

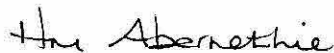
9th January 2017
Dear Councillor,

Full Council
Monday 16th January 2017 at 7pm

Membership: Councillors Macfarlane (Mayor) (West), Ridout (Deputy Mayor) (West), Batchelor (Broadway), Cullen (Broadway), Dancey (East), Davis (East), Dombkowski (East), Fraser (West), Fryer (West), Humphries (Broadway), Jeffries (Copheap), Jolley (Broadway) and Macdonald (East)

You are summoned to a meeting of Warminster Town Council at Warminster Civic Centre, Sambourne Road to transact the business set out below.

Yours sincerely,



Heather Abernethie FILCM
Town Clerk

Members of the public are welcome to attend meetings of the Council and Committees, unless excluded due to the confidential nature of the business.

A G E N D A

1. Apologies

- a) **To receive** apologies from those unable to attend.
- b) **To consider for acceptance** those apologies received with reasons for absence.

2. Minutes

- a) **To approve** as a correct record, the minutes of the Full Council meeting held on Monday 21st November 2016; copies of these minutes have been circulated and Standing Order 17a provides that they may therefore be taken as read.
- b) **To note** any matters arising from the minutes of the Full Council meeting held on Monday 21st November 2016.

3. Declarations of Interest

To receive any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

4. Mayor's Announcements

- a) **To note** any announcements made by the Mayor
- b) **To note** the Mayor's engagements. Details attached.

5. Questions

To receive questions from members of the Council submitted in advance

Standing Orders will be suspended to allow for public participation.

6. Public Participation

- a) **To enable** members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda.
- b) **To receive** any petitions and deputations

Standing Orders will be reinstated following public participation.

7. Correspondence

To note correspondence circulated from 14th November 2016 to 8th January 2017. Details attached.

8. Reports from Unitary Authority Members

To note reports provided.

9. Minutes of Committees:

To receive minutes with recommendations from Committees, already circulated, and to consider any questions arising from them.

- a) **Finance and Assets Committee** meeting held on 7th November 2016; questions to Councillor Batchelor, Chair of the committee.
- b) **Planning Advisory Committee** meetings held on 14th November 2016; questions to Councillor Jolley, Chair of the committee.
- c) **Town Development Committee** meetings held on 3rd October 2016; questions to Councillor Sue Fraser, Chair of the committee

10. Police Report and Neighbourhood Tasking Group

- a) **Members to receive** the monthly report for January and to note that PC Amy Hardman will be covering maternity leave for PC Charly Chiltern.
- b) **Members to appoint** two representatives to attend the reformed Neighbourhood Tasking Group meetings. These meetings will be a combination of towns and villages bringing together Police, Fire, Housing Association, Residents groups, officers from Wiltshire Council to discuss community issues and agree priorities. The next meeting is scheduled to take place on March 7th and thereafter quarterly.

11. Budget 2017/2018

Members to approve the budget for 2017/2018. The Finance and Assets Committee are proposing a precept request of £552,612 an increase of 5.86%. Band D £93.81 equivalent annually, £1.80 weekly. With the benefit of no capping in the next financial year, Finance and Asset Committee members considered an additional £10,000 to set aside for a play equipment maintenance budget for the Town Park which can be added to annually.

There is currently to no long-term arrangements for replacement play equipment and to ensure that new purchases or repairs can be considered in the future, this additional sum will be ring fenced just for this purpose. An up to date summary is attached. All other papers issued for the budget preparation remain in use and have been provided to all members.

12. Devolved Services Working Group

Members to adopt the minutes of the working group meetings that took place on 15th September, 13th October and 24th November.

The Finance and Assets Committee have agreed any relevant expenditure requests.

In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

13. Allotments

The Council's solicitor will attend to relay his discussions with counsel as instructed on 12th September 2016.

The Public and press will be invited to return to the meeting after item 13 has been completed.

14. BT Payphone Consultation

Members to note. The Town Development Committee were asked to consider this consultation and the following is the response to Wiltshire Council. (Members had asked for the item to be brought back to this Full Council meeting for further discussion, but due to return timescales issued by BT and Wiltshire Council, the response had to be completed by 9th December 2016.)

The removal of payphones was discussed at our Town Development Committee on Monday. Having surveyed the phone boxes in question the members wish to make the following comment about the phone boxes at PCO Victoria Road Warminster; PCO Woodcock Road Warminster; JCN Boreham Road Woodcock Road Warminster; PCO Portway Lane Warminster; PCO Boreham Road Warminster:

"The information provided by BT is incorrect and misleading as the phone boxes concerned are not in working order."

However, investigations have shown that the box PCO Thornhill Road Warminster (01985 219607) is used by our Polish residents who use international cards to phone abroad as this is much cheaper than using mobile phones. The members consider that 146 calls in the last 12 months is indicative of a level of demand that should be supported and they wish to retain this payphone.

15. Communications

- a) **The members to** decide on items requiring a press release.
- b) **The members to** confirm their spokesperson for any item listed on the agenda to report on the Council's decision if required.

The date of the next Full Council meeting is Monday 20th March 2017.

Minutes from this meeting will be available to all members of the public either from our web site www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.

Mayor's Engagements for Full Council

Councillor Paul Macfarlane 15th November 2016 – 8th January 2017

Friday 18 th November	Visit to Minster School to talk about democracy at a local level. (Deputy Mayor Councillor Pip Ridout attended)
Saturday 26 th November	Warminster Christmas Market
Saturday 26 th November	Warminster Christmas Light Switch on
Tuesday 29 th November	Warminster & Wylve Flower Club Open Evening
Saturday 3 rd December	Opening the Flower Festival at St Lawrence Chapel
Sunday 4 th December	Warminster Philharmonic Christmas Concert
Friday 16 th December	Official opening of the new Boots Opticians (Mayor and Deputy Mayor attending)
Sunday 18 th December	Minster Church Carol Service
Sunday 25 th December	Christmas visit to Warminster Hospital
Sunday 25 th December	Christmas visit to Ashwood Care home

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CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
14.11.16	Community Policing Coordinator	Weekend Crime Update 14/11/2016	email
15.11.16	Community Policing Coordinator	Crime Update 15/11/2016	email
16.11.16	Community Policing Coordinator	Crime Update 16/11/2016	email
17.11.16	Wiltshire Council	Urgent Road Closure. TTRN: Tascroft, Warminster - 16 November 2016	email
17.11.16	Wiltshire Council	TTRN: C271 Station Road (Part), Codford - 1st December	email
17.11.16	Wiltshire Council	Temporary Closure of: C360 Portway (Part), Warminster (18/01/2017 for one night)	email
17.11.16	Wiltshire Council	Temporary Closure of: Smallbrook Road (Part), Warminster (18/01/2017 to 20/01/2017)	email
21.11.16	Landmarc Support Services Limited	SPTA December 2016 Newsletter	email
21.11.16	Community Policing Coordinator	Crime Update 21/11/2016	email
23.11.16	WALC	Negotiate a Better Outcome in Planning	email
23.11.16	Community Policing Coordinator	Staying Safe While Shopping	email
24.11.16	Community Policing Coordinator	Crime Update 24/11/2016	email
25.11.16	Community Policing Coordinator	Cyber Crime 25/11/16	email
28.11.16	Wiltshire Council	Wiltshire Council Army Rebasing Newsletter November 2016	email
28.11.16	Wiltshire Council	Cllr Mr Whitehead's December Newsletter	email
01.12.16	Wiltshire Council	November Public Health Monthly Briefing	email
02.12.16	Wiltshire Council	Planning and listed building consent appeal and costs decisions - The Old Town Hall, 6 Market Place, Warminster	email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
05.12.16	Community Policing Coordinator	Crime Update 05/12/16	email
05.12.16	Wiltshire Council	Planning Decisions for the month of November from Wiltshire Council	email
07.12.16	Wiltshire Council	Parish Newsletter 06/12/16	email
07.12.16	Community Policing Coordinator	Crime update 07/12/16	email
07.12.16	Community Policing Coordinator	Crime update 07/12/16	email
08.12.16	Community Policing Coordinator	Crime update 08/12/16	email
08.12.16	Community Policing Coordinator	Crime update 08/12/16	email
14.12.16	Community Policing Coordinator	Crime update 14/12/16	email
15.12.16	Landmarc Support Services Ltd	SPTA January 2017 Newsletter	email
15.12.16	Community Policing Coordinator	Want to hear your views 15/12/16	email
16.12.16	Community Policing Coordinator	Crime update 16/12/16	email
19.12.16	Community Policing Coordinator	Crime update 19/12/16	email
19.12.16	Wiltshire Council	Correspondence from Andrew Murrison MP (x3)	handouts
20.12.16	WALC	WALC newsletter - December 2016	email
21.12.16	Community Policing Coordinator	Crime update 21/12/16	email
22.12.16	Community Policing Coordinator	Crime update 22/12/16	email
03.01.17	Wiltshire Council	Cllr Mr Whitehead's Newsletter January 2017	email
03.01.17	Dept for Community & Local Govt	Appeal by HPH & HAB Housing Ltd	email
03.01.17	Dept for Community & Local Govt	Wilts Housing Land Supply Statement 2016	email
04.01.17	Community Policing Coordinator	Crime update 04/01/17	email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
04.01.17	Police and Crime Commissioner	Police and Crime Commissioner Consultation	email
04.01.17	Police and Crime Commissioner	Police and Crime Commissioner Consultation- update link	email
05.01.17	Community Policing Coordinator	Crime update 05/01/17	email
06.01.17	Community Policing Coordinator	Fake Amazon Emails Claim You Have Placed An Order 05/01/2017	email

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Warminster Town Council Report
January 2017

Hello and welcome to this Community Policing report.

Over the last few months Wiltshire Police has rolled out its Community Policing Team (CPT) model across Wiltshire and Swindon.

Any large scale restructuring is naturally likely to have its teething problems but I am delighted to say that so far the response has been positive. I extend my thanks to everybody within the community for their assistance and valuable feedback, which helps us to continuously improve the way we work and ultimately helps us provide the high quality of service you all deserve and expect.

Partnership work has been incredibly important in this process and we are keen to continue, where possible, working in a joined up approach to deliver that high standard of service.

As we head in to the New Year we can look forward to seeing the results of ongoing innovation and investment within Wiltshire Police. Senior leaders within the organisation have made a clear commitment to ensuring the workforce is fit and well for work and have outlined their dedication to embracing innovation and technology so that officers and staff are able to do their jobs serving and protecting the people of Wiltshire and Swindon confidently, effectively and efficiently.

I would like to reassure you that we are working to improve our 101 system. We have made efforts to ensure the service you can expect to receive when calling for non-emergencies is high quality and we are continuing to work to reduce the time it takes to get through to us.

Going forward, as ever, we welcome and encourage your feedback. Wiltshire Police is here to serve you and we always want to know where you think we can improve and of course where you think we have done well. I wish you all a safe and happy 2017.

COMMUNITY MESSAGING

Working with our local communities, we have been developing ways to reach out to all our communities and keep everyone up to date with the latest information that matters to you in your area.

The challenges that face us as we enter 2017, is getting the right messages to the right people at the right time as well as balancing our demands with the threats/harm/risks that may be presented

feedback@wiltshire.police.uk

within our local community remains a continuing area for development. Through feedback and working with our local communities, we have developed the use of <https://www.wiltsmessaging.co.uk/> and are now sending out daily updates around crimes that matter to you in your area. This is enabling us to reach as much of our community as possible as quickly as possible and impart any new crime prevention advice or information about incidents that may affect you in your community that we feel you need to know about.

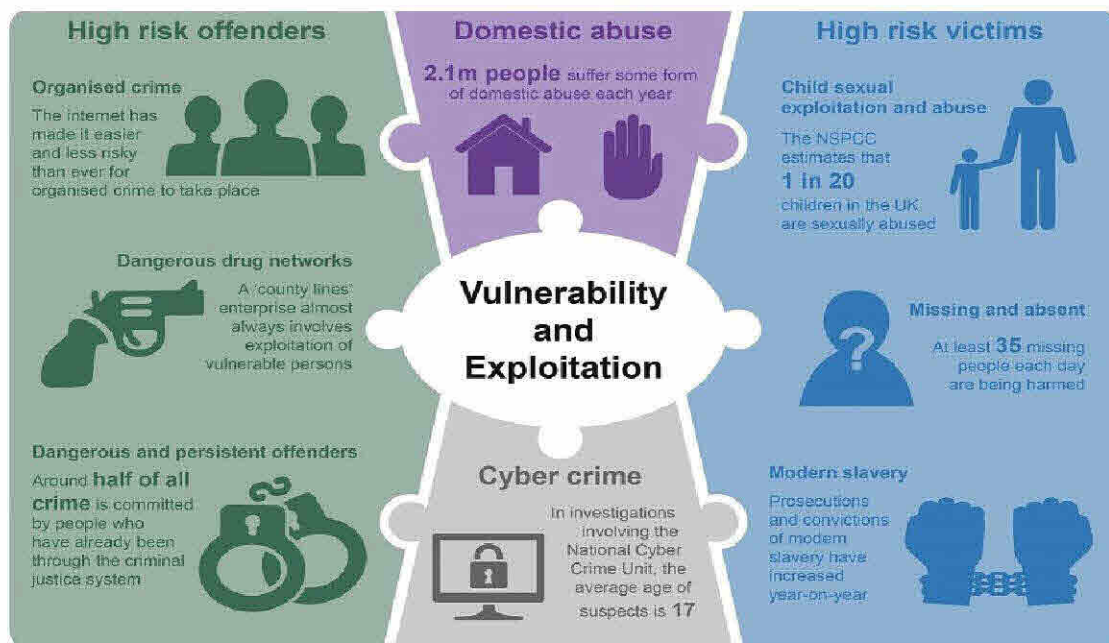
We have received some very positive feedback around this and encourage you to speak to all members of your community and encourage them to sign up to Wiltshire Messaging. It is free and a very good way of keeping all our communities connected.

<https://www.wiltsmessaging.co.uk/>

CONTROL STRATEGY

Below is our control strategy for your reference. This focuses on where how we conduct our operational Policing based on the Police & Crime Plan. We will continue to align our resources with the threat/harm/risks presented in line with the control strategy.

- Domestic abuse / Cyber Crime / High risk offenders / High risk victims



CURRENT SECTOR SERIES

feedback@wiltshire.police.uk

Crime Exceptions are the volume of crime that exceeds the levels we would expect over a specified period. This is based on evaluation of data, over like to like periods historically.

The only crime type showing as an exception, throughout the month of December, is that of incidents of Criminal Damage. This has shown a reduction in reported offences, from an average of 18 a month, to just 5 in December.

Throughout December, we have one report of a Dwelling Burglary in the Chapmanslade area, however upon further investigation was found not to be the case. This occurrence is in the process of being reclassified.

Warminster saw a couple of incidents of Purse Thefts during the last month, whereby purses have been stolen from handbags whilst the owners were shopping within the town centre.

Our local Police Community Support Officers (PCSO's) have been handing out key chains in prominent areas within the town, raising awareness of the issue and giving out preventative advice and leaflets, which is as follows:

- Never leave your bags unattended, particularly on shopping trolleys and be aware of people around you at all times.
- Carry your bag close to you with the clasp facing inwards.
- Keep it zipped up, and make sure your wallet or purse can't be seen.
- Avoid carrying valuables or large amounts of cash and spread your possessions about. For example, consider keeping your mobile phone separate from your keys and your store or credit cards separate from your purse.
- Finally, never carry PIN numbers with any cards.

For a detailed breakdown of the crime in your area visit...

<https://www.police.uk/wiltshire/>

Temporary Community Coordinator Pc 1570 Amy Hardman : amy.hardman@wiltshire.pnn.police.uk

Deputy Sector Head Ps 1801 Louis McCoy : louis.mccoy@wiltshire.pnn.police.uk

Sector Head Insp 2517 James Brain : james.brain@wiltshire.pnn.police.uk

feedback@wiltshire.police.uk

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Budget Summary	Year Ended 31st March 2018			
	2016-2017		2017-2018	Budget
	Projected	Budgeted (revised)	Proposed	Incr/Decr
EXPENDITURE				
Council Administration	205134	193932	200171	6239 3.22%
Civic & Democratic	22290	9800	7100	-2700 -27.55%
Policy & Communications	7093	3500	3000	-500 -14.29%
Grants & Projects	69070	66200	62000	-4200 -6.34%
Outside Services	0	0 **	44366	44366
Town Park	55000	52000	42700	-9300 -17.88%
Open Spaces	14530	12515	13530	1015 8.11%
Cemetery & Churchyard	1800	1110	1750	640
Public Conv - Town Park	250	**	10600	10600
Public Conv - Central Car Park	250	**	19400	19400
Street Furniture	10535	9000	10500	1500 16.67%
Finance	385952	348057	415117	67060 19.27%
Civic Centre - Administration	78464	80604	76693	-3911 -4.85%
Civic Centre - Bar	5700	8900	5450	-3450 -38.76%
Civic Centre	84164	89504	82143	-7361 -8.22%
CCTV	65922	65662	65860	198 0.30%
Dewey House	15692	12480	13710	1230 9.86%
	81614	78142	79570	1428
TOTAL EXPENDITURE	551730	515703	576830	59897 11.61%
INCOME				
Council Administration	2000	1000	2000	1000 100.00%
Civic & Democratic	0	0	0	0
Policy & Communications	4292	0	0	0
Grants & Projects	6580	5800	2900	-2900 -50.00%
Outside Services	0	0	0	0
Town Park	3350	0	8040	8040
Open Spaces	500	500	500	0 0.00%
Cemetery & Churchyard	2000	1000	1500	500 50.00%
Public Conv - Town Park	250	0	0	0
Public Conv - Central Car Park	250	0	0	0
Street Furniture	0	0	0	0
Finance	19222	8300	14940	6640 80.00%
Civic Centre - Administration	36515	41500	37000	-4500 -10.84%
Civic Centre - Bar	12000	15000	12000	-3000 -20.00%
Civic Centre	48515	56500	49000	-7500 -13.27%
CCTV	19922	19972	20280	308 1.54%
Dewey House	6674	6600	6600	0
	26596	26572	26880	308
TOTAL INCOME	94333	91372	90820	-552 -0.60%
NET REVENUE EXPENDITURE	457397	424331	486010	60449
PROJECTS				
General Capital	44000	44000	17000	
Devolved Services	50000	14092	10000	
Loan Charges	39602	39602	39602	
CAPITAL & PROJECT EXPENDITURE	133602	97694	66602	-31092 -31.83%
TOTAL NET EXPENDITURE	590999	522025	552612	29357 5.62%
Financed as follows				
General Reserve at 1st April	211764	213536	142790	
General Reserve at 31st March	142790	213536	142790 **	
Funded from/(added to) General Reserve	68974	0	0	
Precept Support Grant	4700	4700	0 }	-4700 -100.00%
Precept Required	517325	517325	552612 }	35287 6.82%
TOTAL TAXATION FUNDING REQUIRED	522025	522025	552612	30587 5.86%
	590999	522025	552612	

ADJUSTED BASIS

Band D Equivalents	5935	5891	
Precept per Band D Equivalent (£/annum)	£ 87.17	93.81	£6.64 7.62%
Precept per Band D Equivalent (p/week)	167.17	179.91	

Note:** Recommended **minimum** reserve equal to 3 months net revenue expenditure

114349	106083	121503
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Note*** 2016/17 Projected costs (£50,800) funded from Devolved Services Reserve

Earmarked Reserves	31/03/2016 (Actual)	31/03/2017 (Projected)	31/03/2018 (Available)
Council - Revenue	11710	10624	10624
Council - Capital/Buildings	182075	221072	238072
Devolved Services	140361	138561	148561
Elections	0	20000	5000
WW1 Commemoration	1480	0	0
CCTV	16176	16452	14826
	351802	406709	417083
General Reserve	211764	142790	142790
	563566	549499	559873

Reserve Movement check--> 54907 10374

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MINUTES

Devolved Services Working Group
Warminster Civic Centre
Thursday 15th September 2016
10am

Membership: Councillors Fraser (Chair)(West), Batchelor (Broadway), R Fryer (West), Jolley (Broadway), Macdonald (East), and Ridout (West), Stuart Legg, Direct Services Supervisor, Volunteer Peter Hewitt, and Invited guests.

In addition, one officer will be in attendance to Clerk the meetings.

Attendance: Councillors Fraser, Fryer, Ridout and Macdonald.

Officers: Town Clerk Heather Abernethie and DSS Stuart Legg

Volunteers and Invited Guests: Pete Hewitt

Meetings scheduled: Thursday mornings 10am–11.30am. 13th October, 24th November, 15th December 2016, 19th January 2017.

1. Apologies

Councillor P Batchelor (Hols)

2. Minutes of Last Meeting

The minutes and all actions agreed at the meeting held on 18th August were approved.

3. Town Park and Associated Land

- **Legal Work** – awaiting the novation of the contract and continue to work on the transfer of assets. All members will be kept up to date with progress.
- **Paddling Pool** – The pool has had the additional grip paint completed. The pool will now open only on weekends if the weather was likely to be warm. Fully closed by the end of September.
- **Skatepark** – frames have blown following the recent repairs on the half pipe and one other piece of equipment. Trying to establish whether Wiltshire Council will call back company who carried out the repairs as they seem to have failed far too quickly.
- **River Bank** – ecologist David Blake has been approached for advice on the repairs to the bank and this is as follow: “you are going to need proper professional help with that as it will include licensing from Natural England and Environment Agency. I can recommend two companies: Cain Bioengineering (<http://www.cainbioengineering.co.uk>) and Five Rivers (<http://five-rivers.com>), both companies undertake works of this kind and scale and both have consultants who will handle all the licensing. Anything to do with rivers is expensive, I warn

you! If you want a third quote, then you could contact the Wessex Chalk Streams Project through the Wildlife Trust, which might be attractive as they are your neighbour.”

DSS to get in touch with the relevant companies and start the process. It is imperative that the area nearest the Weymouth Street steps is repaired as the path is quite narrow. DSS to also arrange to meet with Scout group about the hedge and whether they would support cutting back.

- **Lake** – Instructions given to fencing company to repair the top edge of the lake. Ecologist approached to seek advice on essential repairs and also island maintenance. Noxious weeds are in evidence and a suitable programme of work required to contain these. DSS will prepare and also look to get volunteers or contractors to access the island to start clearance before filling the lake over the winter. Notes and advice from ecologist David Blake are as follows: I would suggest using volunteers to clear away the scrub but having volunteers working around water is problematic and any such work would need careful planning. It would be reasonably straight forward to clear away the brambles, remove surface roots, maybe add some shingle to make a beach for the ducks to rest on, and possibly put in some nesting boxes.

The noxious weed issue depends on the weed: Himalayan Balsam can be pulled up when in flower and then burned, but you will need a waste license to transfer it anywhere off-site.

Wiltshire Wildlife Trust is a good place to go for this advice as they have been running a project doing just this. If it is Japanese knotweed, then have a look at this web page for guidance

<https://www.gov.uk/guidance/prevent-japanese-knotweed-from-spreading>

The predation of ducklings by gulls (and crows and ravens) will be largely addressed through better habitat. Having more vegetation around the edges of the lake in spring and summer, would give the ducklings refuge. There are ways of doing that, depending on the site.

If you need to look at additional financial resources, then have a look at the small grants

scheme from Wessex Water here: <https://www.wessexwater.co.uk/About-us/Environment/Wildlife-and-conservation/Partners-Programme-current-projects>

- **Play Areas** – Mant Leisure have been instructed on the repairs to the play area and new parts have been ordered. It is anticipated that the work will be carried out in October, following this the painting of the equipment will take place by Ray Thomas Ltd and they have been instructed.
- **Flower Beds** – Writing to school to establish interest. Calculating likely cost of sponsorship for businesses.
- **Health & Safety** – instructed Ray Thomas Ltd to carry out fencing repairs. All other works from this report will be carried out once the novation of the contract has taken place.
- **Café** – complaints from the public about the opening hours of the café, this week, very little stock and appears to be preparing to close down or reduce hours further. DSS continues to put the bin out and retrieve when emptied.

- **Signage** – preparations have been made to replace signage once asset transfer made. Pictorial report supplied to members. For further discussion on final plans in up and coming meetings.

4. Public Conveniences

TLG has been instructed to carry out the repairs in the public conveniences and Ray Thomas Ltd have been instructed to carry out the electrical repairs.

5. Community Assets held by Wiltshire Council

Nothing further at this time.

6. Car Parks

Nothing further at this time.

7. Land

Nothing further at this time.

8. Budget implications

Play Areas – DSS has compiled a report on all seven play areas throughout the town and the majority of the sites are in good condition. Some maintenance work required which will bring new life into the equipment. The two worst areas are Fore Street and Queensway. Quotations will be sought from relevant companies to obtain cost implications which can be incorporated into the budget preparations for this year. These areas will also come with bin emptying and also grass cutting which needs to be factored into the figures. Continued discussion required.

9. Co-option of experts to assist

Councillor Paul Macdonald had invited Clive Thomas to the working group - he was unable to make it today.

10. AOB

None

Meeting closed 11.05am.

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MINUTES

Devolved Services Working Group
Warminster Civic Centre
Thursday 13th October 2016
10am

Membership: Councillors Fraser (Chair)(West), Batchelor (Broadway), R Fryer (West), Jolley (Broadway), Macdonald (East), and Ridout (West), Stuart Legg, Direct Services Supervisor, Volunteer Peter Hewitt, and Invited guests.

In addition, one officer will be in attendance to Clerk the meetings.

Attendance: Councillors Fryer, Jolley and Macdonald.

Officers: Town Clerk Heather Abernethie and DSS Stuart Legg

Volunteers and Invited Guests: Peter Hewitt

Meetings scheduled: Thursday mornings 10am–11.30am. 24 November, 15 December 2016, 19 January 2017.

1. Apologies

Councillors Batchelor, Fraser (Work) and Ridout (Hols)

2. Minutes of Last Meeting

The minutes and all actions agreed at the meeting held on 15 September were approved.

3. Town Park and Associated Land

- **Legal Work** – awaiting the novation of the contract and continue to work on the transfer of assets. The Clerk will be meeting with the solicitor on Tuesday 18 October to discuss the final transfer plans. Members want a formal handover with press in attendance.
- **Stream** – Reports provided for the group which outlines the protection of the Water Voles and work to the bank. Two of the three companies invited have reviewed the stream and the slumping and collapsing of the bank has been caused by the Water Voles. Quotations have been received with slightly different ideas to improve and repair where possible. Cain bio-engineering would look to remove existing revetment work and re-instate again using hazel faggots and vegetation to protect the bank in places. £16,000 + VAT plus proposal £1740 + VAT. Five Rivers would like to remove the revetment on the non-footpath side, re-sculpt the bank and place nesting burrows to improve the Water Voles habitat so that repairs can be done. £9,000 – 13,000 + VAT plus permits and survey £1900 + VAT.

The quotation from Five Rivers was preferred and members have instructed the Clerk to invite Five Rivers to commence Water Vole Survey first at a cost of £400 + VAT. This will inform the

council about their feeding, breeding and latrine sites which will support planned work to the bank repairs. The longer term plans would be to slightly re-route the stream to improve the lentic environment.

Members asked if this work could be carried out by our own contractors or staff. This was not possible due to habitat, ecology and licensing issues. Members were advised that the amount of dog activity in the park keeps away the Water Voles main predator, Mink, from the site.

- **Lake Islands** – D7 Licence approved to burn noxious weeds in situ on the island. Habitat improvement plan put forward. By burning the noxious weed in situ enables the prevention of contamination when trying to remove from site. Marginal planting to be put in place around the lake to assist ducklings. RSPB have advised that ramps can be placed near the island to assist with access for ducks and ducklings. Nesting boxes are not required and long cover is preferred by them and can be achieved directly on the island. Clay pipe or ridge tiles are often useful. Members thought it might be useful to discuss with the Fire Brigade too. Approved spend of £1810 + VAT for the removal of vegetation, thin brambles and burn noxious weeds. TLG to carry out this work. In addition, £550 for planting and ramps to assist with management of wildlife.
- **LTA** – The Lawn Tennis Association have provided details of the project they would like to undertake to improve the facilities already in place. The total cost is £130K and a contribution is needed from the Town Council of 50%. This could be made up of grants from other sources as well as the Town Council. The members agreed in principle but could not agree to request s 50% contribution. Officers will try and establish where additional funding could be sourced.
- **Wild Flower meadow** – proposals put forward to seed one of the steep banks covering approx. 3000 square meters. Speaking to Wiltshire Wildlife volunteers, this will support the improvement to the island habitat, (an otter has been spotted in the lake), this area is a less formal area and would improve the safety aspect for cutting. The bank is very steep and it is manually labour intensive to cut. It would require cutting once a year and the grass taken away. It is hoped that volunteers could be used to help prepare the ground. Ground needs to be prepared by November and seeds sown to establish for next spring. Cost £1,110 + VAT. Approved.
- **Civic Trust Garden** – It was approved that the Longleat Lodge would be invited to volunteer to manage the garden and a letter is to be sent to Rob Evans which will be submitted to their committee for decision.
- **Play Areas** – Repairs have started and should be complete by the end of the week. Painting will then begin. One of the gates has been repaired rather than replaced and it is hoped that this will bring a reduction to the final bill.
- **Flower Beds** – Writing to schools to establish interest. Calculating likely cost of sponsorship for businesses. DSS is following up. Winter bedding expected shortly. Four schools confirmed already.

- **Café** – complaints continue from the public about the café not being open.

- **Trees** – Members approved the following works.

Cherry tree in the formal area is dead and is to be removed £200

Canopy raise to 3m and prune back vegetation along footpath £200

Canopy raise all trees in putting green area £200

Lime Tree adjacent to paddling pool, to fell and grind out stump £825

4. Public Conveniences

Lease has been finalised for Central Car Park.

5. Community Assets held by Wiltshire Council

Nothing further at this time.

6. Car Parks

Nothing further at this time.

7. Land

Nothing further at this time.

8. Budget implications

All new budget proposals agreed will be put forward to the next Finance & Assets Committee meeting which is scheduled for 7th November 2016.

9. Co-option of experts to assist

Nothing further at this time.

10. AOB

None

Meeting closed 10.49am

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MINUTES

Devolved Services Working Group
Warminster Civic Centre
Thursday 24th November 2016
10am

Membership: Councillors Fraser (Chair)(West), Batchelor (Broadway), R Fryer (West), Jolley (Broadway), Macdonald (East), and Ridout (West), Stuart Legg, Direct Services Supervisor, Volunteer Peter Hewitt, and Invited guests.

In addition, one officer will be in attendance to Clerk the meetings.

Attendance: Councillors Fraser, Fryer and Ridout
Officers: Town Clerk Heather Abernethie and DSS Stuart Legg
Volunteers and Invited Guests: None

Meetings scheduled: Thursday mornings 10am–11.30am. 19 January 2017.

1. Apologies

Councillors Macdonald & Jolley. Volunteer P Hewitt.

2. Minutes of Last Meeting

The minutes and all actions agreed at the meeting held on 13th October were approved.

3. Town Park and Associated Land

- **Legal Work** – Noted
- **Water Voles** – Report identifies a very healthy population but support will be required to get the reinstatement of the banks completed. The survey encompassed the full stretch of the river to Smallbrook Meadows. There is enough habitat for the voles further down the stream so it will not be a problem to carry out works subject to licencing. Full quote is expected now that the survey has been carried out and the cost it likely to be in the region of £15,000. Officers will try and source grant funding.
- **Play Area** – All equipment has been repaired and painting has started, but bad weather has hampered completion. Following the ROSPA inspection the insurance review, WPS will send their play expert to visit and review next stages and how the play area equipment is managed on a day to day and weekly basis. New fencing will be provided to replace missing section in skatepark, cost £450.

- **Park Keeper** – Rob Fear has been appointed by the contractors to work full time in the park. He will be included in the press release and photo opportunity which will hopefully take place in the next week.
- **Outdoor Gym** – Members discussed the project re installation of an outdoor gym like that in Queensway. Cost £10,000 - £15,000. Quotation supplied from Proludic, which are the preferred supplier. Members were in support of this project which had been highlighted by users of the park and Health & Wellbeing grant funding to be sourced.
- **Copse Removal** – There is a small copse area next to the play areas which has become a dumping ground for fly tipping, rough sleepers and prevents a good view of this area by CCTV. There is a waste bin situated within the copse which can't be accessed by the public. Officers wish to have this removed to gain a clear view for users and parents of the play areas and improve the cleanliness of the site. £450 agreed to cover work required.
- **Compost Area** – A new compost area to be created away from the river bank, to enable waste to be kept on site and composted, reducing waste transfer costs. Members agreed this would be a good idea and three quotations are being sourced. Members approved the suggestion that the existing compost area, which has not been used for some time, will be converted and provide bike racks for users visiting the park.
- **Putting Green** – users of the park have been approached to ask for views on the reinstatement of the putting green versus crazy golf, and the majority have asked for the putting green to be brought back into use. To hire crazy golf equipment would cost £9,000 for six weeks and to purchase £12,000. The contract for the management of the park has specified that the putting green is maintained to higher standards and the equipment is held in the café. The only work to do would be to fill the bunkers with sand. Confirmation of equipment to be discussed with the café lease holder
- **Civic Trust Garden** – The Longleat Lodge had responded to the Town Council's letter regarding future volunteer management of the garden. The request received general approval but the lodge did have some questions. There was a requirement for a small budget of £250 for plants, green waste to be disposed of by the Town Council and access keys provided. A small notice to be put up to acknowledge the work done. The members agreed to all the conditions. The Clerk to respond.

4. Budget implications

All new budget proposals agreed will be put forward to the next Finance & Assets Committee meeting which is scheduled for 3rd January 2017.

- Bank reinstatement - £15,000

- Section 106 money available totalling £31,000 which will be applied for. This money is for direct use in the Town Park. These funds form part of the Fairview House development and Damask Way development.
- Outdoor Gym project – contribution to support grant funding.
- Copse removal £450
- Compost Area
- Replacement fencing to skatepark £450

5. AOB

Members approved the removal of the pedalos in the lake and suggested these are sold, a plan to put rowing boats back on the river would continue to be explored.

Meeting closed 11.10am