



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: 16th April 2019

Time: Immediately following Planning Committee

Venue: Council Chamber, Town Hall, Devizes

Enquiries: 01380 722160

The Town Mayor: Councillor Geddes
Chairman: Councillor Johnson

Councillors:	Carter	Corbett	S Evans
	Gay	Greenwood	Parsons
	Pennington	Rose	Rowland
	Shaw		

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 5th March 2019, and which have been circulated alongside 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

Venues income figures are issued in attached documents 5/1-5/3.
Link is [here](#)

6. REPORT FOR INFORMATION – VENUES KEY PERFORMANCE FIGURES

Looking at the final room income figures for the financial year 2018/2019 they show that, following a couple of good months, the Town Hall turned around a predicted loss. The Corn Exchange, whilst not performing as well as last year, also improved its performance over the year. Doc 5/1-5/3 are attached.

These results are particularly welcome as, back in January, both venues lost a number of key local authority bookings as New Year budgets were frozen or cut completely. Officers have worked hard to bring in new business to counteract these cancellations, including a number of lifestyle fairs, concerts and larger conferences. The Monthly Booking Capacity chart shows that the Ceres Hall had great months in both February and March and this reflects the type of new bookings being attracted to the venue.

Overall, the Key Performance Indicators show that, although we are attracting new types of business, we are still heavily relying on repeat customers. Cold calling and the use of social media was under-utilised in both months and this will become a priority for the new financial year.

Link to key performance figures is [here](#)

7. REPORT FOR INFORMATION - MARKETING & SALES REPORT

The Sales and Marketing Officer has finalised a number of funeral tea/wake packages and is in the process of working with Resolution Design to create an appropriate brochure for this, which will be displayed in all local funeral parlours.

Contact has been made with a local agency who supply, amongst other things, a roller disco. After many meetings, the agency's insurance company will not allow the event to go ahead owing to the placement of the stairs in the Ceres Hall. Therefore, the Sales and Marketing Officer is exploring other similar companies and alternative venues, possibly the Market Place.

Link to customer satisfaction questionnaire (doc 7/1) is [here](#)

8. REPORT FOR INFORMATION – PLAY AREAS

Officers and the Parks and Open Spaces Team have visited and assessed all of the new play areas which have come over to the Town Council following the asset transfer. A comprehensive plan has been drawn up and work has already begun on the Fruit Fields Play Area to clean it, replace broken fencing etc. The play area in Byron Road will be the next one to receive attention, where a number of repairs will be made and the fence will be replaced.

Quotes have been received from two companies for repairs to the wet pour, which cannot be undertaken in-house and a further one is being sought.

9. REPORT FOR INFORMATION – WOODS

Officers are now working with Stuart Hislop and his volunteers in Drews Pond Wood to ensure they are well supported and all health and safety requirements are being met. New signage is also being designed and this should be in place soon.

Management plans have been commissioned for Broadleas and Belvedere Woods to ensure that not only are all health and safety issues being looked after but that relevant conservation work has been identified. These plans will be used by the Open Spaces team, but will also prove useful to any volunteer groups that help in the woods.

Broadleas Woods has a thriving volunteer community and officers are working towards the next meeting, which has been planned for end of May 2019. It is hoped to replicate this group in a formal way for Belvedere Woods and this should be in place mid-summer.

10. REPORT FOR INFORMATION – CHRISTMAS TREE LIGHTING

The Christmas Lighting Installation and Maintenance Tender process has been completed and the previous company has been awarded the contract for the next three years. Four companies submitted tenders and, although the costs were very similar, WGS Lighting were the most competitive. WGS have worked closely with the Town Council over these past three years and officers and members of the Christmas Lights Working Party have been extremely impressed with their commitment and expertise.

Local police have confirmed that a young man has been identified as the culprit who damaged the lights in the Christmas tree in December 2018. Rather than take the issue to court, it has been agreed that the Town Council pursue him directly for the full costs of replacing the lights, a sum of £720.00. The young man has paid half of the amount already and it has been agreed he will pay the remainder at the end of April. If he fails to pay, the matter will go to court, however this is looking unlikely and a new set of lights have been ordered.

11. REPORT FOR INFORMATION – TOWN CENTRE MANAGEMENT INITIAL REPORT

The handover from Wiltshire Council to Devizes Town Council is still ongoing, with a number of issues still outstanding including not being able to have access to the trader files, and emergency lighting servicing, but all in all we have successfully implemented the first phase. Traders are more relaxed knowing that they have a market champion working with them to deliver and promote Devizes, The Shambles Market and Market Place.

The introduction of new forms for traders has been completed for new applications and a new key holder list is being compiled so that we can control who has access to the building. Fire Risk Assessments and a trader Evacuation Procedure will be implemented this week.

Looking at ways we can use outside support for promotion of our market, we have joined NAMBA (The National Association of British Market Authorities) which provides members with support regarding everything market-related – from a health check and members' discussion forum, to the Love your Local Market Campaign and free legal advice, to name just a few benefits. We have also registered on the NMTF (National Market Traders Federation) website and receive the leading publication for the traditional retail markets sector as well as street traders, events retailers and hot food sellers.

12. REPORT FOR INFORMATION – NEW FOOTBALL FACILITIES AT GREEN LANE PLAYING FIELD

At a meeting of this committee on the 5 March 2019, it was reported that the tender values for the construction of the new changing rooms with associated facilities and new Wiltshire FA headquarters had been received and even at the lowest tender value, the project was significantly over budget.

Since that meeting, all parties concerned have undertaken a detailed value engineering exercise and have managed to bring the project down to a cost which is fundable.

These figures are set out below.

Capital Costs	
Total Fees to end of project	£ 121,112.00
Building	£ 789,574.00
Car Parking	£ 122,842.00
3G all-weather pitch (with LED' lighting and contingency)	£ 597,242.00
Contingency	£ 77,054.00
Total	£1,717,824.00

There are four funding partners for the project.

Funding	
Wiltshire Football Association	£ 370,000.00
Devizes Town Council	£ 220,000.00
The FA - Grant	£ 273,050.00
Football Foundation - Grant	£ 854,774.00
Total	£1,717,824.00

The value engineering exercise was completed in time for the project to be submitted for its formal Football Federation funding bid in mid-April, and on the 2 April 2019 the funding application was scrutinised by the National Football Foundation funding panel, which is the first and most detailed assessment for the projects funding eligibility.

The Green Lane project was well received and was found to be well planned and raised very few questions. Passing this assessment was a significant hurdle for the project and it will now go forward to the awarding panel on the on the 9 May and officers of the Football Foundation believe that the funding bid should be well received. Regrettably, as the bid is over £500k there is a further funding assessment by the Full Board of the Football Foundation on the 21 May.

Given that all those who have been involved with Football Foundation funding are confident that the project will receive its funding, officers have met with the architects and the preferred contractor to progress the project "at risk". This is to say further cost will be incurred without the guarantee of funding, which was a decision not taken lightly by officers. However, there is real concern that unless the project is progressed, by discharging outstanding planning conditions, finalising ground investigation work and drawing up contractual elements of the project, there will be a delay in commencing work on site and this in turn would result in any new building not being watertight by the onset of winter, which has the potential to add time and cost to the scheme.

Officers have commissioned the following works:

- The architect to commence work to discharge the required planning conditions
- Review of way levied to allow any new utility services on site
- Quotes for connection costs for new utility services
- Assessment of water discharge flow rates
- Drawing up of contractual agreement between the Council and the preferred contractor
- Detailed structural engineering assessment.

These costs, which will be in the region of £20k, are costs that will need to be undertaken as part of the build cost and therefore are not in addition to the figures provided, but may be lost ultimately if the Football Foundation request was turned down.

To date, the fees expended on the project are in the region of £65,000.

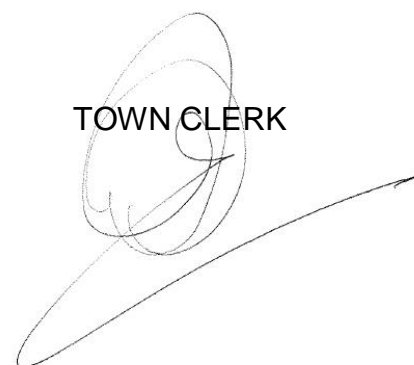
13. EXEMPT REPORT FOR INFORMATION – COMMERCIAL PROPERTY RENTAL BALANCES

14. 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

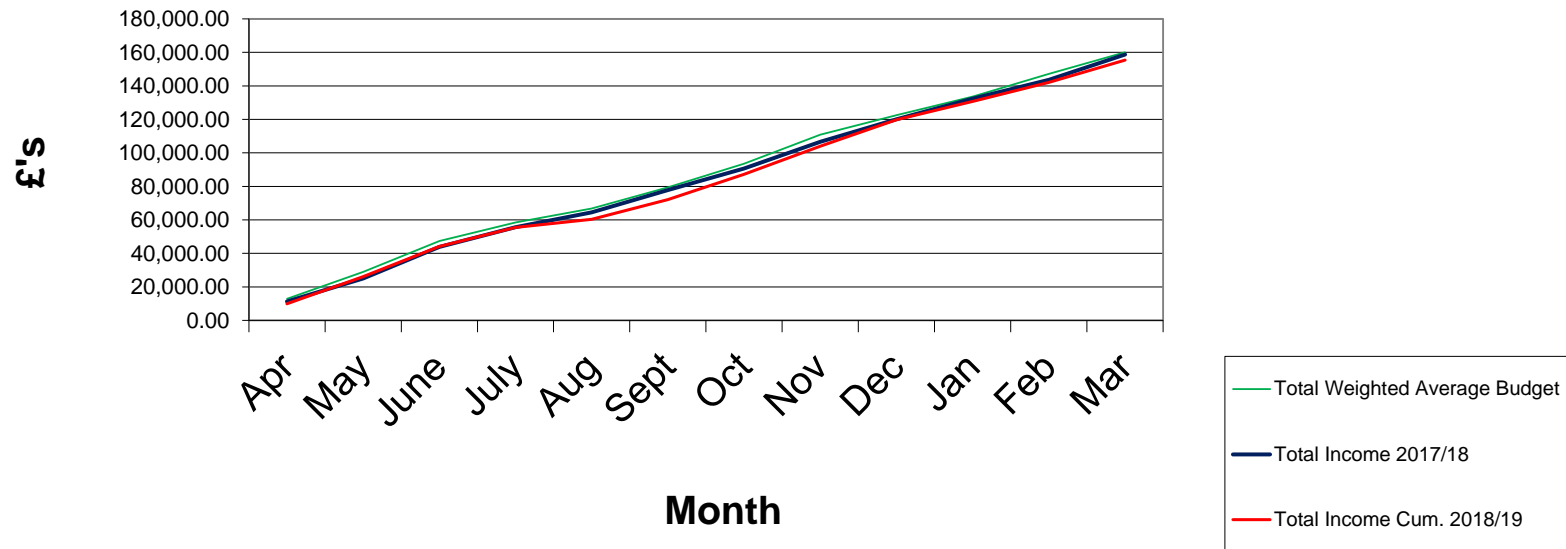
TOWN CLERK



VENUES CUMULATIVE INCOME 2018-19

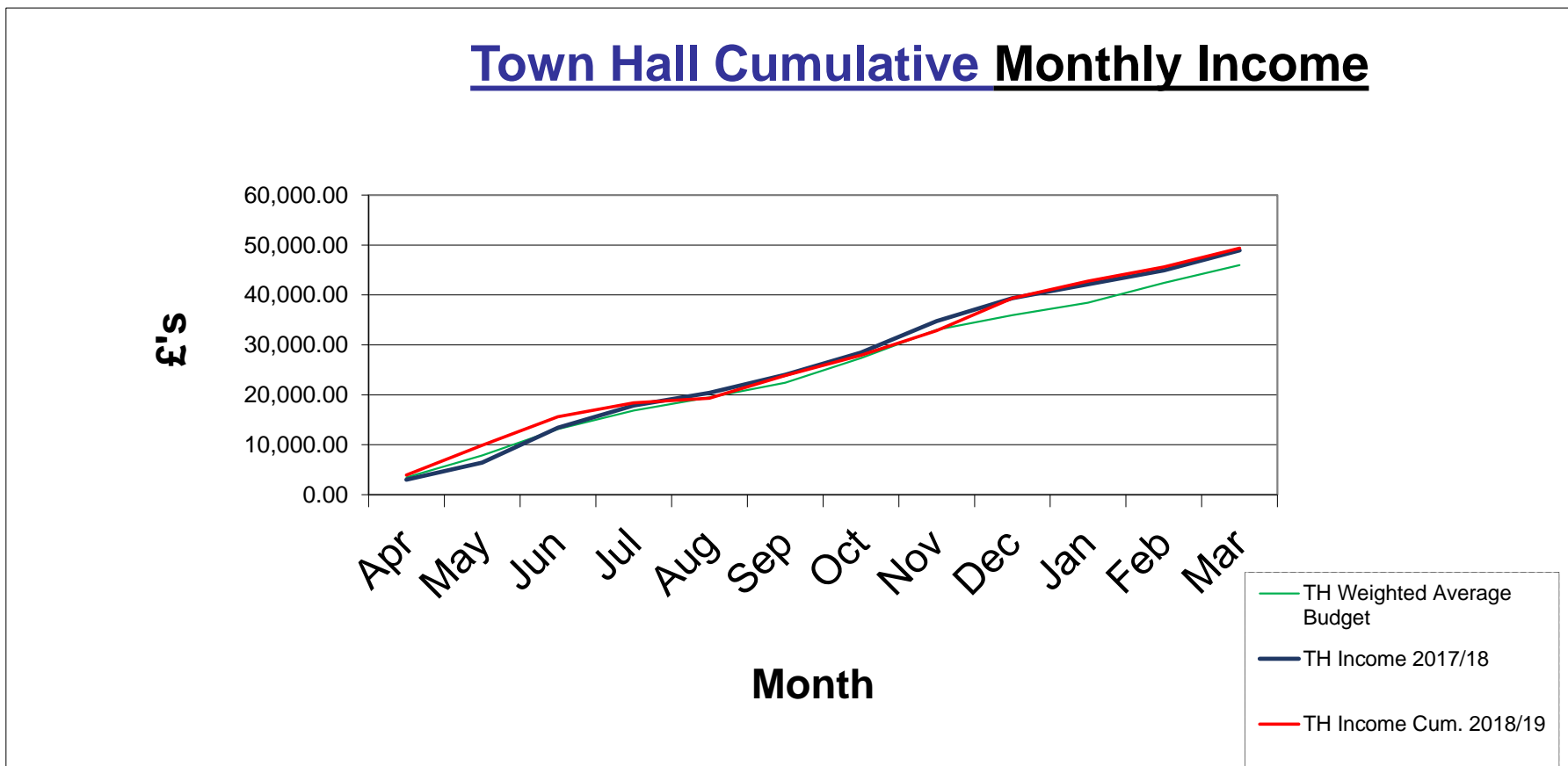
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
TH Weighted Average Budget	3,441.75	7,858.49	13,147.29	16,860.69	19,511.40	22,418.35	27,373.47	33,013.35	35,961.11	38,467.12	42,433.17	45,990.62
TH Income 2017/18	2,971.83	6,427.27	13,403.40	17,871.82	20,389.12	23,998.45	28,438.95	34,743.93	39,350.95	42,135.78	44,913.03	48,960.09
TH Income Cum. 2018/19	3,914.73	9,882.44	15,625.04	18,415.14	19,330.72	23,880.07	27,912.01	32,864.51	39,375.64	42,783.36	45,625.07	49,379.81
CE Weighted Average Budget	9,450.21	21,156.74	34,246.25	41,603.96	47,308.94	57,038.23	66,210.69	77,907.11	86,584.16	95,096.51	104,726.69	114,000.00
CE Income 2017/18	8,357.90	18,637.63	30,459.50	37,741.28	44,072.93	53,817.58	62,246.67	71,908.83	80,715.27	90,205.07	98,750.78	109,721.72
CE Income Cum. 2018/19	6,029.96	16,267.73	28,465.56	37,067.60	41,051.35	48,298.48	59,265.95	71,111.83	80,382.32	87,972.89	96,500.93	106,037.37
Total Weighted Average Budget	12,891.96	29,015.23	47,393.54	58,464.65	66,820.34	79,456.58	93,584.16	110,920.46	122,545.27	133,563.63	147,159.86	159,990.62
Total Income 2017/18	11,329.73	25,064.90	43,862.90	55,613.10	64,462.05	77,816.03	90,685.62	106,652.76	120,066.22	132,340.85	143,663.81	158,681.81
Total Income Cum. 2018/19	9,944.69	26,150.17	44,090.60	55,482.74	60,382.07	72,178.55	87,177.96	103,976.34	119,757.96	130,756.25	142,126.00	155,417.18
Total Income Mthly. 2018/19	9,944.69	16,205.48	17,940.43	11,392.14	4,899.33	11,796.48	14,999.41	16,798.38	15,781.62	10,998.29	11,369.75	13,291.18

Town Hall and Corn Exchange Cumulative Monthly Income



TOWN HALL CUMULATIVE INCOME 2018-19

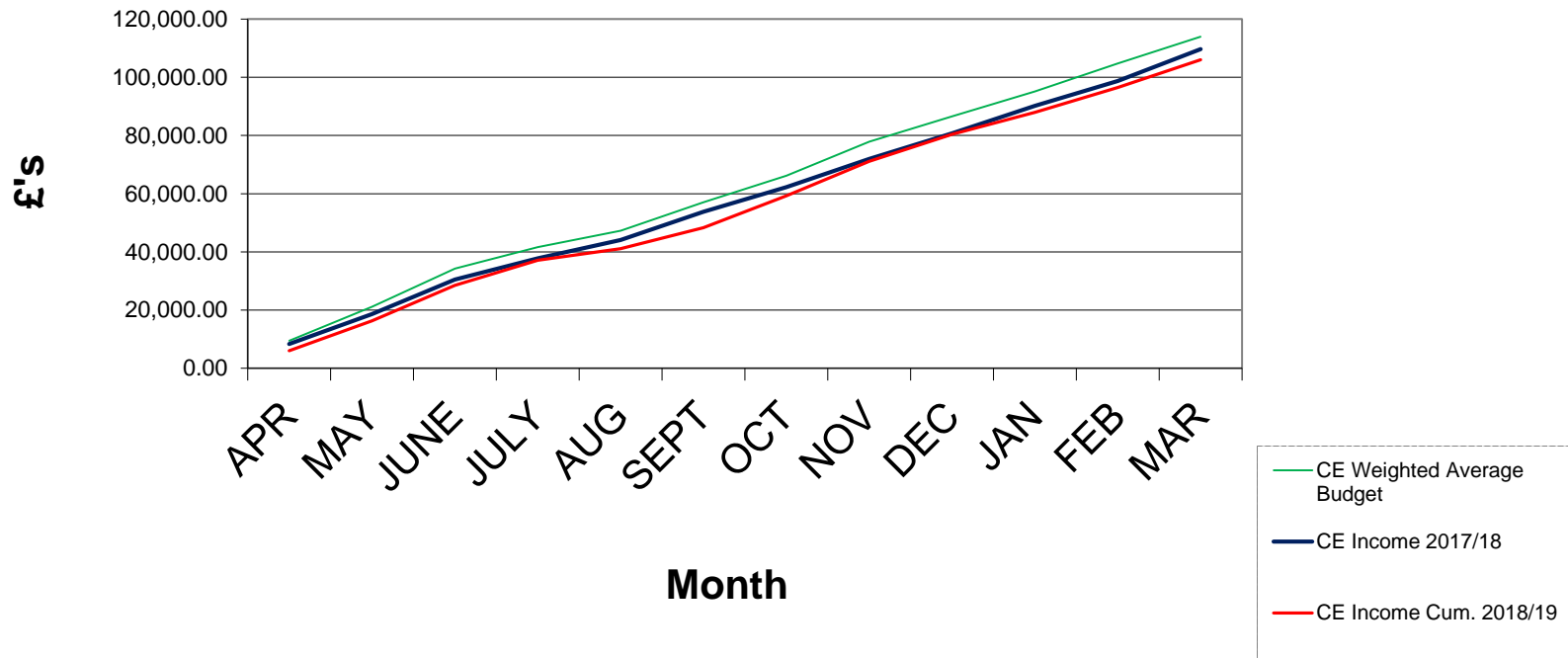
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TH Income Mthly 2018/19	3,914.73	5,967.71	5,742.60	2,790.10	915.58	4,549.35	4,031.94	4,952.50	6,511.13	3,407.72	2,841.71	5,807.72



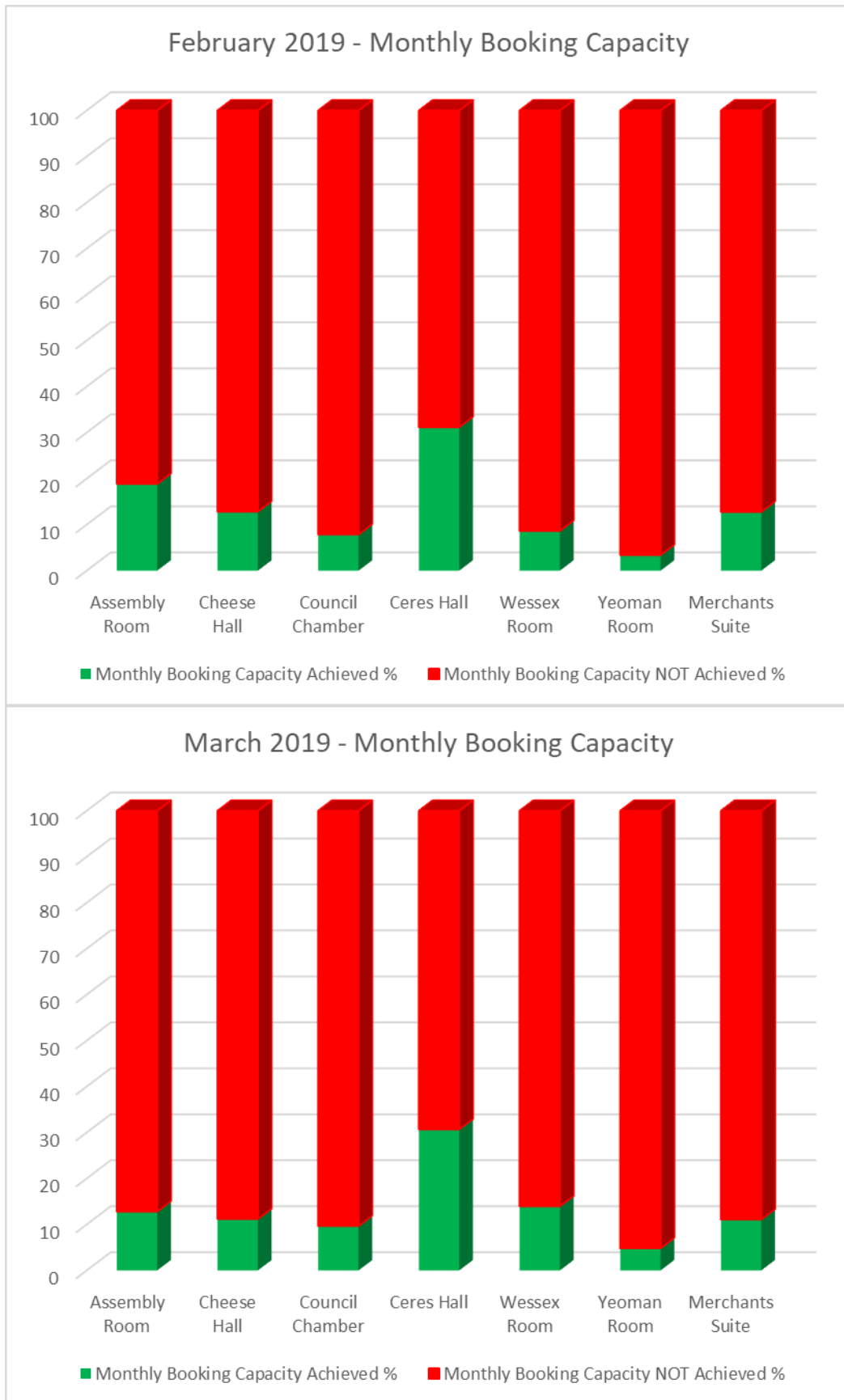
CORN EXCHANGE CUMULATIVE INCOME 2018-19

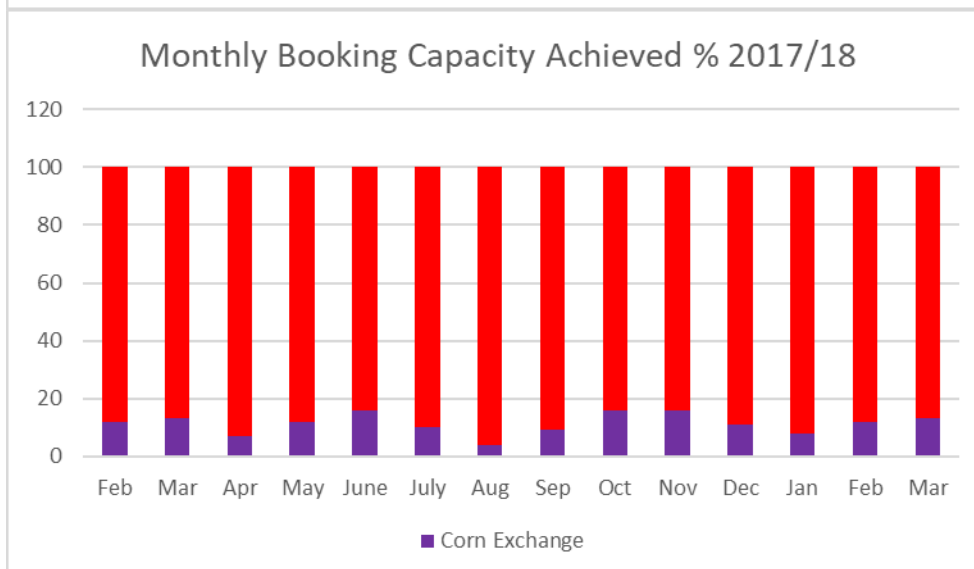
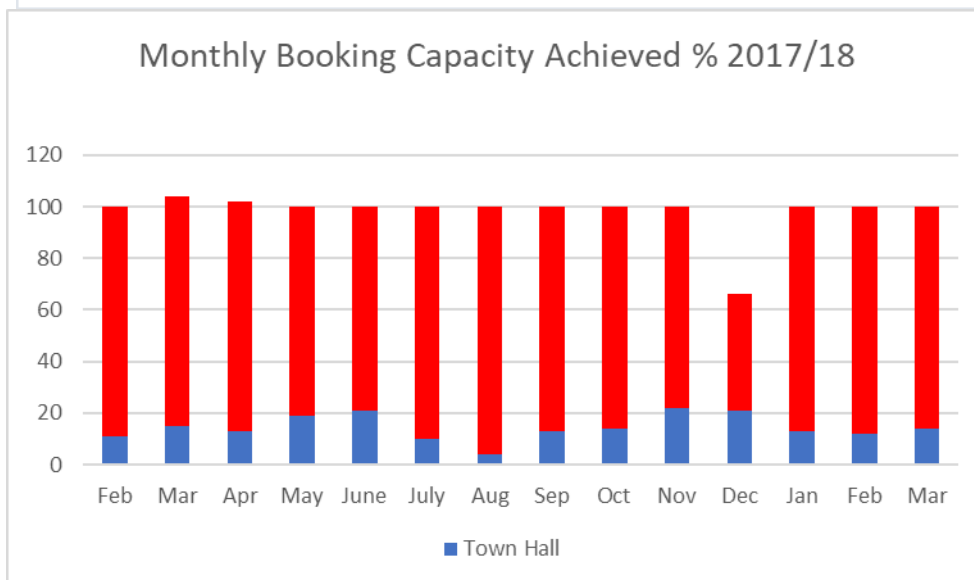
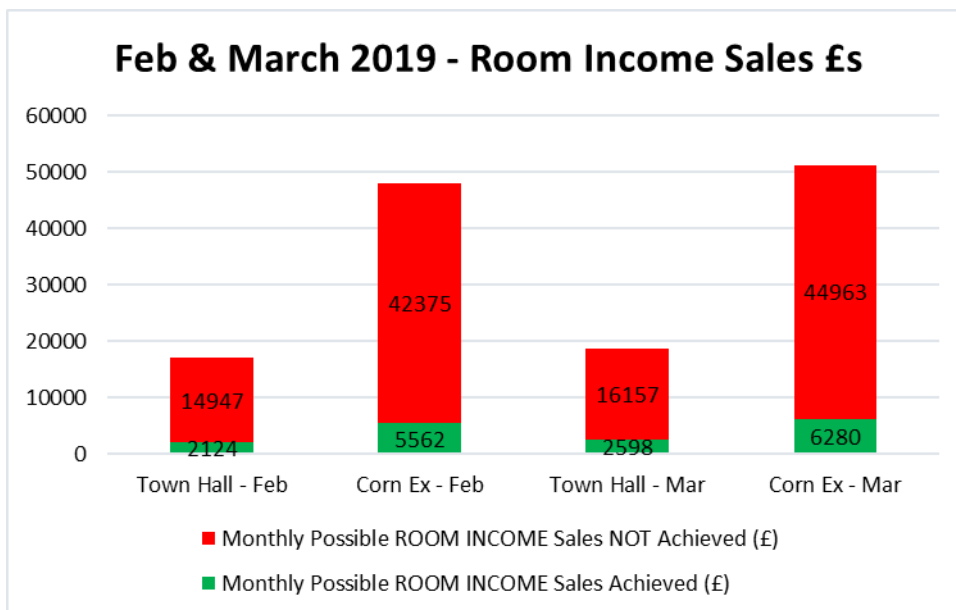
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Corn Exchange Cumulative Monthly Income



RFI – VENUES Key Performance Indicators February & March 2019



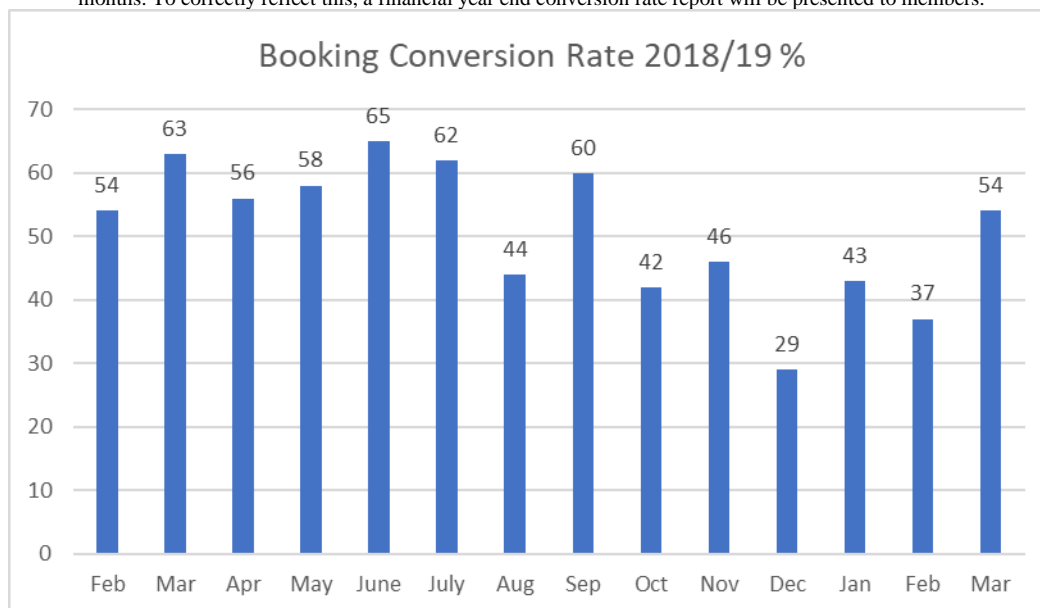


FEBRUARY 2019 CONVERSION RATE – 37%
MARCH 2019 CONVERSION RATE – 54%

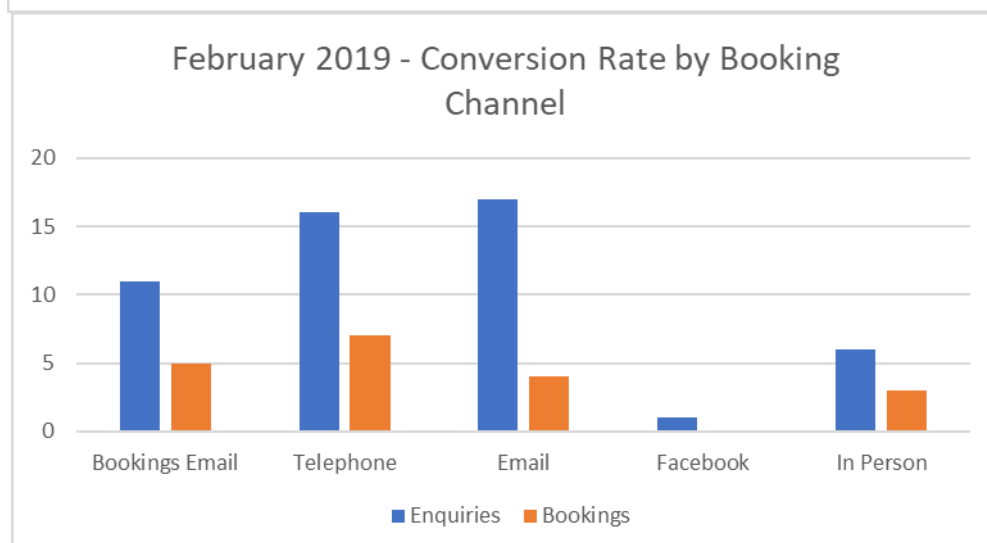
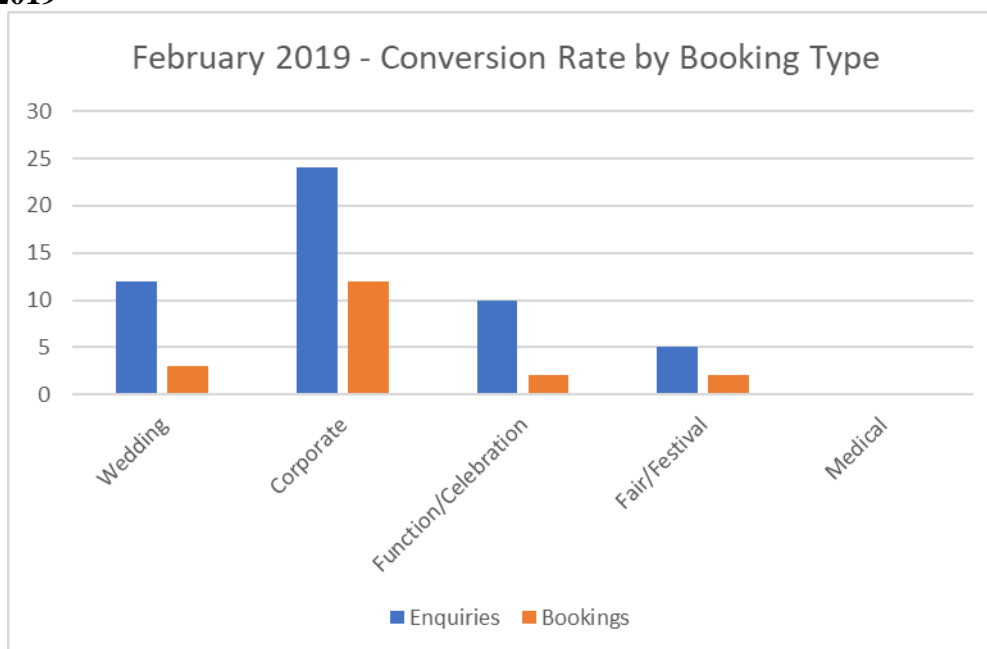
RECREATION & PROPERTIES COMMITTEE

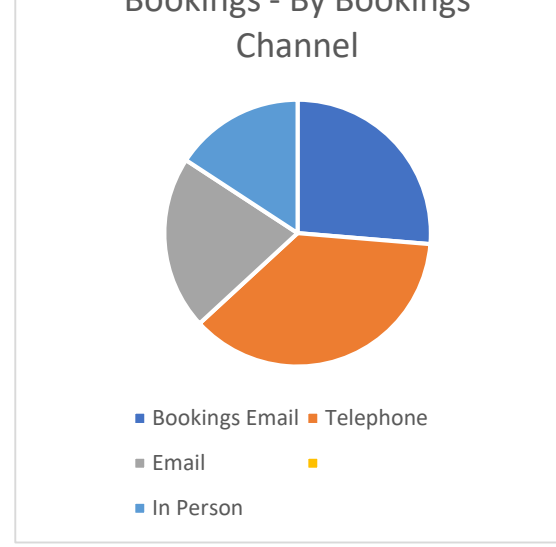
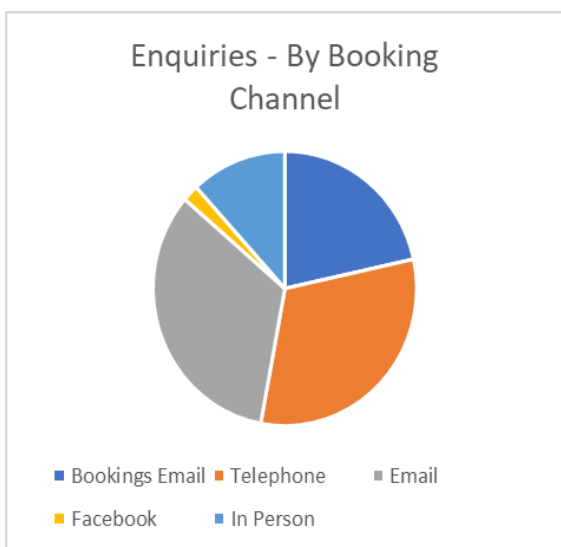
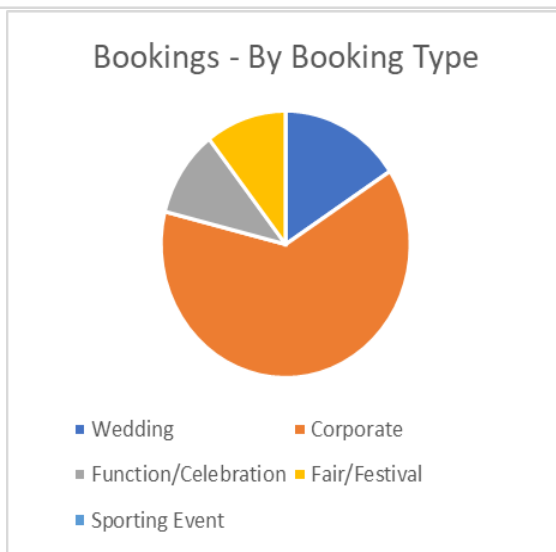
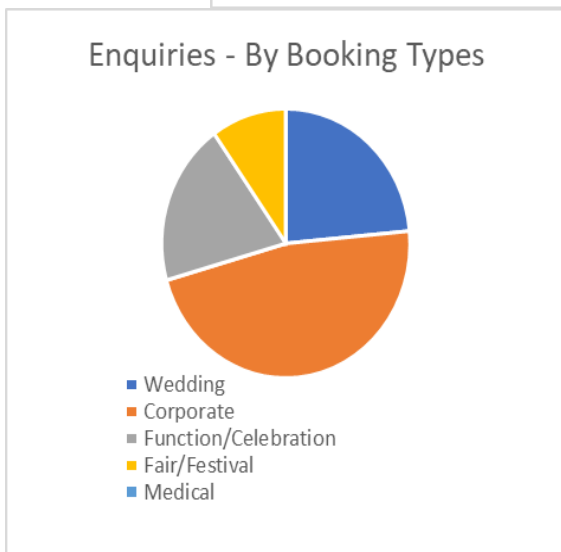
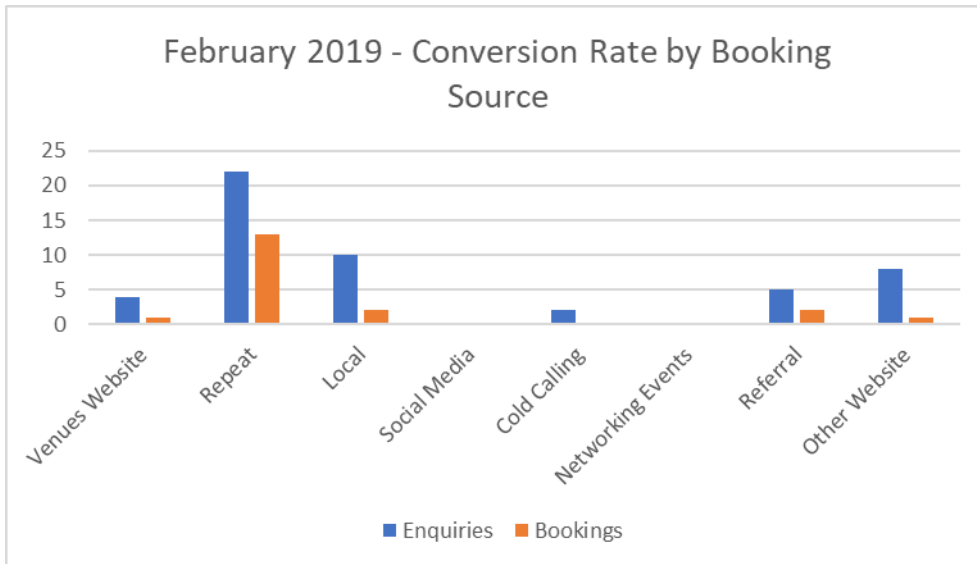
16th April 2019

*These conversion rates are based on the months in which the enquiries are made and are accurate at time of reporting. Enquiries are often converted in following months. To correctly reflect this, a financial year end conversion rate report will be presented to members.

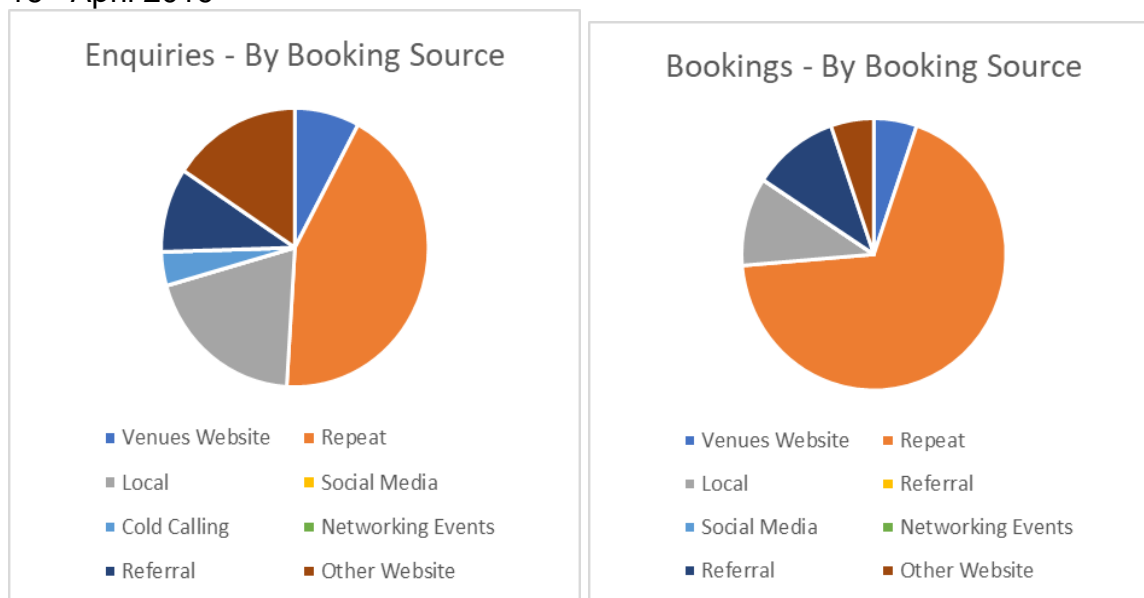


FEBRUARY 2019

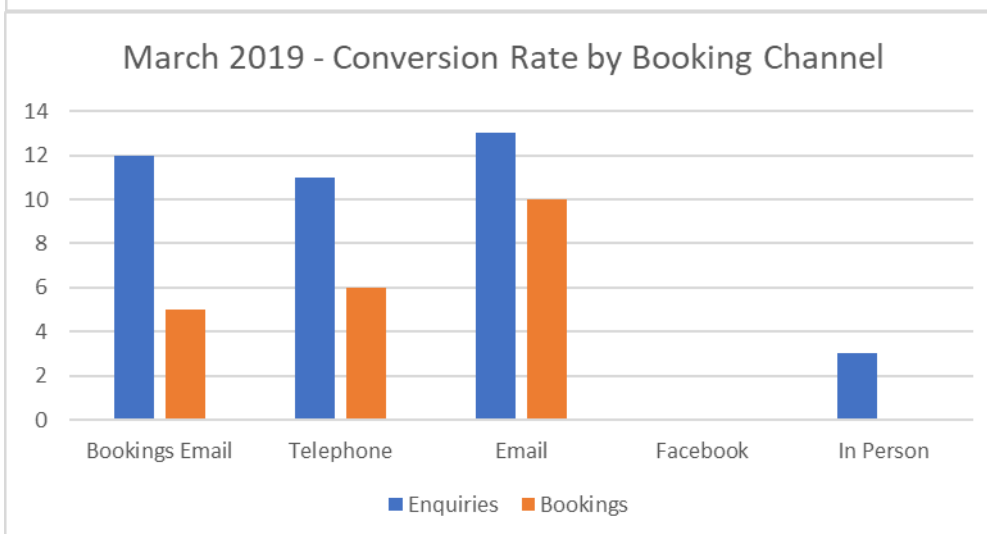
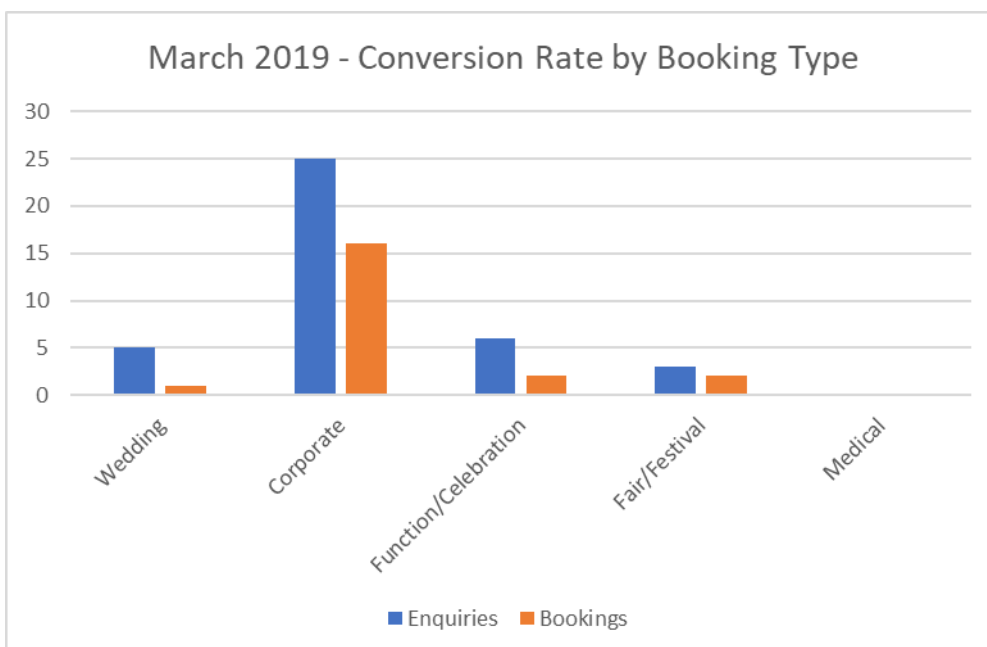


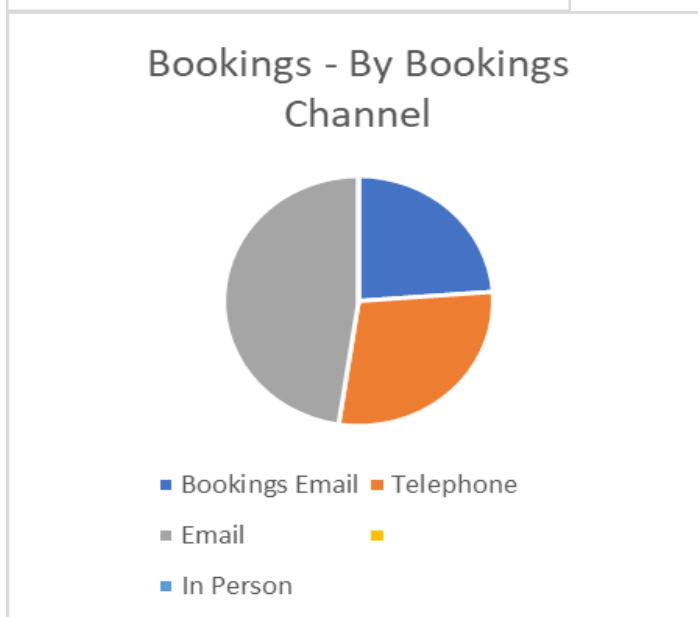
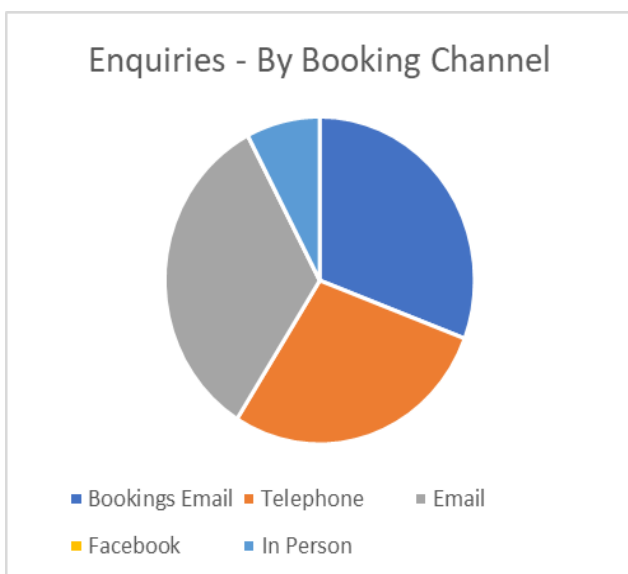
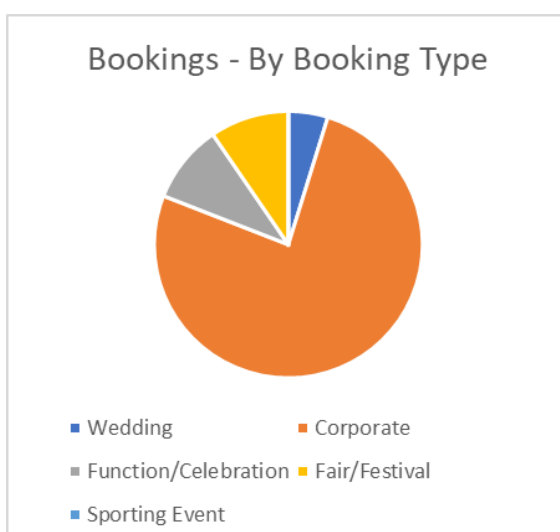
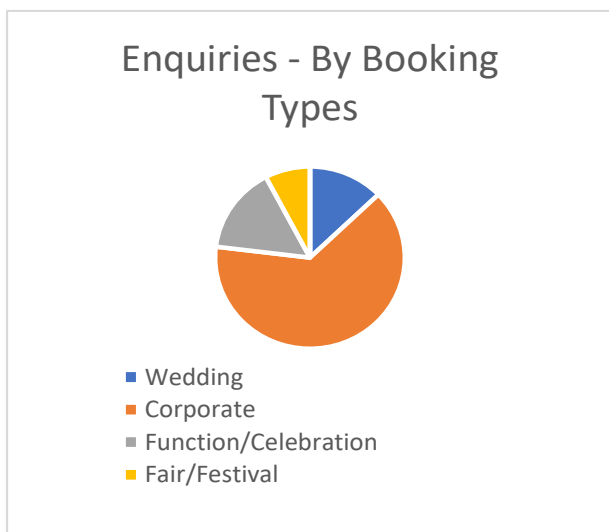
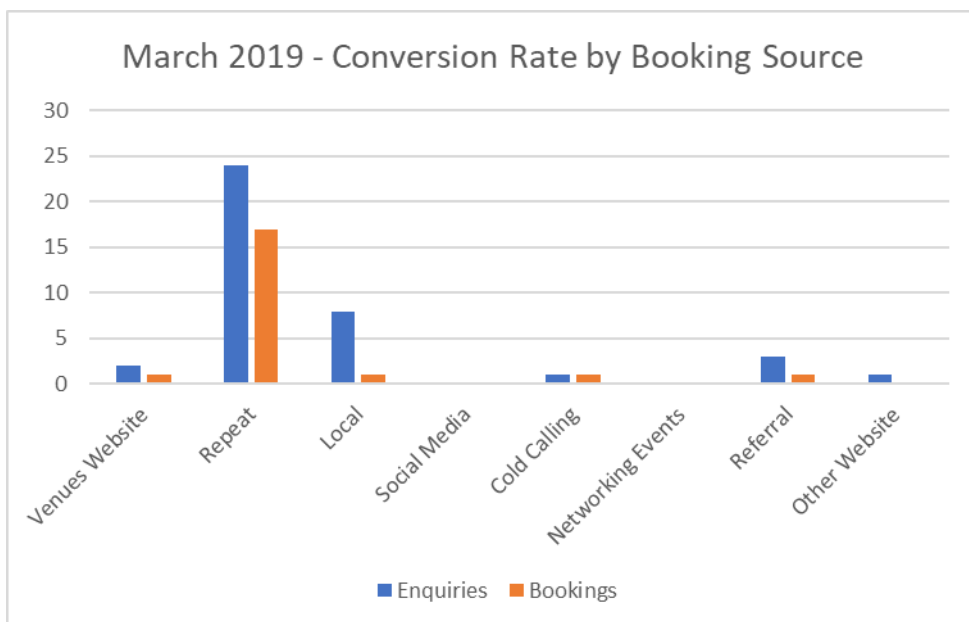


RECREATION & PROPERTIES COMMITTEE
16th April 2019

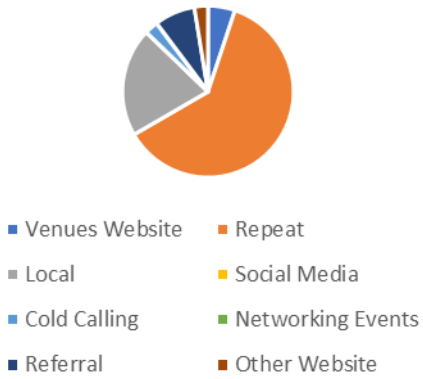


MARCH 2019

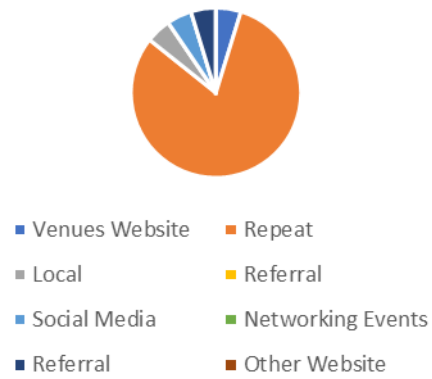




Enquiries - By Booking Source



Bookings - By Booking Source



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Monthly Comparisons

2018-19

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Average Percent	100	100	100	100	100	100	100	100	100	100	100	100

1 returns	Excellent	Good	Average	Poor	Very Poor	Good or Excellent
How was your booking experience	5					100.00%
Do you feel that you requirements were understood	5					100.00%
On arrival how were you greeted	5					100.00%
Were you given information regarding the layout	5					100.00%
Were the facilities suitable and comfortable	4	1				100.00%
Was your meeting room serviced appropriately	5					100.00%
If you ordered a buffet, please let us have your opinion	3	1				100.00%
						100.00%

Overall Satisfaction as a Percentage 2018 - 19

