



# 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: 11<sup>th</sup> August 2020**

Time: Immediately following Planning Committee

Join Zoom meeting:

<https://us02web.zoom.us/j/83850802263?pwd=QktyNFBtOXA0cTY5U1hoQW5xVJaUT09>

Meeting ID: 838 5080 2263

Passcode: 690339

Enquiries: 01380 723333

The Town Mayor: Councillor Gay

Councillors:	Corbett	S Evans	Giraud-Saunders
	Greenwood	Parsons	Rose
	Rowland	Stevens	Von Berg

## **AGENDA**

### **1. ELECTION OF CHAIRMAN**

To elect a Chairman of the Committee for the municipal year 2020/21.

### **2. ELECTION OF VICE-CHAIRMAN**

To elect a Vice-Chairman of the Committee for the municipal year 2020/21.

### **3. MINUTES**

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 3<sup>rd</sup> March 2020 and which have been circulated alongside the agenda.

**4. APOLOGIES FOR ABSENCE**

**5. 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.

**6. 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

**7. REPORT FOR INFORMATION – VENUES**

During the 'lockdown period', the Town Hall has been housing the COVID-19 Support Group. Officers have closely followed government guidelines with respect to social distancing, cleaning and hygiene routines to ensure the safety of staff and volunteers.

The Corn Exchange has been closed during this period to bookings other than the NHS Blood Service, allowing for a thorough deep clean, maintenance and re-decoration programme to be undertaken. It is hoped that smaller meetings will begin to take place and officers have been closely following guidelines to ensure that these can happen. A comprehensive risk assessment has been undertaken, signage displayed and new layouts, which will ensure social distancing guidelines are met, have been devised and implemented.

Officers have also undertaken an industry standard questionnaire to ensure all possible measures have been put in place before fully re-opening and have been awarded the Visit Britain 'Good to Go' mark of approval, which will be displayed in all venues.

**8. REPORT FOR INFORMATION – BOOKINGS**

Officers have spent time over the past months postponing and cancelling bookings across both venues, keeping in touch with hirers and keeping abreast of current government guidelines on meetings and weddings.

The Government has now published guidelines on weddings, limiting numbers to thirty and banning receptions and food and drink at ceremonies. Understandably, many couples have moved their celebrations to 2021, however, if restrictions are not lifted, it is unlikely than anything other than ceremonies will be able to go ahead.

Guidelines on meetings are less clear, however, enquiries for smaller events are being made. Our regular customers are beginning to get in touch to discuss how we can accommodate them and officers are constantly reviewing the most appropriate and safe way to enable their events to take place.

## **9. REPORT FOR INFORMTION – PARKS AND OPEN SPACES**

The Open Spaces team welcomed five new members at the beginning of June, following the completion of the Wiltshire Council asset transfer project. The new team have undertaken a comprehensive induction programme, which has proved challenging at times with social distancing rules in place. However, everyone has readily joined in and the existing team members have been supporting and welcoming at all times and the new team have settled in well.

The majority of the new equipment and vehicles have now arrived and the team have been working across Devizes tackling major hotspots, including Station Road. The Town Council is now responsible for emptying and maintaining 130 litter and dog mess bins, some daily, and a programme for these works has been introduced. Grass cutting has now begun and weekly checks for more than 20 play areas has started. Litter-picking, weeding and other general works continue to be carried out on a daily basis too.

Officers have introduced new systems to ensure that reports are dealt with in a timely manner and we are already receiving compliments from residents who are delighted with the work carried out and our responsiveness.

Our open spaces, including Hillworth Park, have been open through lockdown and again we have received a number of compliments from residents who have enjoyed being able to spend time in them. Following government guidelines, we have now re-opened the play areas and the toilets in the park after a rigorous risk assessment was carried out. The Open Spaces team will continue to keep an eye on both and will close any areas which they deem to have become unsafe, although they are being treated respectfully at the moment.

## **10. REPORT FOR INFORMATION – CAFÉ IN THE PARK**

The Café in Hillworth Park re-opened some weeks ago, serving takeaways only from the side hatch. Officers and the café team worked together to ensure that this could happen safely and many positive comments have been received from customers who have welcomed the service back.

To observe social distancing, there is only one member of staff in place during any shift. This has meant slightly reduced opening hours; however, the safety of the team has understandably been paramount.

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

**12. 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  
