



Devizes Town Council

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Community & Civic Resources Committee

You are summonsed to attend a meeting of the Community & Civic Resources Committee at the following, place and date:

Date: Tuesday, 12th October 2021

Time: Immediately following the Planning Committee Meeting

Venue: Ceres Hall, Corn Exchange, Devizes

Enquiries: Town Hall - Tel: 01380 723333

The Town Mayor Councillor Gay

Chairman: Councillor East

Councillors: Bridewell

Geddes

Nash

Burton

Hopkins

Oliver

Corbett

Hunter

Rose

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 31st August 2021 and which have been circulated alongside the agenda.

2. APOLOGIES FOR ABSENCE

3. DISCLOSURE(S) 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 – SCHEDULE OF ACCOUNTS PAID

A Schedule of Accounts Paid is attached for information ([doc 5/1 – doc 5/2](#)).

6. NARRATIVE INCOME & EXPENDITURE ACCOUNT 2021/2022

Two Income & Expenditure reports are attached ([doc6/1-2](#)), the first in the standard format and the second presenting data in the format requested at the previous meeting.

7. REPORT FOR INFORMATION - REPORTS FROM UNITARY MEMBERS

Officers have not received a report for this meeting.

8. REPORT FOR INFORMATION – REPORT FROM DEVIZES DEVELOPMENT PARTNERSHIP

A report from the Devizes Development Partnership to Members is attached ([doc8/1-2](#)).

9. REPORT FOR DECISION – ACKNOWLEDGEMENT OF COMMUNITY INFRASTRUCTURE LEVY

Recommendation

To acknowledge the receipt of a community Infrastructure Levy (CIL) funds and advise officers if there are immediate plans to spend them.

Purpose of the Report

To advise the Committee of a CIL receipt and identify any immediate projects that would benefit from this funding.

Background

At the Beginning of October, the Council is holding £330,610.71 in Community Infrastructure Levy receipts.

Set out below is a record of receipts received and allocations made.

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Community Infrastructure Levy Receipts as at October 21				
Planning Application Number	Amount	Tranche	Parish	
16/04371/FUL	£37,610.28	tranche 1 of 3	Devizes Town Council	Browfort extra care home 55 Units
16/11230/FUL	£7,514.60		Devizes Town Council	ANZAC House redevelopment 66 Units
16/04371/FUL	£43,878.60	tranche 2 of 3	Devizes Town Council	Browfort extra care home 55 Units
1 of 3 18/00	£5,679.14	tranche 1 of 3	Devizes Town Council	Northgate Street Residential Development
Total	£94,682.68	<i>Allocated to Green Lane Project</i>		

Planning Application Number	Amount	Tranche	Parish	
18/03223/FUL	£ 4,558.67	tranche 1 of 3	Devizes Town Council	Bungalows at Browfort - 6 Units
16/04371/FUL	£ 43,878.66	tranche 3 of 3	Devizes Town Council	Browfort extra care home 55 Units
18/03223/FUL	£ 5,318.44	tranche 2 of 3	Devizes Town Council	Bungalows at Browfort - 6 Units
Total	£53,755.77			

Planning Application Number	Amount	Tranche	Parish	Development
18/00786/FUL	£ 4,558.67	tranche 2&3 of 3	Devizes Town Council	Northgate Street Residential Development 3 units
18/03223/FUL	£ 5,318.44	tranche 3 of 3	Devizes Town Council	Bungalows at Browfort - 6 Units
17/01741/FUL	£ 2,571.25	tranche 2 of 3	Devizes Town Council	Houses at West view crescent
18/07692/REM	£73,879.78	Tranche 1 of 3	Devizes Town Council	Development at Quakers road.
Total	£95,020.81			

Planning Application Number	Amount	Tranche	Parish	Development
16/11928/ful	1075.25	tranche 1 of 1	Devizes Town Council	Housing Development - 45

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				New Park Street
18/00800/ful	5397.74	tranche 1 of 2	Devizes Town Council	New Bungalaw - 26 Northgate Gardens
Total	6472.99			

Planning Application Number	Amount	Tranche	Parish	Development
18/07692/REM	£86,193.07	Tranche 2 of 3	Devizes Town Council	Development at Quakers road.
15/05550/ful	£2,975.00	tranche 1 of 1	Devizes Town Council	14 Market Place
Total	£89,168.07			

Planning Application Number	Amount	Tranche	Parish	Development
18/07692/REM	£86,193.07	Tranche 2 of 3	Devizes Town Council	Development at Quakers road.
Total	£86,193.07			

Total CIL Received to date	£425,293.39			
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CIL Allocation - 2019/20

Green Lane Project Minute - 479	£ 94,682.68			
Devizes Budo Club Minute -541		60,000	Allocated but not paid out. (Feb 20)	
Total	£ 94,682.68			

CIL Balance Held	£ 330,610.71			
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CIL Regulations state that this proportion of funds must be used 'to support the development of the local area by funding.

- (a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) Anything else that is concerned with addressing the demands that development places on an area.'

This gives Parish and Town Councils considerable freedom to spend their proportion of CIL on things that address the impacts of developments on the area.

Examples include:

- Improvements to council venues
- New / improved play areas
- Provision of affordable housing
- Preparation of a Neighbourhood Development Plan (providing it addresses the demands that development places on the area)
- Planning Application Fees – monies can be used towards a planning application fee that relates to community proposals

If Devizes Town Council has failed to spend CIL funds paid to it within 5 years of receipt or has not applied the funds in accordance with the CIL Regulations, then Wiltshire Council can serve a notice on Town Council requiring it to repay some or all of the receipts paid. Wiltshire Council will be required to spend any recovered funds in the Parish / Town Council's area.

Within future annual reports there needs to be information detailing CIL funds received and spent.

Options Considered

That the Committee acknowledges receipt of £425,293.39 CIL Funding and balance held of £330,610.71

- a) Identifies projects that meet the spending requirement
- b) decides at this time there is no project that requires the immediate allocation of CIL funding.

To ensure transparency the Town Councils publish the following information each financial year:

- Total CIL receipts;
- Total expenditure;
- A summary of what the CIL was spent on;
- Total amount of receipts retained at the end of the reported year from that year and previous years.

Implications and Risks

Financial and Resource Implications

The financial or resource implication for the Council associated with this decision are set out in the report.

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.

10. REPORT FOR DECISION – BUDO CLUB DEVELOPMENT PROJECTS

Recommendation

That the Committee decides if they will agree a request by Devizes Budo Club for the Council to extend a funding offer towards a new Martial Arts Centre (Dojo) in Devizes.

Purpose of the Report

To for the Committee to decide if they wish to extend a funding offer to Devizes Budo Club towards a new Martial Arts Centre (Dojo) in Devizes.

Background

At a meeting of this Committee on the 18 February 2020, it was agreed that Devizes Town Council could support a Devizes Budo Club project to construct a purpose-built soft matted Dojo on the Green Lane site by initially ring-fencing £60,000 of Community Infrastructure Levy funding (CIL), for a period of three years, provided the following conditions are met:

- The project is site-specific for Green Lane.
- That the CIL funding is allocated for the construction phase of the project.
- That the necessary planning and landlord consents are in place prior to the construction phase.
- That any building will become the property of the community of Devizes through the ownership of the Town Council.
- That Devizes Budo Club is the lead fundraiser for the remainder of the capital needed to construct the facility.

It was further agreed that should the Devizes Budo Club accept these conditions; Devizes Town Council will issue the Club with a lease for the facility for a minimum term as defined by the substantive grant funding body.

In September, Officers received a letter from the Secretary of the Budo club seeking an extension to the three-year funding offer, due to disruption caused by the pandemic ([Doc10/1-2](#)).

Twenty of the thirty-six months have passed since the committee made the CIL funding allocation to the Budo project, but in their letter the Judo Club explain that Sports England and their Governing Body were not considering applications due to furlough, reducing their capacity to progress the project.

The Budo Club are now requesting that Devizes Town Council extends the offer of a CIL contribution to the project until February 2024.

The original request from the Devizes Budo Club was that £60,000 of CIL funding is allocated towards a new Budo facility they would like to build as the club has been without its own facility for some years and has been fundraising to build a new facility.

CIL funding is to support the growing need of communities following the provision of additional housing, but should provide easy and open access for its use.

Currently the only project that has been allocated CIL funding is the Green Lane pavilion. The project has met the criteria for community use as it is not directly attributed to one club, therefore any users of the site can take advantage of the toilet and changing facilities the funding will provide.

As the Budo request is single club-specific, before agreeing to ringfence any funding the Council asked the applicant to identify the amount of the building's operational time that would be allocated to the Club's own use, and what availability there would be for more general community use; also, in what form of use would the general community use take.

In response, the Budo club believes that its use of a new facility would be quite modest and therefore a new building would be available for other uses such as the full range of martial arts, yoga and Pilates as well as training courses, although there is no assessment of needs to support this.

Options Considered

The Committee needs to decide if they are going to agree the request and extend the CIL funding offer for a new Martial Arts Centre (DOJO) as an extension to the Green Lane sports facility.

Implications and Risks

Financial and Resource Implications

The Council currently hold a £330,610.71 reserve of CIL receipts of which only £60,000 is earmarked for a capital project.

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.

11. REPORT FOR DECISION – WILTSHIRE COUNCIL CLIMATE STRATEGY CONSULTATION

Recommendation

That the committee reviews the Sustainability Working Party's recommended responses to the Wiltshire Council Climate Strategy and decide if to endorse their comments or wishes to amend them.

Purpose of the Report

To provide the Town Council with an opportunity to express an opinion on the Wiltshire Council Climate Strategy Consultation.

Background

Wiltshire Council has published a consultation on its draft Climate Strategy and is asking Wiltshire residents to provide their feedback.

Circulated alongside this agenda is a copy of the draft climate strategy and an executive summary of the Green & Blue Infrastructure Strategy which will help better understand Wiltshire's ambition to be carbon neutral by 2030.

The Town Council Sustainability Working Party has reviewed the consultation and is recommending the following responses be made from the Town Council

The questions are set out in the table below.

Niche

Transport - Climate Strategy

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|------------|--|
| 1.1 | To achieve mobility and a transport system in Wiltshire that has zero carbon emissions, acknowledging the different solutions for our towns and city versus rural villages. Creating the infrastructure for increased walking, cycling, shared and public transport and use of alternative fuels, including electric vehicle charging points |
| 1.2 | Achieving high-quality, bus-based, public transport and transport hubs that offer a pleasant and convenient way to get around, and seamless combined journeys |
| 1.3 | Locating and designing new developments to reduce the need to travel and provide more opportunities for people to travel by zero or low carbon transport modes, for work, leisure and errands |

Homes and built environment - Climate Strategy

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| 2.1 New buildings, including homes, to be net zero carbon and adaptable to climate change as soon as possible (including measures such as water efficiency) |
| 2.2 Existing buildings in all sectors to be retrofitted to improve energy efficiency and decrease energy demand through low carbon technology |
| 2.3 New and existing buildings to be adapted to climate change for both heating and cooling, and to include measures of benefit to the wider environment where possible (see diagram on page 17 of the strategy for some of the potential measures) |

Natural Environment, food and farming - Climate Strategy

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| 3.1 Efficient and environmentally sensitive use of land, providing for the needs of an increasing population and nature: - food production, renewable energy generation, housing and transport, alongside woodland creation and nature recovery. |
| 3.2 Absorbing carbon, by plants and well-managed soils |
| 3.3 Sustainable, low-carbon food and farming systems |
| 3.4 Protect and extend our network of green spaces and land and water habitats. Make best use of this network of green and blue spaces for biodiversity, active travel, recreation, cooling, shade and absorbing carbon |
| 3.5 Natural water management - reducing flood risk and summer droughts. |

Energy generation, storage and distribution - Climate Strategy page 26

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| 4.1 Existing energy use within Wiltshire to be reduced to allow for decarbonisation |
| 4.2 Heat and electricity to be decarbonised (moving from fossil fuels to alternatives) |

Green economy - Climate Strategy page 28

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| 5.1 To grow the green economy in Wiltshire, increasing capacity and skills in key sectors to meet demand and delivery targets |
| 5.2 Wiltshire businesses take action to become carbon neutral and climate resilient |

Waste - Climate Strategy page 30

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| 6.1 Work towards a circular economy |
| 6.2 Work towards zero avoidable waste in Wiltshire and decarbonising the waste management process |
| 6.3 Manage waste in accordance with the waste hierarchy, increase the amount of waste recycled and reduce the amount of waste sent to landfill |

Carbon neutral council - Climate Strategy page 32

7.1 To become carbon neutral as an organisation by 2030

7.2 Provide leadership locally and nationally, sharing learning

Taking the Climate Strategy as a whole, what would you like to see **more** emphasis on and why?

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Taking the Climate Strategy as a whole, what would you like to see **less** emphasis on and why?

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In terms of questions 1 to 7 which seek a view on how strongly responders agreed or disagreed with a number of pre-set statements on various topics, the working party found that it was difficult to disagree with any of them and therefore recommends that the Town Council strongly agrees with all the statements set out.

In terms of where the Climate Strategy should have more emphasis, the working party would like to have seen more detail as to how some of the ambitions will be achieved which is not set out in the consultation document.

One area in particular is transport, with all the questions being around good quality local public transport, but there is little in the document about this matching the needs of local people and how the strategy will encourage current car drivers to leave their convenient mode of public transport at home and use one that will not provide them with the current flexibility they have. The other issue is food waste. The strategy does not tackle this in any detail within the natural environment, food and farming section. Wiltshire Council's current approach is to deal with food waste through home composting, which may work where householders have sufficient garden space to locate a discounted compost bin, but does little to offer support for waste from many within a town centre environment.

The working party recommend the following statement is made.

“Whilst the questions raised within the consultation undoubtedly will support the county to achieve a significant reduction in carbon emissions, more emphasis needs to be given to how this will be achieved and what the impact may be on communities. One area in particular where this is relevant, is transport. The strategy is very much focused on delivering zero carbon integrated transport; however, with a rural community, current car usage is high, as it provides very convenient and affordable mobility for most, therefore we would like to see within the strategy more emphasis on

changing attitudes and habits, as otherwise Devizes could have a public transport system that has zero carbon emissions, with bus-based, public hubs that offer a pleasant and convenient way to get around for a seamless combined journeys, but which run empty, as happens in Bristol.

The Town Council would also like to see greater emphasis on managing waste food as part of the natural environment, food and farming & waste strategies, as there is no recognition of managing this in a town centre environment and therefore it is not easily managed within the circular economy which underpins the wider strategy.”

In terms of the second question what would you like to see less emphasis on and why, the working party recommended the following.

“All elements of the strategy are equally important and therefore it is the Town Council’s opinion that no one area of the strategy should be singled out as less important as may to the element are interdependent.”

The consultation runs until the 17th of October so the Council has limited time remaining to respond.

Options Considered

The committee needs to decide if it accepts the working party’s recommendation about how the Council should respond to the Wiltshire Council Climate Strategy consultation or if it wishes to amend or not reply to any of the questions.

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.

12. REPORT FOR DECISION – ROUNDWAY HOSPITAL BURIAL GROUND PROJECT

Recommendation

That the Committee accepts the working group's recommendation for giving greater prominence to the former Roundway Hospital burial ground.

Purpose of the Report

To decide how and if the former Roundway Hospital burial ground can be given greater prominence.

Background

Earlier in the year, this committee received a representation by Mr Geoff Mascall about how he would like to see the former Roundway Hospital burial ground managed.

To better understand his proposal and the implications for the area, which is now a Local Nature Reserve known as Drews Pond, a working party was set up.

The working party have now met with Mr Mascall, undertaken a site visit and had an opportunity to hear the views of interested parties.

The report is a summary of the issues involved and a recommendation about how the burial ground can be acknowledged as an important local and social history site.

The working party are satisfied, after meeting with a number of stakeholders, that there is general agreement that the area that contains the Roundway Hospital burial ground needs to be acknowledged as an important local and social history site, and that the Council needed to do something to ensure that this is acknowledged.

The working party also recognised that there are various elements to the proposed project, some of which were very much in line with the current designation as a Nature Reserve and that others were less well aligned.

Set out below are the clear areas of agreement within the working party and stakeholders;

- That some form of information about the burial ground's history needs to be placed on the site.
- That some sort of seating area should be located above the burial ground to allow for visitors to rest and enjoy the location.
- That some form of stone memorial should be located near the burial ground.
- That the most suitable location for a bench or benches, information and a memorial, should be on the site of the former Chapel of Rest .which is on the top path at about the mid-point of the burial ground.

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- That limited amounts of thinning at the edge of the woodland is carried out to improve lines of sight from the seating area.
- That further information about those who are buried in the burial ground should be easily accessible and held in either the Museum, the Records Office in Chippenham or both.

It is therefore recommended by the working party that the above areas of agreement are developed as a project by the Recreation and Properties Committee as part of the Management Plan for Drews Pond Wood and that the Working Party will oversee the project.

Where there was more of a divergence of opinion between the stakeholders was around the reintroduction of the central footpath through the burial ground, and this is where various benefits and concerns were raised.

In reviewing comments, the working party did understand the desire of visiting families to get close to the graves of their relatives, but this has to be balanced against the impact on the wood as an important wildlife and habitat area.

In looking at this element of the project, the working party have concluded that on balance, opening up a path through what has now become recognised as a Local Nature Reserve, would cause harm to the area, and therefore recommends that this element of the project is not taken forward.

At this time, only indicative prices have been gained for a memorial stone, signage and benches, therefore the project should carry a budget range in the region of £ 3,500 to £4,000.

In his presentation, Mr Mascall did feel that money could be raised from the local community, families who have relations buried in the burial ground and grants. Therefore, before setting any provision within a Town Council budget for 2021/22, external funding sources should be explored.

Some of the proprietary work could start in the new year, but without any budget provision, the substantive work could not proceed until the 2022/23 budget comes into effect, provided financial provision is made.

At a later stage there will be opportunities to enhance the project further, by placing stone row markers along the edge of the top path, which may make it easier for families to locate buried relatives.

There may also be an opportunity in the future to undertake careful geo-mapping that will again help improve records of the site.

Options Considered

The committee is asked to agree the two working party recommendations, which set both the extent and the limit of the project.

Implications and Risks

Financial and Resource Implications

At this time, no specific financial or resource allocation has been set aside for the project.

Legal Implications and Legislative Powers

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

Environmental Implications

Environmental implications are set out in the report.

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. REPORT FOR DECISION – PROVISION OF OVERNIGHT PARKING FOR MOTOR HOMES IN DEVIZES

Recommendation

That the Committee decides how it wishes to respond to a request to support the provision of overnight parking for motor homes in Devizes.

Purpose of the Report

For the Committee to consider a request for the provision of overnight parking for motor homes in Devizes, and decide if it is prepared to lobby Wiltshire Council accordingly.

Background

The Mayor and officers have been lobbied by a representative of “Campaign for Real Aires” (CAMpRA), an organisation seeking to improve access to motorcaravan overnight parking.

“Aires” is a French term for low cost or free overnight stops areas for people to stay in the campervans, which have all self-contained facilities. Often, they are run by the local town council.

In their presentation, CAMpRA state that with growth of Campervans ownership in the UK, it is becoming recognised that the tourism value from this form of holidaymaker is rapidly growing. However, historically finding suitable overnight parking is difficult as owners of camper vans tend to like to travel and therefore, often traditional style camp sites are not always suitable, as they may require multiple night booking or to be a member of a club or organisation.

Traditionally the UK has not been very successful at attracting European campervan owners, as the country does not have an established network of “Aires”, which is such an important part of European Campervan travelling.

Whilst Devizes Town Council does not own any suitable site of its own CAMpRA are asking that the Town Council lobbies Wiltshire Council to make more car parks available as “Aires”.

The Cambrian Coastal Route 200 has proved popular for Motorcaravans, and with Devizes being part of the Great West Way initiative, this would make an ideal basis for a motorcaravan tour for both domestic and overseas motor-caravaners.

The preferred choice for Devizes would be the Wharf as it is easily accessible for vehicles, close to the Town Centre and shopping and adjacent to the canal, which is one of the town tourism attractions. They would be looking for five dedicated motorhome spaces, and measures could be placed on these spaces allowing visitors to stay only one night.

Whilst basic “Aires” are basically somewhere to park up, the organisation goes on to say that some more forward-thinking Councils provide a few more services such as electric “hook up”, and as part of lobbying, Wiltshire Council could be asked to set out what its plans are to attract this form of tourist to the county and if there are plans to make investment in infrastructure.

For more information about CAMpRA, there is a website <https://campra.org.uk/>

Options Considered

The Committee needs to decide if it supports CAMpRA for the provision of overnight parking for motor homes in Devizes, and if so will it lobby Wiltshire Council accordingly.

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.

14. REPORT FOR DECISION – POLICY REVIEWS

Recommendation

That the Committee puts in place a mechanism for reviewing corporate governance policies that come under the remit of the Community & Civic Resources Committee.

Purpose of the Report

To agree a review mechanism for corporate governance policies that come under the remit of the Community & Civic Resources Committee.

Background

At a meeting of the Full Council on the 10 June 2021, it was resolved that “*the Council adopts the Corporate Governance Policies as presented but establishes a schedule for review, with each committee establishing the make-up of the relevant groups reviewing those policies*”

The policies that were presented to the Council that relate to this Committee are as follows;

- Democratic Policies
- Complaints Policy
- Community Engagement
- Co-option Policy
- Equality Opportunities Policy
- Social Media Policy
- Filming at Meetings
- Risk Management Policy
- Training & Development
- Finance Policies
- Grants Policy
- Statement of Internal Control
- Asset Management Policy
- Environmental Procurement Policy

A copy of these policies has previously been circulated to Members for information.

Options Considered

The Committee needs to decide if these policies should be reviewed by the Committee or by a working party

Implications and Risks

Financial and Resource Implications

This decision is in relation to the processes and of any review and therefore officers are unaware of any financial or resource implications.

Legal Implications and Legislative Powers

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

Environmental Implications

This decision is in relation to the processes and of any review therefore 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.

15. REPORT FOR DECISION – COUNCIL REPRESENTATIVE FOR THE NURSTEED CENTRE COMMITTEE

Recommendation

That the Committee appoints a representative to sit on the Nursteed Centre Committee.

Purpose of the Report

To appoint a council representative for the Nursteed Centre Committee.

Background

Following the retirement of Councillor Mrs Evans at the last election, Officers have received a request from the Nursteed Centre for the Council to appoint a new representative.

The Nursteed Centre is located in the East Ward therefore it would be appropriate for an East Ward Member to be appointed if the Council wishes to continue this relationship with the Centre. Officers are also advised that it was often helpful that former Councillor Mrs Evans was also a County Councillor and this may be something the Committee may wish to consider when selecting a representative.

Options Considered

The Committee needs to agree if it wishes to select a Council representative for the Nursteed Centre and if so, who that representative is to be.

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.

16. REPORT FOR DECISION – COUNCIL TRUSTEE FOR THE DEVIZES ALMSHOUSE CHARITY.

Recommendation

That the Committee considers a request appoint a non-Councillor as the Council's representative to sit on the Devizes Almshouse Charity.

Purpose of the Report

To decide if the Council wishes to appoint a non-Councillor as the Council's representative to sit on the Devizes Almshouse Charity.

Background

Officers have been advised that the tenure for Council's nominated representative on the Almshouse Charity is due for renomination. In 2013 the Council decided to appoint a non-Councillor Mrs Freda Tumber, and she has now serviced two four-year terms as its Trustee.

Mrs Tumber has confirmed to the charity that she is happy to continue in the role and therefore the charity is seeking confirmation that the Council is happy to appoint her.

Officers did ask that Mrs Tumber prepare a short statement about the work she has undertaken as the Council's representative, but unfortunately Mrs Tumber was away at the time this report was written.

Options Considered

The committee needs to agree if it wishes to select Mrs Tumber as the Council's representative for the Almshouse Charity or to make an alternative appointment.

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.

17. REPORT FOR DECISION – SHAMBLES WORKING PARTY REPORT

Recommendation

That the committee considers the recommendation within the report prepared by the Shambles Working Party and decides what actions it wishes Officers to take.

Purpose of the Report

To review the report prepared by the Shambles Working Party.

Background

At a meeting of this committee on the 21 August 2021 Shambles working party was established to meet with Shambles traders as a consultative group, to listen, understand and report back. That group consisted of Councillors Britten, Brown and Oliver.

The Group has new met with Shambles Traders.

A. Brief : our Working Party was established to discuss with the Traders their views of the Shambles and to report these back to CCR.

Arising from our work we have made a small number of recommendations.

B. Methodology

The three of us met to consider the data we had available and to formulate an approach. Our decision was to visit the Shambles every day for a week, meet with every trader there; take whatever brief verbal feedback they had and to distribute a questionnaire which could be handed back, in total confidence, to the Working Party over a period of two weeks by hand or by email. We gave an assurance that all feedback would be anonymised. We undertook to share findings between the working party and any traders who wished to attend at a follow-up meeting before finalising this Report to CCR. A blank copy of the questionnaire is attached as is a simple Spreadsheet setting out summary findings.

C. Timetable

31 st August	Working Party established
15 th September	WP Meeting to discuss Methodology
18 th -24 th September	Data Gathering
30 th September	Deadline for responses
1 st October	WP Meeting to discuss feedback
4 th October	WP Meeting with Traders
5 th October	WP issues final report to CCR
12 th October	Meeting of CCR

D. Data and Results

35 Questionnaires were distributed and verbal responses received from 27 traders over 7 days. 9 completed questionnaires were received, in addition to a presentation from a group of Traders. The Summary points are set out in the attached spreadsheet ([doc17/1](#)). There are four themes and these themes corresponded almost exactly with the verbal responses which were received from a sample of around three quarters of active traders.

Theme One – Promotion

Traders feel that there is inadequate signage for the Shambles and that the building is too anonymous. Some signs have been removed for repair and it is not known when they will be replaced. The Website is not well-maintained and is not promoted. There is no social media promotion other than indirectly through private platforms.

Suggestions were made that there should be more themed markets, more general promotion, more crafts and that the market was not managed in a way to ensure that the trading space was fully taken up and presented in an appealing way.

As the Shambles is owned by the Town, the Town should be managing it better as one of its primary assets.

Theme 2 – Maintenance

The Traders universally commented on poor maintenance and it was evident on visits that the maintenance is poor.

Traders noted that the “new” tables are not fit for purpose and the whereabouts of the, much better, ones they replaced is unknown. Ventilation via extractor is substandard despite “promises” which have been made. The doors at both ends create a wind tunnel which is off-putting for both traders and customers. There is no shelving or provision to use the walls for display. The ground is dirty and it seemed there are trip hazards. The standard of decoration is poor throughout and the points of entry at both ends are unattractively presented.

The cost of superficial improvements is low and affordable. Some of the other matters would incur more significant cost, but still well within the compass of affordability.

Theme 3 – Tourism

Given the nature of the building it was generally expressed that we are not making enough of the touristic potential of the asset. Suggestions of boards depicting the town’s history and putting the Shambles on the Tourist trail were two simple suggestions. The DTC Office appears to be very little used and could be transformed into a Tourist Information Office, again drawing potential customers into the Shambles at little cost.

Theme 4 – Administration

The level and nature of interaction between DTC and the Traders is clearly far from what it should be and changes are needed. All stakeholders need to work together for the good of the town. Several complaints related to the standard and frequency of cleaning were made. It was clear that Councillors need to look more closely, with Officers, at some of the practices and contracts in place to make improvements. Officers should seek to give Traders better notice of forthcoming events.

E. Supplementary Comments Arising from a Meeting with Traders on 4th October 2021

- a. Traders were complimentary of the work done by Mr Alan Gale in terms of maintain the toilets and bins.
- b. The Trestle Tables need to be refurbished and replaced in The Shambles.
- c. There was concern that the existing heaters might not conform to current H&S standards.
- d. A hanging rail around the walls to display goods would be good
- e. Access to a First Aid box is necessary
- f. Promotion of the Shambles at sites such as the Marina and the Wharf would be helpful.
- g. Provided that enough notice is given the Traders are very receptive for the Market being used for DTC or other events / festivals eg during the evenings – notably Saturday – provided the premises are made good in time for trading the following day.
- h. The Traders would appreciate regular updates on our progress.

F. Conclusions and Recommendations

The WP feels that even in the very short term, over the next few months and with some improvements possible before Christmas, the Shambles Indoor Market could be radically improved with modest expenditure and little extra effort from DTC.

Clearly CCR should monitor the effects of these efforts over the next eighteen months to two years whilst it develops a longer term plan to ensure that Devizes gets the best possible outcome for the Town from the strategic use of this asset.

1. The Working Party recommends to CCR that Officers be asked to scope out and cost the following :
 - a. Restoration of the outdoor signs
 - b. More and Better Signage
 - c. Improvements to the website and promotion by DTC of the Shambles Indoor Market
 - d. Strategy for getting more traders and for using the building more fully
 - e. Maintaining and then Replacing the previous tables
 - f. Installing a better fumes extractor system
 - g. Providing shelving or other display media for stalls
 - h. A deep clean now and periodically thereafter
 - i. Adding History of Devizes boards
 - j. Establishing a Tourist Information Office at the centre of the Shambles
 - k. The traders' toilets are not well-maintained.

2. More strategically and to ensure that the Shambles has a successful long term future, the Working Party recommends to the CCR that a focused WP be established by CCR to consult with the Public and wider stakeholders generally, across all generations, to see what a ten or twenty year vision might look like, potentially considering the Shambles as a cornerstone of DTC's vision for the Market Square.
3. The WP believes that the CCR should request from Officers (1) sample contracts with direct traders (Thursday / Saturday) and intermediaries (all other days) to understand better and further examine the business model of the Shambles ; and (2) quarterly data on performance of the Shambles Indoor Market and (3) confirmation from Officers of the process of how revenue passes from Traders to the Bank account of DTC and recommends (4) formal confirmation from Officers that Health & Safety policy and processes are good and consistent with the levels at the other DTC premises.
4. The WP was impressed on its visit with the Wiltshire CIL Project, "The Living Room" and would like guidance on how best a weekly slot, probably on a Friday, could be accommodated

Options Considered

The Committee needs to decide if it accepts the recommendation.

In considering the recommendations, the Committee should also be mindful of an earlier resolution made by this Committee on the 21 July 2021, regarding any improvements to the Shambles, which decided to refer them to Full Council.

Implications and Risks

Financial and Resource Implications

Financial or resource implication for the Council associated with this decision are unknown at this time.

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.

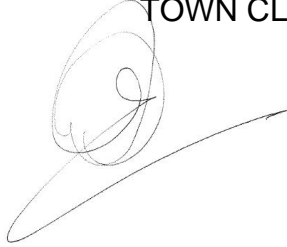
Crime and Disorder

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

18. 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


COMMUNITY & CIVIC RESOURCES							
12TH OCTOBER 2021							
NO	REF NO	COMPANY/PAYEE	DETAILS	VAT	TOTAL	PAYMENT METHOD	PAID
Direct Debit Payments							
1	POSTED	WILTSHIRE COUNCIL	Non-Domestic Rates - All Areas - (2021 / 2022)		4444.00	D/D	
2	27604 / 27684	ALLSTAR	Petrol and Diesel for Park Vehicles inch Mowers - (1 Month)	87.95	527.66	D/D	
3	27605 / 27685	RHM TELECOMMUNICATIONS LTD	Monthly Telephone Call Charges - (2 Months)	107.96	647.75	D/D	
4	27606	EE	Mobile phone for Parks (Monthly) - (1 Month)	2.00	11.98	D/D	
5	27607	VODAFONE LTD	Venues Mobile Work Phone & Market Mobile Phone - (1 Month)	4.17	25.01	D/D	
6	27623/27608-27610	BRITISH GAS	Elect Bill - T/Hall, C/Ex, St Marys Clock, Superloos -(29/05/21-17/08/21)	270.66	1631.09	D/D	
7	27611	BRITISH GAS	Elect Bill -Cemetery Lodge - (17/07/21-16/08/21)	0.73	15.49	D/D	
8	27686-27687	SSE	Gas Bill - Market Place, Hillworth Park - (16/06/2021 - 31/08/2021)	10.15	195.97	D/D	
9	27688-27690	SSE	Elect Bill-St. Lights, Cem Lodge Annexe & Gates & WD Comm Building-(16/06/2021-06/09/2021)	2.94	61.99	D/D	
10	27612	PEAC (UK) LTD	Telephone Lease Rental & Annual Service Fee - (1 Month)	19.82	118.93	D/D	
11	27613-27617	BNP PARIBAS LEASING SOLUTIONS LTD	Lease of 5 Kubota Vehicles - (1 Month)	415.47	2492.86	D/D	
12	27618-27620	MERCEDES-BENZ FINANCE	Lease of 3 Parks vans - Reg WS190VW & WN200KE & WN70JZT - (1 Month)	268.56	1611.35	D/D	
13	27691-27692	ELAVON MERCHANT SERVICES	Charges for Electronic Pin Machine (Park Café) & (Town Hall) - (1 Month)	1.98	177.02	D/D	
14	27693	ACCESS UK LTD	Process Payroll on a Monthly Basis (1 Month)	24.08	144.48	D/D	
15	27621	HITACHI CAPITAL	Lease Rental and Document Fee for Electric Vehicle - Parks Dept. (1 month)	38.00	228.00	D/D	
16	27622	SIEMENS FINANCIAL SERVICES LTD	Equipment Rental - Franking Machine - (16/09/2021-15/12/2021)	13.62	81.74	D/D	
17	27694-27695	RETAIL MERCHANT SERVICES	Membership fee for Electronic Pin Machine -Park Café & Town Hall	20.34	122.04	D/D	
Government Procurement Card Transactions							
18	27666	CIPD	Membership Renewal Fee to 30 June 2022 - 1 Member		163.00	Credit Card	
19	27667	FASTHOSTS	Charges for 100GB Exchange 2019 Mailbox -townclerk@devizes-tc.gov.uk	1.32	7.91	Credit Card	
20	27668	DVLA VEHICLE TAX	Vehicle Tax for WS19 OVW		277.50	Credit Card	
21	27669	SURVEY MONKEY	Advantage Annual Plan - (15/07/2021 - 14/07/2022)	64.00	384.00	Credit Card	
22	27670	WILKO	2 x 4g 10m Cassette Reels	2.00	12.00	Credit Card	
23	27671	FASTHOSTS	Standard Email - hillworthpark.org.uk	4.18	25.07	Credit Card	
24	27672	GALA TENT LTD	Delivery & New 6m x 6m Glal Tent Marquee	146.67	879.99	Credit Card	
25	27673	FASTHOSTS	Charges for 50GB Exchange 2019 Mailbox - café@hillworthpark.org.uk (Monthly)	1.00	5.99	Credit Card	
26	27674	FASTHOSTS	Charges for Advanced Mailbox & Business Premium - devizes-tc.gov.uk	44.22	265.30	Credit Card	
27	27675	DVLA VEHICLE TAX	Vehicle Tax for WN20 OKE		277.50	Credit Card	
28	27676	FASTHOSTS	Charges for Professional Mailbox - Aug 2021 (Monthly)	1.32	7.91	Credit Card	
29	27677	EBAY	Hygiene Kitchen Rolls		22.50	Credit Card	
30	27678	AMAZON	Rigid Box Files x 3	4.36	26.17	Credit Card	
31	27679	AMAZON	Card Machine Thermal Till Rolls - Café	2.78	16.66	Credit Card	
32	27680	AMAZON	Paper Shredder - Parks Office	6.83	40.99	Credit Card	
33	27681	VIRTUAL COLLEGE LTD	Level 2 Food & Safety Hygiene for Catering - 6 Delegates	18.00	108.00	Credit Card	
34	27682	DVSA	Cancelled so Refunded - Tractor Test - James Edwards		-62.00	Credit Card	
35	27683	FASTHOSTS	Charges for 50GB Exchange 2019 Mailbox - café@hillworthpark.org.uk (Monthly)	1.00	5.99	Credit Card	
Cheque & BACS Payments							
36	27537	BWT UK LTD	Rental Charges for Water Machines - Venues (29/07/21 - 28/08/21)	13.80	82.80	BACS	19/08/2021
37	27590	EPC02	Provide an EPC for 14-15 Maryport Street		295.00	BACS	"
38	27538	MANT LEISURE LTD	50% Deposit for Avon Road Play Area surfacing works	1299.90	7799.40	BACS	20/08/2021
39	CB	INLAND REVENUE	PAYE / NI - August 2021		12267.54	706399	10/09/2021
40	27627	T H WHITE INSTALLATION LTD	Call our and repairs to Fire Alarm in Corn Exchange	37.00	222.00	BACS	"
41	27628	SPALDINGS (UK) LTD	Weed brushcutter heads - Parks Dept.	18.00	108.00	BACS	"
42	27629	ANNIE'S CATERING LTD	Catering for Functions - (Rechargeable)		809.10	BACS	"
43	27630	GLASDON UK LTD	New bins for Market Place	330.66	1983.94	BACS	"
44	27631	ORCHARD COMPUTER SERVICES	Supply APC UPS 1500VA - Labour, Installation & Configuration	139.00	834.00	BACS	"
45	27632	DEVIZES FIRE PROTECTION LTD	Replacement of fire extinguisher in Shambles	13.26	79.56	BACS	"
46	27633	WILTSHIRE COUNCIL	Annual Licence Fee for The Green		70.00	BACS	"
47	27634	CMD RECRUITMENT LTD	Recruitments charges for new Café Assistant	386.24	2317.44	BACS	"
48	27635-27636	SHREWTON LAUNDRY	Cleaning of Dust Mats - Park & Town Hall	31.20	187.23	BACS	"
49	27637-27641	YATE SUPPLIES	Miscellaneous Products - Parks, Venues & Toilets	266.18	1597.07	BACS	"
50	27642	D J DOORS & ELECTRICAL SERVICES LTD	Fit new battery to Corn Exchange entrance doors	73.71	442.26	BACS	"
51	27643-27644	STONEHILL OFFICERIGHT BUS. SOLUTIONS LTD	Stationery - Office	8.53	51.17	BACS	"
52	27645	SYDENHAMS LTD	6 Bags of Sand - Oil spill by fountain	3.59	21.53	BACS	"
53	27646	KENNET PRINT LTD	Receipt Pads - Markets	31.00	186.00	BACS	"
54	27647	GRIST ENVIRONMENTAL LTD	Waste & Recycling Collection - Hillworth Park, Venues & Parks	432.32	2593.69	BACS	"
55	27696	CARTRIDGESHOP LTD	Printer Cartridge - Venues	5.32	31.91	BACS	"
56	27648	WATERSCAPES LTD	Replacement non return valve to Hillworth Park water feature	549.30	3295.80	BACS	"

COMMUNITY & CIVIC RESOURCES COMMITTEE
12th October 2021

COMMUNITY & CIVIC RESOURCES 12TH OCTOBER 2021							
NO	REF NO	COMPANY/PAYEE	DETAILS	VAT	TOTAL	PAYMENT METHOD	PAID
Cheque & BACS Payments							
57	27649	MARTIN WALKER ESTATE AGENTS LTD	Commercial Portfolio Management - Commercial Professional Services (01/04/21 - 30/06/21)		681.75	4090.48	BACS "
58	27650	CLIFTON COFFEE	Coffee - Hillworth Park Café (Rechargeable)			270.00	BACS "
59	27651-27652	CHAPPLE & JENKINS	Stock for parks café (Rechargeable)	9.38	110.05	BACS "	
60	27653-27654	DEVIZES PLUMBING & HEATING LTD	Leak in mens urinal and blocked toilet - Superloos	31.70	190.20	BACS "	
61	27655	VISIT WILTSHIRE LTD	Membership Renewal - Gold Level - (01/09/2021 - 31/08/2022)	155.00	930.00	BACS "	
62	27656-27657/27697	HUNTS FOODSERVICE LTD	Stock for parks café (Rechargeable)	125.94	824.57	BACS "	
63	27658	HENRICH HARDWARE LTD	Various items for Parks	8.01	48.09	BACS "	
64	27659-27660	BWT UK LTD	Rental Charges for Water Machines - Venues (30/08/2021 - 29/09/2021)	20.70	124.20	BACS "	
65	27661	BIOPAC (UK) LTD	Combustible Green cups for Hillworth Café	20.83	124.97	BACS "	
66	27662-27663	TECHNOLOGY WITHIN	Monthly Broadband for Shambles - June & Aug 2021	20.20	121.20	BACS "	
67	27698	YATTENDON ESTATES LTD	Christmas Tree for Market Place	239.80	1438.80	BACS "	
68	CB	WILTSHIRE PENSION FUND	Superannuation for August 2021		9761.82	BACS "	
69	27664	A J STONE CEMETERY SERVICES	Grave Digging - Cemetery (Rechargeable)		333.00	BACS "	
70	27665	GREAT WEST WAY LTD	DTC Great West Way Destination Investment - Year 1 of 3 commitment	350.00	2100.00	BACS "	
71	27699	CANDID PICTURES	Staff & Councilors Photo in Hillworth Park		125.00	BACS "	
72	27700	PEAR TECHNOLOGY	PT-Mapper & Maplink Technical Support & Updates until 30 April 2022	50.00	300.00	BACS "	
73	27701	WESSEX WATER	Connection charge for Standpipe near Sports Pavillion	147.20	883.20	BACS "	
74	27702	MONSTER MESH LTD	Poncho Crowd Barrier Cover - Markets	13.44	80.64	BACS "	15/09/2021
75	CB	DTC PETTY CASH	DTC Petty Cash for June, July and August 2021	10.58	313.33	706400	20/09/2021
76	27703-27704	ROSES	General Stores for Markets	27.39	164.29	BACS "	24/09/2021
77	27705	LIGHT & SOUND DEVIZES	Security for Events (Rechargeable)		126.00	BACS "	
78	27706	THERMOCOLD LTD	Maintenance to cellar cooler in Corn Exchange	31.30	187.80	BACS "	
79	27707-27708	ST. JOHN AMBULANCE	First Aid Training for 24 Delegates	660.00	3960.00	BACS "	
80	27709	CMD RECRUITMENT LTD	Temp Cleaner for Venues	36.43	218.56	BACS "	
81	27710	YATE SUPPLIES	Miscellaneous Products - Venues	6.09	36.56	BACS "	
82	27711	KENNET SIGN & DISPLAY	2 x double sided sign for Shambles	11.20	67.20	BACS "	
83	27712-27713	AMAC WINDOW CLEANING LTD	Window Cleaning & Bus Shelters / Hillworth Park Centre - September 2021	45.52	273.12	BACS "	
84	27714	SIMON CHURCH ELECTRICAL LTD	Replace lamps at Hillworth Park & Mains failure to boiler at Superloos		125.00	BACS "	
85	27715	RICOH UK LTD	Photocopier Photocopies - 01/04/2021 - 30/06/2021	32.37	194.20	BACS "	
86	27716-27717	STONEHILL OFFICERIGHT BUSINESS SOLUTIONS LTD	Coffee - Venues (Rechargeable) / Stationery - Office	1.65	31.71	BACS "	
87	27718-27719	VAUGHAN'S KITCHEN LTD	Catering for Functions - (Rechargeable)	76.05	456.32	BACS "	
88	27720-27726	PHS GROUP	Fresheners, Sanitary etc - Venues, Shambles, Superloos & Hillworth Park	276.17	1657.04	BACS "	
89	27727	JACKSON MCCONNELL LTD	Annual Hosting - 1/9/21 to 1/9/22 / Update new Devizes Area Plan / Templates for website	83.75	502.50	BACS "	
90	27728-27729	DOCA	Annual Grant - 1st & 2nd Quarter - 2021/22		5000.00	BACS "	
91	27730	OFCOM	Radio Licence Fees - Venues		100.00	BACS "	
92	27731	DEVIZES TOWN BAND	Proms In The Park performances - 5th & 12th September 2021		400.00	BACS "	
93	27732	RELIANCE APPLIANCE TESTING	PAT Testing - Venues, Park & Windsor Drive Allotments		686.00	BACS "	
94	27733	GREENFLOW WATER SAVING	Repairs to Shambles Toilets		102.68	BACS "	
95	27734-27735	HUNTS FOODSERVICE LTD	Stock for parks café (Rechargeable)	22.97	229.92	BACS "	
96	27736	MOLE COUNTRYSTORES	Safety Boots for Parks Staff		47.99	BACS "	
97	27737	BWT UK LTD	Rental Charges for Water Machines - Town Hall (29/07/2021 - 28/08/2021)	6.90	41.40	BACS "	
98	27738	RAINBOW SLUSH - AXBURY EVENTS LTD	Stock for parks café slushy (Rechargeable)	28.20	169.20	BACS "	
99	27739	LEIGH'S CATERING	Catering for Functions - (Rechargeable)		269.51	BACS "	
100	27740	BIOPAC (UK) LTD	Combustible Green cups and Lids for Hillworth Café	70.88	425.28	BACS "	
101	27741	C M YOUNG - THE WHITEWED DIRECTORY	Advertisement Membership in Whitewed Directory		13.00	BACS "	
102	27742	FILMBANK DISTRIBUTION LTD	Licence Screening for Cinema in the park event	420.42	2522.52	BACS "	
103	27743	GRIST ENVIRONMENTAL EVENT SERVICES	Toilets & Heras Fencing for Cinema in the Park	65.00	390.00	BACS "	
104	27744	WATERSBUSINESS	Water Bill for Windsor Drive Allotments - 06/08/2021-02/09/2021		57.22	BACS "	
105	27745	TELESHORE (UK) LTD	Bronze Memorial Tree Plaque - Cemetery (Rechargeable)	15.30	91.80	BACS "	
106	27746	MERLIN SECURITY LTD	Security for Cinema In the Park	25.20	151.20	BACS "	
Salaries by BACS Payment							
		SALARIES	Employees Salaries for September 2021 Wages			41733.25	BACS 23/09/2021
					9052.44	132878.10	
26							

Income and Expenditure Account for Period to 31 August 2021

PREV YEAR ACTUAL	YTD ACTUAL	YTD BUDGET	+/- %AGE	YEAR END BUDGET	YEAR END FORECAST	+/- %AGE	
<u>Operating Income</u>							
132,995	75,634	52083	145%	125,000	181,522	145%	Shambles income outperforming previous year. Budget based on a sharp fall of income due to the pandemic
0	0	0	0%	0	0	0%	
341	0	0	0%	100	100	100%	
1,038,024	525,853	526363	100%	1,052,976	1,051,752	100%	
8,000	0	0	0%	0	0	0%	
291,370	98,796	101445	97%	292,623	277,529	95%	
5,379	8,708	4917	177%	11,800	20,899	177%	2021/22 budget very conservative due to pandemic
19,288	22,552	8958	252%	21,500	54,125	252%	Forecast based on continued Medical use of Ceres Hall. Likely to fall back depending on duration of vaccination
31,074	23,994	21849	110%	40,800	44,946	110%	
39,388	20,642	19454	106%	46,690	53,755	115%	Income from grass cutting of Almshouse not budgeted in 2021/22
5,008	3,624	2917	124%	7,000	8,698	124%	Increased footfall resulting in better than anticipated use of facilities
0	0	0	0%	3,200	3,200	100%	
893	0	0	0%	847	847	100%	
54,293	24,292	23458	104%	56,300	58,301	104%	
10,701	0	0	0%	0	0	0%	
1,636,754	804,095	761,444	106%	1,658,836	1,755,673	106%	96,837
<u>Running Costs</u>							
65,520	28,078	33,500	84%	80,399	67,695	84%	Anticipated Rates charge for the Market Place has not been forthcoming
38,822	15,688	18,194	86%	43,666	37,651	86%	Allocation of salary costs and support Services recharge lower than anticipated
23,504	10,151	9,636	105%	23,126	24,748	107%	
810	1,197	2,453	49%	5,886	3,373	57%	Twinning event will not take place during 2021
8,979	3,247	4,386	74%	10,526	10,935	104%	Minimal spend in the cost centre YTD excepting salary recharge
30,112	12,696	15,643	81%	37,544	34,594	92%	Costs of Messenger production and delivery not incurred until August
65,390	25,727	28,182	91%	67,637	64,995	96%	
6,052	5,978	8,450	71%	18,500	16,750	91%	Request for Museum grant not received to date
62,749	14,438	29,254	49%	88,610	76,306	86%	Nil Vacant Property or bad debt provision in quarter 1
13,599	2,322	10,971	21%	29,131	23,373	80%	Nil claim for Arts development grants in first quarter
92,283	35,839	38,792	92%	93,101	87,686	94%	Salary costs lower than budgeted in quarter 1. One member of venues staff only
86,719	35,630	41,538	86%	99,690	92,781	93%	Salary costs lower than budgeted in quarter 1. One member of venues staff only
70,170	36,104	36,662	98%	73,325	72,208	98%	
67,095	35,532	33,485	106%	80,364	75,078	93%	
510,069	256,284	259,708	99%	623,299	582,408	93%	
73,780	30,785	37,083	83%	88,999	75,968	85%	Large maintenance costs in quarter 1 relating to heating system
7,121	2,030	2,952	69%	7,085	6,870	97%	Cost of Christmas Trees incurred in quarter 3
14,075	1,392	1,495	93%	20,087	19,740	98%	Cost of Christmas Lights incurred in quarter 3
46,504	16,768	21,653	77%	51,966	43,492	84%	Grave digging invoices lower than budgeted. Also reflected in lower income in respect of grave digging.
69,866	31,145	27,220	114%	61,728	75,316	122%	Covid costs continuing as free use of Ceres Hall
0	0	0	0%	0	0	0%	
13,054	10,397	26,967	39%	54,167	54,167	100%	Majority of Shambles refurbishment project yet to be incurred
1,366,273	611,428	688,223	89%	1,658,836	1,546,134	93%	112,702
143,908	6,830	0	0%	0	6,830	0%	
44,808	26,404	0	0%	0	26,404	0%	
				0	189,965		

<u>DEVIZES TOWN COUNCIL</u>	<u>FINANCIAL YEAR 2021/22</u>	<u>31.08.2021</u>	<u>31.08.2021</u>	<u>%AGE</u>	<u>YEAR END</u>	<u>YEAR END</u>	<u>%AGE</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>YTD</u>	<u>BUDGET</u>	<u>FORECAST</u>	<u>ANNUAL</u>
MARKETS	INCOME	£75,634	£52,083	145%	£125,000	£181,522	145%
	EXPENDITURE	£28,078	£33,500	84%	£80,399	£67,695	84%
	EXCESS OF INCOME OVER EXPENDITURE	£47,556	£18,584	256%	£44,601	£113,826	255%
TOWN HALL	INCOME	£8,708	£4,917	177%	£11,800	£20,899	177%
	EXPENDITURE	£35,839	£38,792	92%	£93,101	£87,686	94%
	EXCESS OF EXPENDITURE OVER INCOME	£-27,131	£-33,875	80%	£-81,301	£-66,787	82%
CORN EXCHANGE	INCOME	£22,552	£8,958	252%	£21,500	£54,125	252%
	EXPENDITURE	£35,630	£41,538	86%	£99,690	£92,781	93%
	EXCESS OF EXPENDITURE OVER INCOME	£-13,078	£-32,579	40%	£-78,190	£-38,657	49%
PARK CAFÉ	INCOME	£23,994	£21,849	110%	£40,800	£44,946	110%
	EXPENDITURE	£35,532	£33,485	106%	£80,364	£75,078	93%
	EXCESS OF EXPENDITURE OVER INCOME	£-11,538	£-11,636	99%	£-39,564	£-30,132	76%
COMMERCIAL PROPERTIES	INCOME	£98,796	£101,445	97%	£292,623	£277,529	95%
	EXPENDITURE	£14,438	£29,254	49%	£88,610	£76,306	86%
	EXCESS OF INCOME OVER EXPENDITURE	£84,358	£72,191	117%	£204,013	£201,223	99%
PUBLIC CONVENIENCES	INCOME	£3,624	£2,917	124%	£7,000	£8,698	124%
	EXPENDITURE	£30,785	£37,083	83%	£88,999	£75,968	85%
	EXCESS OF EXPENDITURE OVER INCOME	£-27,161	£-34,166	79%	£-81,999	£-67,270	82%
CEMETERY	INCOME	£24,292	£23,458	104%	£56,300	£58,301	104%
	EXPENDITURE	£16,768	£21,653	77%	£51,966	£43,492	84%
	EXCESS OF INCOME OVER EXPENDITURE	£7,524	£1,806	417%	£4,334	£14,809	342%
CHRISTMAS TREES - BUSINESS	INCOME	£0	£0	0%	£3,200	£3,200	100%
	EXPENDITURE	£2,030	£2,952	69%	£7,085	£6,870	97%
	EXCESS OF EXPENDITURE OVER INCOME	£-2,030	£-2,952	69%	£-3,885	£-3,670	94%
CHRISTMAS FESTIVAL & LIGHTS	INCOME	£0	£0	0%	£847	£847	100%
	EXPENDITURE	£1,392	£1,495	93%	£20,087	£19,740	98%
	EXCESS OF EXPENDITURE OVER INCOME	£-1,392	£-1,495	93%	£-19,240	£-18,893	98%
COMMUNITY SPACES	INCOME	£20,642	£19,454	0%	£46,690	£53,755	115%
	EXPENDITURE	£256,284	£259,708	99%	£623,299	£582,408	93%
	EXCESS OF EXPENDITURE OVER INCOME	£-235,642	£-240,254	98%	£-576,609	£-528,653	92%
CIVIC & CEREMONIAL	INCOME	£0	£0	0%	£100	£100	100%
	EXPENDITURE	£3,247	£4,386	74%	£10,526	£10,935	104%
	EXCESS OF EXPENDITURE OVER INCOME	£-3,247	£-4,386	74%	£-10,426	£-10,835	104%
CORPORATE MANAGEMENT	INCOME (PRECEPT)	£525,853	£526,363	0%	£1,052,976	£1,051,752	100%
	EXPENDITURE	£25,727	£28,182	91%	£67,637	£64,995	96%
	EXCESS OF EXPENDITURE OVER INCOME	£500,126	£498,181	100%	£985,339	£986,757	100%
GREEN LANE	INCOME	£6,830	£0	0%	£0	£6,830	0%
	EXPENDITURE	£26,404	£0	0%	£0	£26,404	0%
	EXCESS OF EXPENDITURE OVER INCOME	£-19,574	£0	0%	£0	£-19,574	0%
COMMITTEE SERVICES	EXPENDITURE	£15,688	£18,194	86%	£43,666	£37,651	86%
	MEMBER SUPPORT	£10,151	£9,636	105%	£23,126	£24,748	107%
TWINNING	EXPENDITURE	£1,197	£2,453	49%	£5,886	£3,373	57%
COMMUNICATIONS	EXPENDITURE	£12,696	£15,643	81%	£37,544	£34,594	92%
GRANTS	EXPENDITURE	£5,978	£8,450	71%	£18,500	£16,750	91%
ARTS DEVELOPMENT	EXPENDITURE	£2,322	£10,971	21%	£29,131	£23,373	80%
DEVIZES LEISURE CENTRE	EXPENDITURE	£36,104	£36,662	98%	£73,325	£72,208	98%
TOWN CENTRE SERVICES	EXPENDITURE	£31,145	£27,220	114%	£61,728	£75,316	122%
CAPITAL	EXPENDITURE	£10,397	£26,967	39%	£54,167	£54,167	100%
DEVIZES TOWN COUNCIL	INCOME	£810,925	£761,444	106%	£1,658,836	£1,762,503	106%
	EXPENDITURE	£637,832	£688,223	93%	£1,658,836	£1,572,538	95%
	EXCESS OF INCOME OVER EXPENDITURE	£173,093	£73,221	0%	£0	£189,965	0%

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Report to Devizes Town Council in support of sustained funding Sept 2021

History

Since it's commissioning in 2007 (14 years ago) the system has grown from 4 cameras to now monitoring nearly 100 in and around the town. Criminal damage that was running at a high rate (17-20 plate glass windows broken a year), anti-social behaviour was rife. Indeed, just before the system went live a man was fatally stabbed on the streets.

Benefits to the town

A reduction in criminal damage. Up until last week, we have had no large windows broken for 4 years and apart from a minor infringement a few weeks ago, no floral displays have been tampered with for a similar period. The reduction in incidents of anti-social behaviour (up until the easing of Covid lockdown restrictions) has greatly been reduced. This enhances the unquantifiable feeling of wellbeing and the town looks "tidy" and people feel safe.

Public events, although curtailed because of Covid, are much easier to "police" as we have a sustained overview of activity.

Evidence

We are probably the most responsive CCTV Control Room in the County. Often able to turn round evidence within an hour while a suspect is in custody. We have become experts in forensic CCTV analysis able to determine who did what to who, despite what "witnesses" might claim. We save the Police considerable amounts of time and often provide more background evidence than would normally be available.

Success rates

We deal with some 60 plus enquiries a year for evidence/information. From missing cats to assaults and robbery. We are now able, with improved technology, to provide much more accurate information. Many of the cases we provide footage which result in an admission of guilt saving court time. Of those cases that go to court we are still running at a 100% conviction rate.

Investment

Over the years we have upgraded to the latest technology on a rolling programme, with support from the Area Board and contributions from local businesses (these are now significantly reduced due to Covid). Several other business groups and Pubwatch make contributions. The Police pay for the radio equipment and licencing. WCS Ltd has also invested some £6000 this year alone in equipment for the system. We anticipated Covid lockdown and put in place faster broadband and measures to monitor the system remotely.

Running costs have been mitigated by inhouse expertise, which means that breakdowns seldom occur. For example, when we relocated the control room there was only 6 hours downtime.

DDP (TRADING) LIMITED

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E-mail: noel@devizes.org.uk Website: www.devizes.org.uk



Staffing & Manpower

Both the Manager & Deputy are SiA Licenced Officers and staff are subject to NPPV1 (Non-Police Personnel Vetting) on a regular basis. Training, where necessary, is in line with current practices and GDPR Compliance.

We have had several offers of assistance from potential new volunteer operators which will be taken up when it is safe to do so.

Manning of the control room is, more often than not, done remotely; as is maintenance of some equipment; meaning that we can work more flexibly and respond to requests quicker.

We now have more robust built-in operational and business continuity.

Reputation

Within the Police community we have a very high reputation for speed of response and efficiency of producing evidence and with less bureaucracy, with detailed Witness Statements (MG11 in the trade). Recently we were able to provide images of a missing person who was picked up in the north of the country the same day.

Overall

With a credible reputation from the Police Community we continue to provide excellent value for money and have had a considerable contribution to keeping our town a safe place to live, work and visit.

G HICKMAN
27 THE ORCHARD
SEMINGTON
WILTSHIRE
BA14 6NN

Mr Simon Fisher
Town Clerk
Devizes Town Council
Town Hall
St. John's Street
Devizes
Wiltshire
SN10 1BN

10 September 2021

Dear Mr Fisher,

Green Lane Playing Field – Budo Deployment project

Thank you for your letter dated 18 February 2020.

Your letter makes reference to the Town Council offer to ring-fence £60,000 of CIL Funding for a period of three years. The arrival of the global pandemic had a severe impact on the Budo club and indeed our governing body the British Judo Association.

Both the Club and the association were very much subject to government guidance and that of Sport England and have only been enabled to resume in the past three-month period. Relevant officers of the British Judo Association were furloughed or made redundant meaning that progress during the final 9 months of 2020 and the first 3 months of 2021 has not been possible.

My purpose in writing on behalf of the Budo Club committee is to request that members of the Town Council grant an extension for CIL funds to be ring-fenced for a further year to February 2024 so that the Budo Club can pursue its plans now that relevant staff at the governing body can be approached.

I believe that the Green Lane is sub-leased to the Wiltshire FA. The committee would also wish to discuss plans with officers of the Town Council and of the Wiltshire FA once the committee are in a position to provide plans for utilisation of available space within the site.

Regards,



Graham Hickman
Secretary

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Shambles - Traders Consultation

Main Day of Attending ;	Saturday					Thurs	Saturday	Saturday	Friday	
	Response	1	2	3	4	5	6	7	8	9
Things Wanted										
Promotion										
1 More Signage / Better Advertising	y	y	y	y	y	y		y	y	
2 Website to be better maintained					y					
3 SocialMedia Communication								y		
4 Daily, well-populated market		y		y			y			
5 More Crafts/Antiques		y					y			
6 More Food		y			n	n				
7 Themed Markets more often						y				y
8 More Publicity in eg press						y				
9 Regular Sellers							y			
Maintenance										
10 Tables Not fit for purpose				y				y		
11 Bad Ventilation				y	y					
12 Better Heating					y					y
13 Hanging Space / Shelving on back wall						y				
14 Deep Clean	y	y	y	y				y	y	
15 Better Decoration - Outside and Inside	y				y			y	y	
16 Forthcoming Events Board, eg at front window						y				
17 Concerted Effort to fill the vacancies							y			
18 Piano to be moved		y								
Tourism										
18 History Tableaux	y							y		
19 Tourist Info Office	y				y	y				
20 Slot on Visitor Trail						y				
21 "You Are Here" Map						y				
22 Town Crier						y				
Admin										
23 To Meet with WP		y	y	y	y	y				y
24 More / Better Interaction with DTC			y	y	yy		y			
Health and Safety Check						y		y		
Comments										
1 Good enough mix of Traders	y	n	y							
2 Good Atmosphere			y		y					y
3 Better Facilities = More Income					y					
4 Cluttered Stairway						y				
5 Better Storage of Cleaning Materials						y				
6 Need to work together							y			
7 DTC to Communicate with the Public					y					