



# 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: 18<sup>th</sup> January 2022**

Time: Immediately following Planning Committee

Place: Ceres Hall, The Corn Exchange, Market Place

Enquiries: 01380 723333

The Town Mayor: Councillor Gay

Chairman: Councillor Giraud-Saunders

Councillors:	Britten	Brown	Corbett
	Greenwood	Ormerod	Pennington
	Rose	Stevens	Wallis
	Wooldridge		

## **AGENDA**

### **1. MINUTES**

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 14<sup>th</sup> December 2022 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 – PARK CAFÉ PERFORMANCE AND MARKETING UPDATE

Officers continue to provide members with progress reports relating to the performance of the Café at Hillworth Park. The Park Café operated from the hatch at the side of the café in the initial six months of the financial year and only offered card payments.

Income for the initial nine months of 2021/22 was £37,667 with a Net loss after costs, including direct payroll costs, of £3,549. This is compared to income of £23,982 with a Net loss of £4,019 in the initial nine months of 2020/21. Members are reminded that the café was closed during the 6-week period from 1 April 2020 with the resultant impact on sales and payroll costs.

<u>PARK CAFÉ 2021/22</u>	<u>APR</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>TOTAL</u>
ACTUAL INCOME	6177	3004	3950	4268	8752	4659	3130	2081	1646	0	0	0	37667
CINEMA INCOME	0	0	0	0	0	4412	0	0	0	0	0	0	4412
<b>BUDGETED INCOME</b>	<b>3402</b>	<b>3591</b>	<b>3591</b>	<b>5141</b>	<b>6124</b>	<b>3667</b>	<b>2986</b>	<b>1436</b>	<b>1134</b>	<b>1550</b>	<b>2797</b>	<b>2382</b>	<b>37800</b>
SPECIFIC PURCHASES	2400	1178	1270	1843	2529	2057	788	739	732	0	0	0	13535
CINEMA EXPENDITURE	0	0	0	0	0	3728	0	0	0	0	0	0	3728
CONSUMABLES	407	228	0	239	130	177	192	355	0	0	0	0	1728
STOCKTAKE +/-	68	31	-74	-380	-94	-142	432	-94	10	0	0	0	-242
<b>GROSS PROFIT</b>	<b>3302 53.5%</b>	<b>1567 52.2%</b>	<b>2754 69.7%</b>	<b>2566 60.1%</b>	<b>6187 70.7%</b>	<b>3250 69.8%</b>	<b>1718 54.9%</b>	<b>1081 52.0%</b>	<b>905 54.9%</b>	<b>0 0.0%</b>	<b>0 0.0%</b>	<b>0 0.0%</b>	<b>23330 61.9%</b>
UTILITIES	0	0	0	0	0	0	0	0	0	0	0	0	0
CHIP & PIN	100	54	68	74	150	53	96	96	38	0	0	0	729
BT	42	42	42	42	42	42	42	42	42	0	0	0	378
MISC	764	0	74	40	64	0	0	0	0	0	0	0	942
PAYROLL *	2815	2822	3164	2694	2379	3281	2717	2460	2497	0	0	0	24829
	-419	-1351	-595	-284	3552	-125	-1137	-1517	-1672	0	0	0	-3549

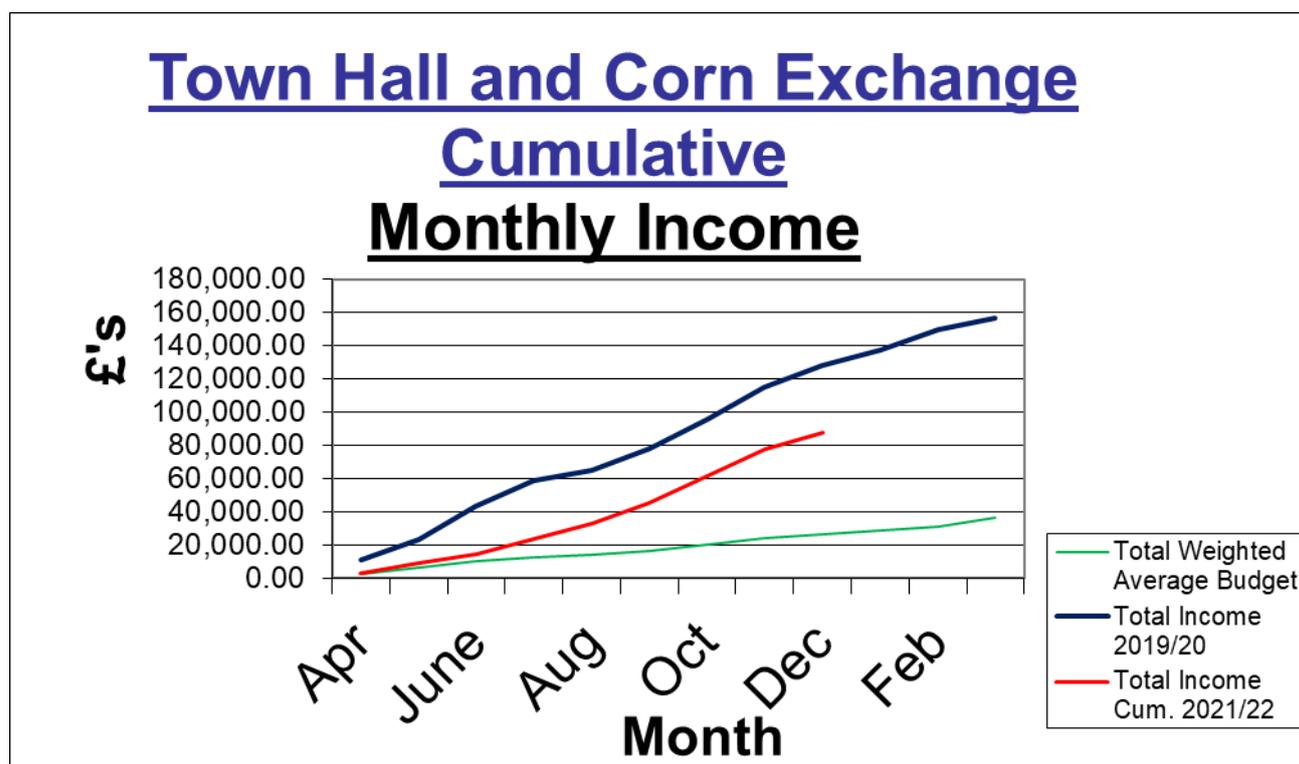
The Venues working party continues to work with officers to consider if the current business plan is still relevant for the park centre, and a report will be submitted to this committee in due course.

## 6. REPORT FOR INFORMATION - VENUES INCOME PERFORMANCE

With the emergence of the Omicron variant, Venues has seen a reduction in enquires over the last month. Set out below is the year's cumulative performance against budget until the end of December.

### Town Hall

In the report presented at the last meeting, there was some optimism that hirers were gaining in confidence and were starting to return, but this confidence was dampened as we came to the end of the calendar year.



Budget	April	May	June	July	August	September	October	November	December
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
<b>Room Hire</b>	800.00	1,800.00	3,000.00	3,700.00	4,200.00	4,900.00	5,900.00	7,200.00	7,900.00
<b>Catering</b>	50.00	140.00	205.00	225.00	250.00	280.00	320.00	340.00	405.00
<b>Bar</b>	50.00	140.00	205.00	225.00	250.00	280.00	320.00	340.00	405.00
<b>Wedding Licences</b>	30.00	75.00	105.00	135.00	165.00	210.00	240.00	285.00	300.00
<b>Sundry Income</b>	50.00	140.00	205.00	225.00	250.00	280.00	320.00	340.00	405.00

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	April	May	June	July	August	September	October	November	December
<b>Income</b>	Income	Income	Income	Income	Income	Income	Income	Income	Income
Room Hire	707.93	1,713.76	2,792.91	5,278.16	7,085.09	9,774.48	13,688.97	18,573.79	19,762.55
Catering		61.04	183.80	279.48	259.20	530.40	2,315.51	2,433.45	2,520.86
Bar				147.30	178.74	692.59	788.01	804.68	812.81
Wedding Licences									
Sundry Income		55.92	147.61	281.71	390.71	740.20	1,009.39	1,214.41	1,361.50

In line with members' request, officers have provided an income and expenditure account for the Town Hall.

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11/01/2022

Devizes Town Council

11:53

Detailed Income & Expenditure by Budget Heading Month 9

Month No: 9

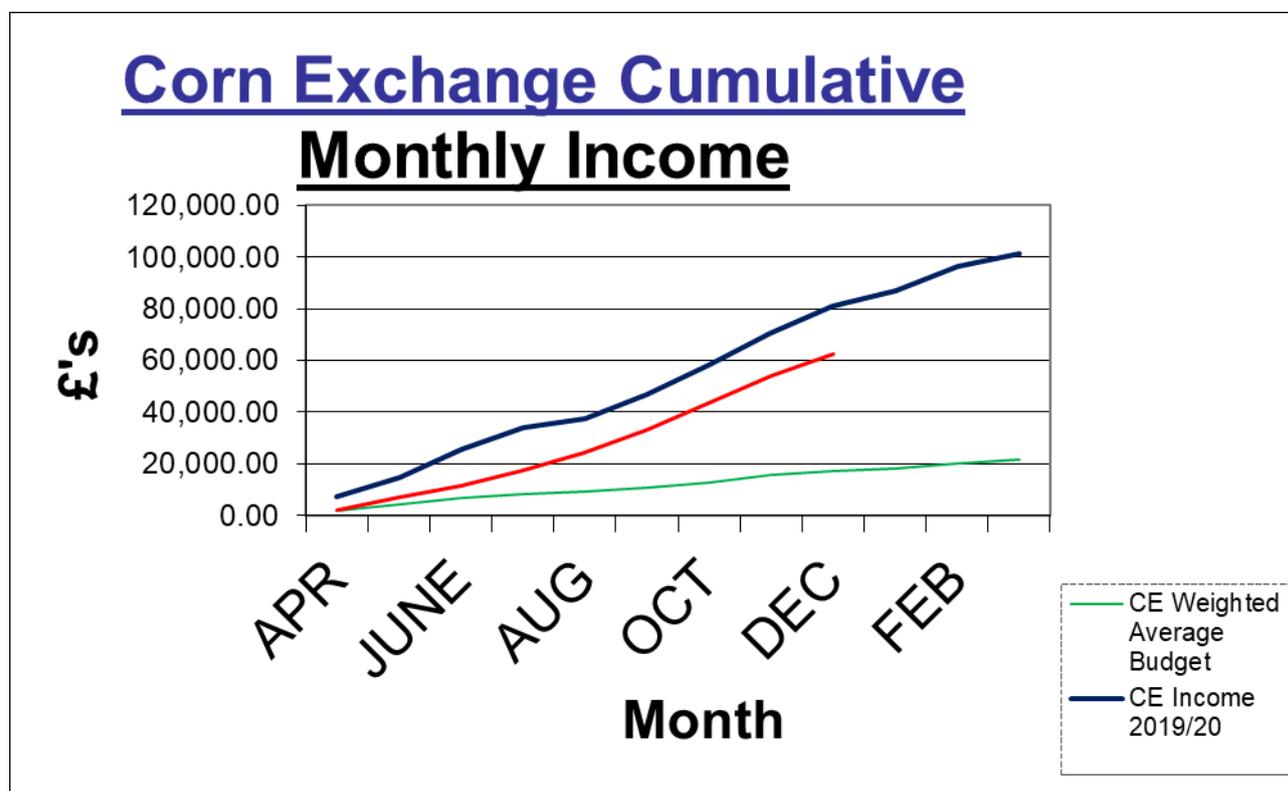
Cost Centre Report

		Actual		
		Current Mth		
214	TOWN HALL			
1000	TOWN HALL ROOM INCOME	1189	19763	
1002	TOWN HALL BAR INCOME	8	813	
1003	TOWN HALL SUNDRY INCOME	147	1362	
1005	CATERING AT THE TOWN HALL	87	2520	
1009	WEDDING LICENCES	0	0	
	TOWN HALL :- Income	1431	24458	
4000	SALARIES	6059	34355	
4003	TEMPORARY/CASUAL STAFF	0	523	
4011	COMMERCIAL RATES	3056	13754	
4012	WATER RATES	0	709	
4014	ELECTRICITY	1180	3221	
4015	GAS	1356	3807	
4016	GENERAL STORES	181	1147	
4021	TELEPHONE	18	18	
4032	MARKETING/PROMOTIONS	13	107	
4038	MAINTENANCE CONTRACTS	840	4624	
4039	REPLACEMENT TOOLS/EQUIP	0	78	
4040	Catering Control	641	11874	
4052	MAINTENANCE	80	1998	
4060	LICENCES	194	1170	
4082	WASTE MANAGEMENT	0	986	
4101	TABLE AND SLIP CLOTHS	61	358	
4113	BAR CONTROL	0	3106	
4114	SECURITY	468	594	
4115	SUNDRY EXPENSE CONTROL	1200	1481	
4153	PROTECTIVE CLOTHING	15	102	
4407	T/H SOFT FURNISHINGS	0	137	
4601	SUPPORT SERVICES RECHARGE	1242	3497	
4603	SUPPORT SERVICES SALARIES RECH	1172	2680	
	TOWN HALL :- Indirect Expenditure	17776	90326	
	Net Income over Expenditure			
		(15,834)	(48,934)	
	Grand Totals:- Income	1943	41391	
	Expenditure	17778	90325	
	Net Income over Expenditure			
		(15,834)	(48,934)	
	Movement to/(from) Gen Reserve	(15,834)	(48,934)	

Whilst the figures show the significant impact the coronavirus has had on the Venues' financial performance, within the 2021/22 forecasted budget, this was expected.

Corn Exchange

The use of the Corn Exchange by the NHS as a vaccine centre and a contract booking for a meeting room, have helped protect the Corn Exchange income from the impact of the Omicron variant that has affected the Town Hall.



Budget	April	May	June	July	August	September	October	November	December
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Room Hire	1,600.00	3,600.00	6,000.00	7,400.00	8,400.00	9,800.00	11,800.00	14,400.00	15,800.00
Catering	50.00	140.00	205.00	225.00	250.00	280.00	320.00	340.00	405.00
Bar	50.00	140.00	205.00	225.00	250.00	280.00	320.00	340.00	405.00
Sundry Income	50.00	140.00	205.00	225.00	250.00	280.00	320.00	340.00	405.00

Income	April	May	June	July	August	September	October	November	December
	Income	Income	Income	Income	Income	Income	Income	Income	Income
Room Hire	2,247.76	6,982.71	11,139.42	17,332.63	22,320.56	28,675.74	36,280.90	44,568.74	50,721.98
Catering		119.16	161.77	161.77	208.43	363.30	439.10	735.15	857.57
Bar					2,000.00	4,269.00	6,352.00	8,401.23	10,401.23
Sundry Income		4.67	4.67	14.00	23.34	122.74	337.66	590.65	735.81

In line with members' request, officers have provided an income and expenditure account for the Corn Exchange.

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11/01/2022

Devizes Town Council

13:21

Detailed Income & Expenditure by Budget Heading Month 9

Month No: 9

Cost Centre Report

Actual  
Current Mth

215	CORN EXCHANGE			
1001	CORN EXCHANGE ROOM INCOME		6153	50722
1004	C/EXCHANGE SUNDRY INCOME		145	736
1006	CATERING AT THE CORN EXCHANGE		122	858
1007	CORN EXCHANGE BAR INCOME		2000	10101
	CORN EXCHANGE :- Income		8420	63914
4000	SALARIES		6058	34355
4003	TEMPORARY/CASUAL STAFF		0	523
4011	COMMERCIAL RATES		1830	8233
4012	WATER RATES		0	190
4014	ELECTRICITY		1160	8610
4015	GAS		37	84
4016	GENERAL STORES		607	1340
4032	MARKETING/PROMOTIONS		0	55
4038	MAINTENANCE CONTRACTS		417	5452
4039	REPLACEMENT TOOLS/EQUIP		0	1106
4040	Catering Control		359	969
4052	MAINTENANCE		0	2218
4060	LICENCES		0	180
4082	WASTE MANAGEMENT		0	1032
4101	TABLE AND SLIP CLOTHS		0	33
4114	SECURITY		351	351
4153	PROTECTIVE CLOTHING		15	102
4601	SUPPORT SERVICES RECHARGE		1242	3497
4603	SUPPORT SERVICES SALARIES RECH		1172	2680
	CORN EXCHANGE :- Indirect Expenditure		13249	71011
	Net Income over Expenditure			
			(4,828)	(7,097)
	Grand Totals:- Income		8421	63914
	Expenditure		13249	71011
	Net Income over Expenditure			
			(4,828)	(7,097)
	Movement to/(from) Gen Reserve		(4,828)	(7,097)

## 7. REPORT FOR DECISION – RESIDENTIAL PARKING ON THE GREEN

### **Recommendation**

That the committee considers a request by the owner of Heathcote House to create a dedicated parking area for the property within the curtilage of the Green, which is Town Council-owned land.

### **Purpose of the Report**

Officers are seeking guidance from the committee regarding a request to park vehicles on the Green adjacent to Heathcote House

### **Background**

Officers have received a request from the new residents of Heathcote House in Devizes to create an off-street parking area within the Green which is adjacent to the property ([doc 7/1](#)).

Within the request there is an explanation about how the area will be protected from vehicle damage and this has been supplemented with a number of photographs showing the visual impact.

The current practice of the Council is not to allow vehicles to regularly park in the Green, and where this does happen it is only by prior approval, taking into account any likely damage that vehicles may cause.

Officers have expressed concerns about the proposal to the applicant, but advised that they can make an application directly to the committee, which they have done.

In considering the application, the committee needs to balance the following issues.

- Is there any advantage or disadvantage to the Council in allowing this request?
- If the committee was to allow this request, will it consider further requests from property owners in the area of the Green for parking on the Green?
- Is there anything within this application that may distinguish it from other applications it may receive?
- If the committee was to be minded to allow the request in principle, will there be an annual fee payable to the Council?
- If the committee was to be minded to allow the request in principle, will officers be instructed to have drawn up a legal agreement to include but not restricted to;
  - Who is responsible for the cost of creating and maintaining the parking area?
  - Who is responsible for repairs to the ground should it become further damaged by vehicle movements?

- Will the council carry any responsibility for damage to vehicles whilst on the Green, especially if that damage is as a result of routine maintenance work being carried out in the area?
- Who will the agreement be between, the Council and the current owners of Heathcote House or the Council and any owner of Heathcote House?
- Will any agreement be in perpetuity or will it have a time limit with break clauses?
- Who will be responsible for the cost of drawing up a legal agreement?

### **Options Considered**

The committee needs to decide if they wish to agree to the application to create a car parking area on the Green adjacent to Heathcote House, and if it was minded to agree such a request what conditions it may wish to put on any agreement.

### **Implications and Risks**

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

Officers are unaware of any financial or resource implication for the Council associated with this decision

#### **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.

8. This request has been placed on the agenda by Councillor Wallis

**REPORT FOR DECISION – MOTION TO SUPPORT MOVING SHAMBLES AND MARKET PLACE PROJECTS AND WORKING PARTIES TO THE SUPERVISION OF THE RECREATION AND PROPERTIES COMMITTEE**

**Recommendation**

That this committee agrees to put a motion before the next Full Council meeting to move the supervision for the projects to improve and potentially redevelop the Shambles and Market Place, and the working parties handling those issues, to the Recreation and Properties Committee at the earliest opportunity.

**Purpose of the Report**

For this committee to decide if it supports a request to put a motion before Full Council to move the supervision of the Shambles and Market Place projects and working parties to the Recreation and Properties Committee.

**Background**

Traditionally, all matters relating to the Shambles Indoor Market and the Market Place are overseen by the Recreation and Properties Committee. This is stated in Standing Order 99 which lays out the remit of the committee and specifically names both the Shambles and the Market Place.

It was a decision of the Full Council to oversee the projects surrounding the Shambles and the Market Place. The reason for this was that these projects have the potential to be complex and long running, with significant impact on Town Council resources.

Before the decision of Full Council to take on the responsibility of deciding if the Council should invest in the Shambles and Market Place, as finance comes under the responsibility of the Civic Resources Committee, it was for that committee to decide if a case could be made for such an investment.

As yet that decision has not been made, but once it is, under Standing Orders it will be for the Recreation and Properties committee to oversee it, as set out earlier in this report.

**Options Considered**

The committee needs to decide if it supports this recommendation. If it does, officers will prepare a report for the next Full Council meeting on the 10<sup>th</sup> March making the request for Full Council to decide.

### **Implications and Risks**

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

Officers are unaware of any financial or resource implication for the Council associated with this decision

#### **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.

### **9. EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES**

### **10. 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

Doc7/1

Heathcote House  
Devizes  
SN10 5AA

20 December 2021

Simon Fisher  
Devizes Town Council  
Town Hall, St. John's St  
Devizes  
SN10 1BN

### **RE: Parking for Heathcote House**

Dear Simon,

It was nice to meet you a couple of Wednesdays ago, and thank you for your time on the topic of parking. Having recently moved to Devizes and into the former nursery building at Heathcote House my partner and I, along with our two young sons, and in consultation with Wiltshire Council's conservation officer for the area, are reconstituting this beautiful building as a family home.

As you and I'm sure most if not all of the council are aware, the property does not benefit from any direct or indirect access to a highway: being bordered by the infant school to the left and rear; the fire-station to the right; and the end of the green to the front. This means there is no opportunity for the creation of parking within the boundaries of the property itself. We have therefore discussed a couple of options with the Wiltshire planning team who have advised that, after consultation from the local highways team, the best option *from their point of view* is that any off-street parking be accessed from the loop road outside the infant school.

### **Proposal**

We would like to create a low-impact parking stand on the oblong of grass owned by yourselves outside the infant school, next to Heathcote House. This would be created from plastic parking mat that would allow the



Fig.1. Example of 'grasscrete' parking mat

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grass to grow through (see fig. 1). This would have space for two cars parked close to each other. The images below show the visual impact of that from three different angles at a time of day when the loop has no other vehicles parked or waiting on it. During school drop-off, collection and evenings/weekends the visual impact would be further reduced. All associated costs would be borne by ourselves and we would be happy to enter into a medium or long-term lease arrangement with the Council to reflect benefit received.

The siting of this parking mat would also allow us to install an electric car charging point, contributing to regional and national climate and electrification goals.

If the council sees fit, we would be happy to plant appropriate screening shrubs to minimise the visual impact from Southbroom Road.

We would welcome the opportunity to discuss this proposal or any suggested amendments with yourself and the council at your convenience.



Fig. 2. Example of view of proposed parking from Southbroom Road



Fig. 3. Example of view of proposed parking from the infant school loop



Fig. 4. Example of view of proposed parking from the Fire Station bus stop

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