
Clear rough sleepers from the wood	Enforcement action is needed to provide the necessary legal framework to remove the rough sleepers from the site. In taking action against the rough sleeps, any injunction needs to make it clear that it will be an offence to renter the site to camp.	Merchant Venturers to take out and fund appropriate action to ensure the site has no sleepers if it is taken on by he community
Clearing of Rubbish	The site contains a significant amount of litter, including sharps, other drug related material and human waste.	Merchant Venturers to clear fund a clean up programme.
Surveying the woods	Wood to be inspected by a qualified arboriculturist to identify any remedial works needed to ensure visitors are not exposed to any unnecessary risk when accessing the area	Work to be jointly funded by Merchant Venturers and DTC
Upgrading of path and signage	Clearly define the walkway through the wood making obvious the directions visitors need to take.	DTC to clear path and provide markers

RECREATION & PROPERTIES COMMITTEE  
19 JANUARY 2016

Links to Quakers walk	Permissive paths need to be granted to allow the development of circular walk from town through the woods to Quakers walk then back into town.	Merchant Venturers to grant permissive access alongside the lease to the land
Access into the woods for walkers	Access through the woods will be gained from both Devizes cemetery through the existing woodland walk and Dye House Lane	DTC to install kissing gates at these entrances.
Ongoing maintenance	A detailed maintenance schedule to be developed to manage the woods on an annual basis involving both contracted and volunteer workers.	DTC to develop
Educational Resource	Working with the town's schools and education providers develop resource packages to encourage the woods used as an education resource for the town.	DTC to develop alongside schools
Reviews	Set out a review programme for the delivery of new open access area for the town against the criteria set out in this action plan	DTC and Merchant Venturers to agree

If the committee is agreeable that this project is progressed it is requested to give consideration to any amendments or additions it would like see included in the plan.

Before a final decision is made about taking the wood on, the committee will be presented with the agreed management plan.

### **Options Considered**

The committee is asked to confirm that it is still in agreement to pursue taking on a lease for Newland and Belvedere Woods.

The Committee also need to advise officers at this meeting about clauses it would like to be included in the management plan

### **Implications and Risks**

#### **Financial and Resource Implications**

In developing a management plan the financial and resource implications for the Council associated with this decision will become clearer.

#### **Legal Implications and Legislative Powers**

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

**Environmental Implications**

In developing a management plan the environmental implications for the Council associated with this decision will become clearer.

**Risk Assessment**

In developing a management plan any risk implications for the Council associated with this decision will become clearer.

**Crime and Disorder**

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

11. **EXEMPT REPORT FOR INFORMATION - COMMERCIAL PROPERTY RENTAL BALANCES**
12. **EXEMPT REPORT FOR DECISION – RELATING TO COMMERCIAL PROPERTIES**
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