



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: 1 MARCH 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 19 January 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

See attached Customer Satisfaction Feedback.

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

We have now moved completely over to the new booking software, Events 500.

Using information from both the old and new systems, the room booking summary is still in a recognisable format. Owing to a change in how events are listed on the new system it will not be possible to correctly compare types of events over a given period until more data is produced. The types of events booked in the venues, therefore, only shows data for January 2016. This is still valuable, however, as it shows that we are still very dependent on meetings and conferences.

January has seen booking numbers similar to that of previous years. Information produced through the new booking system Events 500 shows that a diverse range of events were held in both buildings.

Despite Wiltshire Council's budgetary restraints, they are still using us for training events and meetings. However, we are seeing a number of new private companies and other local organisations also booking both venues.

8. REPORT FOR INFORMATION – CHRISTMAS LIGHTS TENDER

Six companies have requested tender documents and three have visited Devizes to meet officers and to carry out site visits.

The final submission date is Friday 26th February. Following this, the Christmas Lights Working Party will meet to consider the tenders and will come back to the next appropriate Recreation and Properties meeting with their recommendation for ratification.

9. REPORT FOR INFORMATION – THE PENNY BANK TREE

As members will be aware, the Penny Bank flowering cherry tree came down in the recent winds. The tree was immediately made safe by the Open Spaces team, nobody was hurt and no immediate damage was caused.

Officers are currently looking at the options available for the Penny Bank and will report back at the next meeting.

10. REPORT FOR INFORMATION – TRANSFER OF PUBLIC TOILETS TO THE TOWN COUNCIL

At a meeting of the Full Council on the 2 February, it was agreed that the Town Council would take on the running of the two public toilets in the town.

Since that meeting officers have confirmed the position with Wiltshire Council who have provided a draft lease for the Superloo and transfer documents for the toilet on the Green. These documents are with the Councils' solicitors for review, however some modifications to them will be required.

Officers have asked that the toilet block on the Green is passed over with vacant position, however the Landscape Group, who undertake grounds maintenance for Wiltshire Council, have made a tentative enquiry about continuing to use the mess area for their town centre based staff. Should this be agreed, it will be negotiated directly with the Town Council for a limited period.

Officers will shortly be meeting with the staff who look after the Superloo to better understand the current level of service provided.

At the time of writing this report officers have not received any further financial information about the cost of running the service or TUPE implications for staffing.

Officer will keep members updated as information becomes available.

11. REPORT FOR DECISION – SALE OF ALCOHOL FROM THE PARK CAFÉ

Recommendation

That the committee agrees a premises licencing allowing the sale of alcohol in the Hillworth Park Café is applied for.

Purpose of the Report

To authorise an application for a premises licence permitting the sale of alcohol in the Hillworth Park Cafe.

Background

At a number of community events requests have been made by those attending to be able to buy alcoholic refreshments which they will enjoy with a picnic.

Should it be agreed the policy will be restricted to the sale of bottled beers and wine only and nothing will require measuring. The licence will also cover off sales to permit alcohol to be taken into the park itself. As part of the operating schedule we will be looking at how best this can be served to reduce the chance of broken glass in the grass area.

Options Considered

The committee needs to decide if it supports this initiative

Implications and Risks

Financial and Resource Implications

There may be a small finance implication for the licence.

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.

12. REPORT FOR DECISION – PLAYING FIELD & GREEN LANE

Recommendation

It is recommended that the Committee authorises officers to draw funds from The Green Lane Playing Field improvement earmarked reserves to undertake a feasibility study and ground condition survey in preparation for improvements for the site.

Purpose of the Report

To authorise officers to progress this project.

Background

At the last meeting of this committee, members were advised about work being undertaken with local football clubs to improve the facilities at the playing field in Green Lane.

Since that meeting the FA have recommended that a ground condition survey is undertaken and a feasibility study into the proposed project.

- The project will include improvement to the ground including drainage
- Construction of a clubhouse for use by more than once sport
- The development of a 3G all weather surface pitch
- Associated engineering works to improve access, parking and ground conditions

The feasibility study will provide an evidence based around the site's suitability to provide the necessary improvements, identifying existing and proposed sports facility provision within our catchment area that may impact on this facility and evaluate the viability of the proposal.

Both the feasibility study and the ground survey will be vital supporting information for any grant application that may be needed to make applications to fund the project.

Options Considered

The Committee needs to decide if they approve officers to draw down for the Green Lane Playing Field Improvement reserve to fund this work.

Implications and Risks

Financial and Resource Implications

The Council currently hold a £20k reserved towards improving the sporting facility at playing field in Green Lane.

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.

13. EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES

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16. 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