

8<sup>th</sup> December 2017

Dear Councillor

You are summoned to a meeting of the:

**Devolved Services Sub-Committee**  
**on Thursday 14<sup>th</sup> December 2017 at 10am**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Committee Membership:**

<b>Cllr Brett (East) Chairman</b>	<b>Cllr Jolley (Broadway) Vice-Chairman</b>
<b>Cllr Fraser (West)</b>	<b>Cllr Macdonald (East)</b>
<b>Cllr Fryer (Broadway)</b>	<b>Cllr Ridout (West)</b>

Peter Hewitt (Volunteer), Stuart Legg, Park and Open Spaces Manager, Fiona Fox, Town Clerk and RFO, and other invited guests.

Copied to all other members for information.

Yours sincerely



**Fiona Fox BA (Hons) MCIPD 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.

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**A G E N D A**

- 1. Apologies for absence**  
**To receive and accept** apologies, including reason for absence, from those unable to attend.
- 2. 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.

### 3. Minutes

**3.1 To approve** as a correct record, the minutes of the Devolved Services Working Group meeting held on 12<sup>th</sup> October 2017; copies of these minutes have been circulated and Standing Order 17a provides that they may therefore be taken as read.

**3.2 To note** any matters arising from the minutes of the Devolved Services Working Group meeting held on Thursday 12<sup>th</sup> October 2017.

### 4. 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.

### 5. Chairman's Announcements

**To note** any announcements made by the Chair.

***Standing Orders will be suspended to allow for public participation.***

### 6. Public Participation

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

***Standing Orders will be reinstated following public participation.***

### 7. Reports from Unitary Authority Members

**To note** reports provided.

### 8. Sub-Committee Constitution

**8.1. Recommendation: That the sub-committee be re-named Devolved Services and Assets Sub-Committee.** This will clearly reflect the elements that have already, and into the future, will be, devolved to the Council. The Finance and Assets Committee has already approved that the DSWG be constituted as a sub-committee.

**8.2 Terms of Reference:** The draft terms of reference are to follow for members perusal and acceptance. These will then be referred to Finance and Assets for ratification.

### 9. Devolution of Assets and Services

Cllrs Ridout and Brett will update members on the status of the potential devolution of assets and services following a meeting with Wiltshire Council.

**Members to consider which assets and devolved services the Council may wish to undertake, in order that informed public engagement can take place in due course.**

### 10. Green Flag: Lake Pleasure Grounds (LPG)

Following the success of this year's Green Flag award application, the Council is now re-applying for 2018. We have been advised by the awarding body that 2018 will be a 'mystery visit' rather than a formal tour with officers.

One of several areas that requires attention is the re-branding and signage project for the

park. Three quotations were sought, and the average cost is £25,799. **(See attached)**

**Given the current financial pressures facing the Council, that LPG will continue to develop over the coming years with the new tennis courts, skate park and adult exercise equipment and that it is essential that this work is completed in a timely and cost it is proposed that members approved one of the bespoke LGP logo designs (To follow) and that signs are then produced to replace those currently branded Wiltshire Council, the LPG map at the entrance is re-branded and that officers then continue with the project. Cost: £600 for the logo designs and members are requested to devolve decisions on sign production to the Clerk and Park and Open Spaces Manager.**

**10. Lake Pleasure Grounds and Associated Land**

See attached.

**11. Budget Implications**

The Clerk will outline the budget implications to the next Finance and Assets Committee.

The date of the next Devolved Services Sub-Committee will be Thursday 19<sup>th</sup> February 2018.

Minutes from this meeting will be available to all members of the public either from our website [www.warminster-tc.gov.uk](http://www.warminster-tc.gov.uk) or by contacting us at Warminster Civic Centre.

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## ESTIMATE

Friday, 5 May 2017

### Warminster Lake Pleasure Grounds Interpretation & Signage Project

*We reveal the fascinating secrets and stories of everyday things, in the most remarkable ways, that people never forget...*

Thank you for inviting us to quote for the Warminster Lake Pleasure Grounds Interpretation & Signage Project. Our quotation is set out below.

You can find more about who we are, what we do and see some of our past projects at [www.heritagedestination.com](http://www.heritagedestination.com)

## ESTIMATE

Client Details				
Date	Sunday, 10 September 2017			
Quote Number	Q17 - 1092469			
Client Reference	Lake Pleasure Grounds			
Payment Address	Veronica Mills Warminster Town Council Warminster Civic Centre Sambourne Road Warminster Wiltshire BA12 8LB  Tel 01985 214847			
Delivery Address	Veronica Mills Warminster Town Council Warminster Civic Centre Sambourne Road Warminster Wiltshire BA12 8LB  Tel 01985 214847			
Part No	Qty	Description	£ Each	Sub Total
<b>Planning &amp; Design</b>				
PLANNING	3	Daily fee for planning, meetings, etc @£350 plus travel & expenses	£ 350.00	£ 1,050.00
ARTWORK	1	Full water colour artistic illustration birds-eye map of the town (cost estimated and depends on time involved). See examples below:	£ 1,280.00	£ 1,280.00
ARTWORK	10	Full water colour artistic illustrations of fauna and flora (cost estimated and depends on time involved). See examples below:	£ 250.00	£ 2,500.00
BRAND DESIGN	1	Development of brand look and feel including a logo	£ 1,500.00	£ 1,500.00

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Client Details				
GRAPHIC DESIGN	20	Interpretive design and text editing of around 20 panels to meet NPS Interpretive Standards. Includes 3 drafts for approval.	£ 190.00	£ 3,800.00
<b>ITEM 01 - HDC NPS Style Heavy Duty Cantilever Frame &amp; Panel</b>				
FRAMES	6	<b>HDC NPS Style Heavy Duty Cantilever Frame</b> <ul style="list-style-type: none"> <li>- <b>SIZE:</b> For A1 x 3mm HDC EcoGraphic panel (see above)</li> <li>- <b>ANGLE:</b> 45°</li> <li>- <b>MATERIAL:</b> X2 60 x 120 legs/arms made from S355 grade cold steel square tube supporting a steel NPS style carrier frame constructed from S355 grade cold steel sheet.</li> <li>- <b>FINISH:</b> Panel Frame - Two pack acid etch prime under polyester powder coat in Satin Black (other colours available)</li> <li>- <b>MOUNTING:</b> In-ground legs to 600mm depth.</li> </ul>	£ 420.00	£ 2,520.00
PANEL	6	<b>HDC EcoGraphic CHPL Graphic Panels</b> <ul style="list-style-type: none"> <li>• All Weather</li> <li>• Environmentally Friendly</li> <li>• Graffiti Resistant</li> <li>• 10-year Warranty.</li> <li>- PANEL: Single sided panel</li> <li>- FINISH: Satin Matt</li> <li>- SIZE: A1 (594 x 841 x 3mm)</li> <li>- CHAMFER: None</li> <li>- THREADED INSERTS: None</li> </ul>	£ 136.00	£ 816.00
<b>ITEM 02 - HDC NPS Style Heavy Duty Upright 3-Side Kiosk Frame &amp; Panel - A1 Size</b>				

## ESTIMATE

Client Details				
FRAMES	3	<b>HDC NPS Style Heavy Duty Upright 3-Side Kiosk Frame</b> <ul style="list-style-type: none"> <li>- <b>SIZE:</b> For A1 x 3mm HDC EcoGraphic panel (see above)</li> <li>- <b>MATERIAL:</b> X2 60 x 120 legs/arms made from S355 grade cold steel square tube supporting a steel NPS style carrier frame constructed from S355 grade cold steel sheet.</li> <li>- <b>FINISH:</b> Panel Frame - Two pack acid etch prime under polyester powder coat in Satin Black (other colours available)</li> <li>- <b>MOUNTING:</b> In-ground legs to 600mm depth.</li> </ul>	£ 640.00	£ 1,920.00
PANEL	6	<b>HDC EcoGraphic CHPL Graphic Panels</b> <ul style="list-style-type: none"> <li>• All Weather</li> <li>• Environmentally Friendly</li> <li>• Graffiti Resistant</li> <li>• 10-year Warranty.</li> <li>- PANEL: Single sided panel</li> <li>- FINISH: Satin Matt</li> <li>- SIZE: A1 (594 x 841 x 3mm)</li> <li>- CHAMFER: None</li> <li>- THREADED INSERTS: None</li> </ul>	£ 136.00	£ 816.00
CABINET	3	<b>HDC NPS Style Lockage Notice Board</b> <ul style="list-style-type: none"> <li>- <b>SIZE:</b> For A0</li> <li>- <b>MATERIAL:</b> Made from S355 grade cold steel square tube supporting a steel NPS style carrier frame constructed from S355 grade cold steel sheet.</li> <li>- <b>FINISH:</b> Panel Frame - Two pack acid etch prime under polyester powder coat in Satin Black (other colours available)</li> <li>- <b>MOUNTING:</b> In-ground legs to 600mm depth.</li> </ul>	£ 304.00	£ 912.00
<b>ITEM 03 - HDC NPS Style Heavy Duty Upright 3-Side Kiosk Frame &amp; Panel - A0 Size</b>				



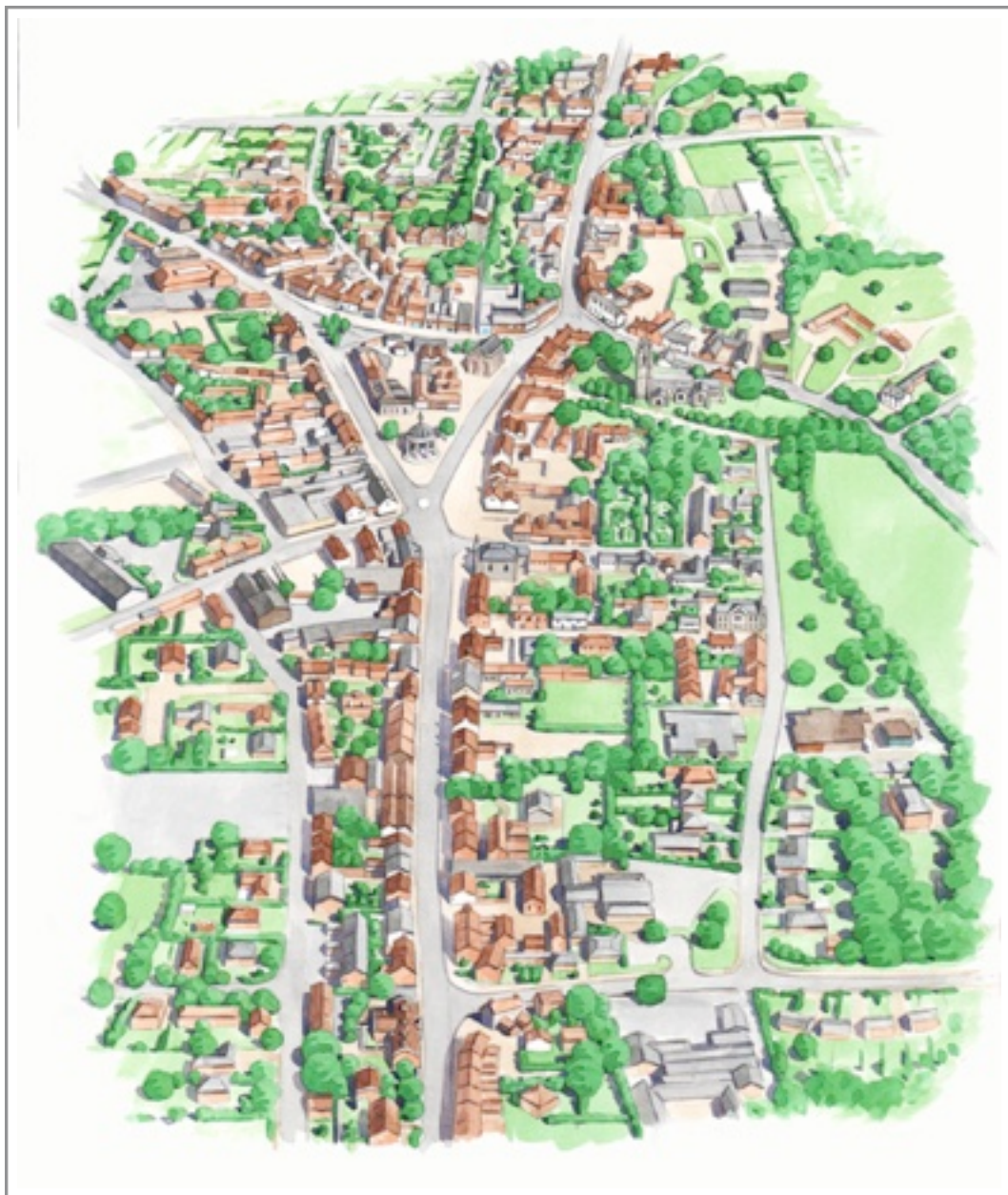
## ESTIMATE

Client Details				
FRAME	2	<b>HDC NPS Style Heavy Duty Upright 3-Side Kiosk Frame</b> <ul style="list-style-type: none"> <li>- <b>SIZE:</b> For A0 x 3mm HDC EcoGraphic panel (see above)</li> <li>- <b>MATERIAL:</b> X2 60 x 120 legs/arms made from S355 grade cold steel square tube supporting a steel NPS style carrier frame constructed from S355 grade cold steel sheet.</li> <li>- <b>FINISH:</b> Panel Frame - Two pack acid etch prime under polyester powder coat in Satin Black (other colours available)</li> <li>- <b>MOUNTING:</b> In-ground legs to 600mm depth.</li> </ul>	£ 960.00	£ 1,920.00
PANEL	4	<b>HDC EcoGraphic CHPL Graphic Panels</b> <ul style="list-style-type: none"> <li>• All Weather</li> <li>• Environmentally Friendly</li> <li>• Graffiti Resistant</li> <li>• 10-year Warranty.</li> <li>- PANEL: Single sided panel</li> <li>- FINISH: Satin Matt</li> <li>- SIZE: A0</li> <li>- CHAMFER: None</li> <li>- THREADED INSERTS: None</li> </ul>	£ 264.00	£ 1,056.00
CABINET	2	<b>HDC NPS Style Lockage Notice Board</b> <ul style="list-style-type: none"> <li>- <b>SIZE:</b> For A0</li> <li>- <b>MATERIAL:</b> Made from S355 grade cold steel square tube supporting a steel NPS style carrier frame constructed from S355 grade cold steel sheet.</li> <li>- <b>FINISH:</b> Panel Frame - Two pack acid etch prime under polyester powder coat in Satin Black (other colours available)</li> <li>- <b>MOUNTING:</b> In-ground legs to 600mm depth.</li> </ul>	£ 400.00	£ 800.00
ITEM 05 - Cast Metal Finger Posts				

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Client Details				
FINGER SIGN POSTS	3	Cast Finger Post CCP4 - <b>MATERIAL:</b> Made from S355 grade cold steel round tube with finials and flared base - <b>FINISH:</b> Panel Frame - Two pack acid etch prime under polyester powder coat in Satin Black (other colours available) - <b>MOUNTING:</b> In-ground legs to 800mm depth.	£ 770.00	£ 2,310.00
FINGER SIGN FINGERS	10	Cast alloy fingers (estimated cost: cost depends on amount of text, icons and size)	£ 220.00	£ 2,200.00
<b>Miscellaneous Other Signs (TBC)</b>				
SIGNS	10	Various Sizes TBC	£ 300.00	£ 3,000.00
<b>Other</b>				
PACKING	1	Packing & handling	£ 107.22	£ 107.22
DELIVERY	1	Delivery door to door	£ 436.10	£ 436.10
Sub Total				£ 28,943.32
VAT @ 20%				£ 5,788.66
TOTAL				£ 34,731.98

## ESTIMATE



Example of Birds-eye Town Map

# HDC International

*The heritage interpretation experts!*

## ESTIMATE



Example of Birds-eye Site Map

## ESTIMATE



Example of Birds-eye Site Map

# HDC International

*The heritage interpretation experts!*

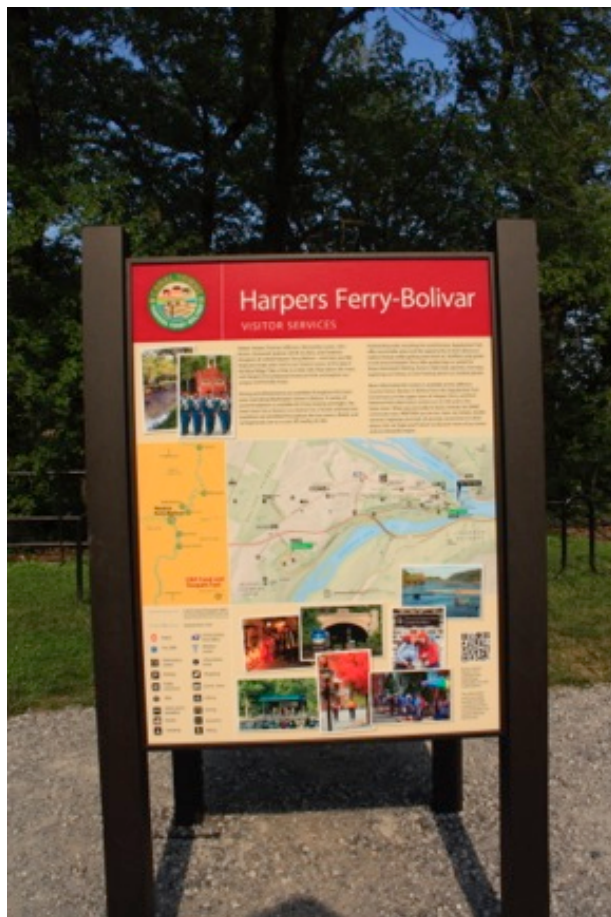
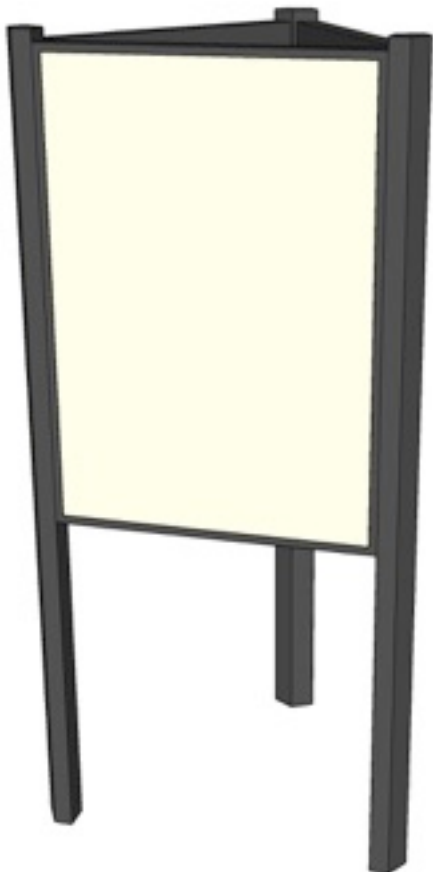
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## ESTIMATE



## ESTIMATE



3-sided Kiosk



# HDC International

*The heritage interpretation experts!*

## ESTIMATE



## ESTIMATE

### TERMS AND CONDITIONS OF SALE

#### 1. Definitions

- 1.a. "Buyer" means the person who buys or agrees to buy the goods from the Seller.
- 1.b. "Conditions" means the terms and conditions of sale set out in this document and any special terms and conditions confirmed in writing by the Seller.
- 1.c. "Release" means the date specified by the Seller when the goods are ready for collection or delivery.
- 1.d. "Goods" means the articles and or services which the Buyer agrees to buy from the Seller.
- 1.e. "Price" means the price for the Goods excluding Collection and Delivery Charges, Insurance, VAT, Sales Tax or Import Duty.
- 1.f. "Seller" or "HDC" means Heritage Destination Consulting Ltd Company Registration UK 06684425 .
- 1.g. "Quotation" means the Seller's specification and price for the Goods.
- 1.h. "Specification" means the dimensions, descriptions, materials, technical features, and /or art work of the Goods referred to the Quotation.
- 1.i. "Artwork" means any logo, picture, drawing, narrative or object to be incorporated in the Goods.
- 1.j. "Variations" means any changes to the Specification.
- 1.k. "Sign off" means acceptance in writing (including by electronic mail) by the Buyer of work undertaken by the Seller in producing the Goods. In "Signing off" the buyer undertakes to make payment as may be required as a Condition of sale.
- 1.l. "Force Majeur" means fire, flood, lightening, Act of God, act of terrorism, war, rebellion, riot, sabotage, or official strike or similar labour dispute or events or circumstances outside the reasonable control of the party affected thereby.
- 1.m. CFR = Cost and Freight: HDC is responsible for the costs up until the goods arrive in the destination port. The buyer then has to pay all of the costs to get the goods from the port to their premises, including any charges for customs clearance, local taxes, VAT, import duty, landing fees, storage fees or any other associated costs.
- 1.n. DAP = Delivered at Place (formerly DDU - Delivered Duties Unpaid): HDC is responsible for transporting the goods from the factory to an agreed customer address, but is not responsible for customs clearance, local taxes, VAT, import duty, landing fees, storage fees or any other associated costs.

#### 2. Imports

Please note: Many of HDC's range of products are imported direct from factories around the world. Customs clearance, import duties, purchase taxes, and administration charges are not included in the item price or shipping cost. These charges are the buyer's responsibility. Please check with your country's customs office to determine if additional apply.

#### 3. Conditions Applicable

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- 3.a. These Conditions shall apply to all contracts for the sale of Goods by the Seller to the Buyer to the exclusion of all other terms and conditions, including any terms or conditions which the Buyer may purport to apply under any purchase order or similar or related document.
  - 3.b. All orders for Goods and acceptances of Quotation shall be accepted entirely at the discretion of the Seller, and if accepted shall be deemed to be an offer by the Buyer to purchase Goods pursuant to these conditions.
  - 3.c. Each order, which is so accepted, shall constitute an individual legal and binding contract between the Seller and the Buyer and shall be deemed as conclusive evidence of the Buyer's acceptance of these conditions.
  - 3.d. Any variation to the Conditions (including any special terms and conditions agreed between the Buyer and Seller) shall be inapplicable unless agreed in writing.
3. Acceptance
- 3.a. In placing an order and or acceptance of Quotation form with the Seller, the Buyer warrants that the information he has given is correct, accepts that the Quotation was based upon that information.
  - 3.b. The Buyer is deemed to have accepted the goods once the goods have been "signed off" or delivered.
4. Release and Risk
- 4.a. Unless otherwise stated in the Order, the price quoted excludes collection of the Buyer's art work, delivery of the goods, agents fees, bank fees, import duty, sales taxes and / or VAT at prevailing rate.
  - 4.b. Any time or date given by the Seller for release of the goods shall be an estimate only. The seller cannot be held responsible for any loss or damage suffered by the buyer through late or non delivery of the Goods.
  - 4.c. Risk in Goods shall pass to the Buyer upon Release.
  - 4.d. Notwithstanding that the Release of the Goods may have been delayed, the Buyer is bound to accept the Goods upon Release and pay for them in full.
5. Title and Payment
- 5.a. The Price shall be Seller's quoted price subject to additional sums where there have been variations in specification and/or increases in materials costs.
  - 5.b. Any exchange rate costs or bank transfer charges incurred are the responsibility of the customer.
  - 5.c. For UK and European Union (EU) transactions the Price shall be inclusive of VAT which shall be due at the rate ruling on date of the Seller's invoice where applicable.
  - 5.d. For transactions outside the UK and European Union (EU) the Price shall be exclusive of any national Sales Tax, Import Tax or Import Duty the payment of which will be the responsibility of the Buyer.
  - 5.e. Payment of the Price shall be due in full prior to release to the customer unless otherwise agreed in writing.
  - 5.f. In cases where it is agreed that payment is due after delivery payment is due within 30 days after the invoice date and is deemed overdue after 30 days from the invoice date. Interest on overdue invoices shall accrue day to day from the date when payment becomes due until the date the payment is received by the Seller at a rate of

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3% above the Bank of England Base Rate. Compensation is calculated on a daily basis from the due date until full payment is received by HDC. and shall accrue at such rate after as well as before any judgement. Any exchange rate costs incurred or bank charges are the responsibility of the Buyer.

5.g. Quote valid for 30 days unless otherwise agreed in writing.

5.h. Title of the Goods shall rest with the Seller until such time as the buyer has paid the Price, VAT and any other monies due to the Seller. In cases where the Buyer has not paid the monies due to the Seller, even though Title has not been deemed to have reverted to the Buyer, the Seller may retain the Goods and sue the Buyer for the balance due plus costs and interest.

### 6. Warranty

6.a. Responsibilities for guarantees and warranties lie with the original manufacturer of the goods.

6.b. Goods that are built to order cannot be returned or refunded unless it is for reasons covered under the terms of the manufacturers guarantee and agreed by them.

6.c. The Seller, if agreed of original manufacturer, warrants that when released the Goods will correspond to the description given in the Quotation, subject to Variations demanded by the Buyer or as a consequence of the build process.

6.d. Unless categorically written into the Quotation, the Seller does not warrant the fitness for purpose of the Goods supplied.

6.e. The Seller shall free of charge either repair or at its option, replace any defective Goods that it has supplied where the defects appear under proper use within a period of twelve months from the date of Release.

Provided that:

i. Notice is given in writing to the Seller immediately a defect is suspected.

ii. Such defects shall be found to the Seller's reasonable satisfaction to have been cause solely by faulty workmanship or materials.

iii. The Goods are returned to the seller for inspection when requested.

iv. This warranty does not apply to either the Art work or narrative supplied by the Buyer or third party equipment specified by the buyer.

### 7. Limit of liability

Subject to clause 5 and notwithstanding anything contained in these conditions (other than condition 5) or the Quotation. The Sellers Liability to the Buyer in respect of the Goods in contract, tort (including negligence or breach of statutory duty) or howsoever otherwise arising, shall be limited to the price of the Goods in the Quotation.

### 8. Confidentiality

Both the seller and the buyer shall keep confidential and shall not without prior consent in writing of the other disclose to any third party any technical or commercial information which it has acquired from the other as a result of discussions, negotiations and other communications between them relating to the Goods and the Quotation.

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### 9. Intellectual Property Rights

- 9.a. In the event that any claim is made against the Buyer for infringement of Intellectual Property Rights arising directly from the purchase of and or use by the Buyer of the Goods, the Seller will at its own expense conduct any negotiation or enter into any litigation in defence of the claim.
- 9.b. The benefit granted in 10.1 above is subject to the Buyer informing the Seller in writing at the earliest juncture of any claim action or threat of action made in this regard and on condition that the Buyer make no admission of liability or take any action other than as described here and as requested by the Seller.
- 9.c. The provision of 10.1 above shall not apply to any infringement claimed as a result of the Seller following a design or instruction issued by the Buyer.
- 9.d. Any instruction or design issued by the Buyer to the Seller shall not be such as will cause the Seller to infringe any Intellectual Property Rights.

### 10. Force Majeur

The Seller shall not be under any liability for any failure to perform any of its obligations due to Forces Majeur. Following notification by the Seller to the Buyer of such case, the seller shall be allowed a reasonable time to supply the Goods. "Force Majeur" means fire, flood, lightening, act of god, act of terrorism, war, rebellion, sabotage, or official strike or similar labour dispute or events or circumstances outside the reasonable control of the party affected.

### 11. Applicable Law and Arbitration

- 11.a. These Terms and Conditions of Business supersede and take precedence over any other forms of term, agreements and conditions.
- 11.b. By choosing to accept any quote supplied by HDC, or by hiring, commissioning or instructing HDC the Buyer by implication acknowledges and agree to these Terms and Conditions of Business.
- 11.c. The agreement between the parties is governed by UK law and any disputes which cannot be resolved amicably will be resolved by the courts of England and Wales.
- 11.d. Each party will give serious consideration to a request by the other that any dispute should be referred to mediation. In the event of a dispute either party may ask for arbitration in which case, the Buyer and HDC hereby agree to submit any dispute or controversy to arbitration under the rules of the Chartered Institute of Arbitrators. The prevailing party shall be entitled to legal costs and Arbitrator's fees. In the event that legal action becomes necessary to confirm and/or collect the award of the Arbitrator, the prevailing party shall be entitled to reasonable legal fees for post arbitration action.

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Ms Veronica Mills  
Warminster Town Council  
Warminster Civic Centre  
Sambourne Road  
Warminster  
Wiltshire  
BA12 8LB

Ref. 15840/RSS  
14/09/2017

Dear Veronica

Further to my recent meeting with Stuart Legg, we are quoting and submitting proposals as follows. Comprehensive details of our products and services can be found on our website, [www.shelleysigns.co.uk](http://www.shelleysigns.co.uk).

**Title: Warminster Town Park Signs**

**Outline :** This proposal is for a suite of new signs for the Town Park. We have quoted for high quality signs and graphics that will provide many years of service and that are easy to clean and maintain.

**Artwork:** Artwork will be created by the specialist Shelley design team. We create striking graphics that will encourage visitors to engage with the panels. The proposed design content for each panel is outlined in the detailed section below, but in general

- You will provide outline content from your existing documentation. From this, after discussion with you about priorities, Shelley will write all the script. Our copywriting fees are included in all prices below.
- You will provide any site specific illustrations – for example the Bandstand, Lake & water Fountain and all logos.
- We have a large library of natural history photographs & watercolour illustrations that can be used at no additional charge.
- One Park Map is required which will be based on Style A in the attached *Shelley Maps2.pdf*. A separate price is given for upgrading this to a bird's eye view style, water colour map. The latter would work well for this park and would be striking and eye-catching on both the signage as well as leaflets or websites in the future.

**Proof:** During the design process proofs will be submitted in a PDF format. Prior to the final print you will be asked to sign off a paper version - this is a useful last check of the design and colours before we produce graphics that will last many years. There is no limit on the number of amendments or revisions to the design.

**Printing:** Our Mimaki printer will enhance your design with excellent print quality, crisp text and bright, vibrant reproduction of photographs, water colours and images. This high quality print is supported by a 10 year warranty against fading. It offers eco-friendly printing with zero VOC emissions and little wastage.

**Materials:** Given your requirements for long term, durable graphics we would recommend using our Encapsulated Glass Reinforced Plastic (GRP) printing process which is designed for use in public open spaces. This material offers exceptional outdoor durability and colour fastness with a 10 year warranty against fading. The finish allows graffiti to be easily cleaned while water ingress is not a problem.

**Finishing :** Unless specified to the contrary signs and panels will be supplied complete with powder coated aluminium frames, posts and lecterns. This material offers a robust structure with a high quality appearance. Please refer to the attached Framing Options page for more details about our standard frames & Warminster Examples.pdf which gives outline examples of proposed structures..

**Finger Posts.** Two finger posts units are required, items 7 & 9. These will be supplied to match the style of the existing finger posts – they will have cast arms, collars and finials. Text to be painted cream rather than gold to stand out better. The finger arms cost will depend on whether you have 1, 2 or 3 lines of text per arm and each option is quoted.

**Number References.** The references 1 to 26 below are location numbers. Please refer to the Warminster Map.pdf which provides approximate locations for each sign.

**Main Entrance by Morrisons (Map Location 1)    Cost - £2,500.00**

This is the main pedestrian entrance to the Park and needs a large sign to promote the Park and encourage visitors. Due to very difficult & sloping ground conditions behind the wall it is proposed that a sub-frame be bolted to the wall (both sides) and the sign fitted to the sub-frame.

The sign will have an overall width of 1,200mm and will include a map of the Park, a list of activities, a lockable aluminium notice board for 9 sheets of A4 & separate header panel. This price includes the cost of creating artwork for a Style A map, which will be reused on other panels.

**Play Area Entrance (2)    Cost - £195.00**

One 'Welcome to' the Play Area sign at a size of 610 x 410mm. To be fitted into the existing frame. The design will be a modernised version of the existing sign.

**In Play Area (3)    Cost - £770.00**

One sign at a size of A1 (841 x 594mm) supplied with an aluminium frame and posts. Located in the Play Ground, behind the Paddling Pool. This sign will encourage visitors to have fun but will aim to promote good behaviour – especially not cycling the pool. A cartoon approach has been quoted and would work well for the target audience.

**Byelaw Sign (4)**

Our install cost includes removing this sign. It will be cut-off at ground level but the posts will not be dug out.

**Pavilion Notice Board (5)    Cost - £375.00**

One off aluminium notice board which will be hinged, lockable, glazed with shatterproof polycarbonate and supplied with a magnetic backer. As discussed we would recommend that this is bolted to the metal railing rather than being fitted to the cladding of the Pavilion. Overall dimensions 750 x 750mm to house 6 sheets of A4.



**Pavilion Wall Mounted Sign (6) Cost - £225.00**

One sign reading 'The Pavilion Café' to be fitted to the wall nearest the Putting Green. To match the existing sign in colour and style. Overall width 3,000mm x 500mm. Produced as an over-laminated Dibond sign. An example is not provided but will match the existing sign.

**Finger Post by Café (7) & Lake (9)**

Finger Post Option	Cost
Cost per cast post with finials & brackets	£825.00
Cost per arm with a single line of text	£255.00
Cost per arm with 2 lines of text	£320.00
Cost per arm with 3 lines of text	£410.00

**Interpretation Panel by Bandstand (8) Cost - £1,150.00**

One off A1 (841 x 594mm) size interpretation panel with an aluminium lectern frame. The panel will outline the history of the Park and you will supply a selection of historical images and photographs. Shelley will supply the text from your rough details. This will be a removable sign with lugs concreted into the ground and a base plate for when the sign is out.

**Entrance Sign at Ridgeway (10) Cost - £1,270.00**

This Entrance sign will be a simplified version of the main signs. It will be approximately A1 (841 x 594mm) in overall size and will include both a printed panels and a lockable notice boards – both with a visual area of A2. The printed panel will include a map and introductory text. No header panel is included. The install element includes relocating the Dog Bin.

**Entrance Sign by bottom of Ridgeway (11) Cost - £520.00**

A basic entrance sign at a size of A2 (420 x 594mm). A Welcome message with the map but no notice board or header panel.

**Welcome Sign at Far end of Lake (12) Cost - £1,270.00**

This Entrance sign will be a simplified version of the main signs. It will be approximately A1 (841 x 594mm) in overall size and will include both a printed panels and a lockable notice boards – both with a visual area of A2. The printed panel will include a map and introductory text. No header panel is included.

**No Fishing (13) Total Cost for 2 off - £210.00**

Two different signs are required stating 'No Fishing' with a symbol. One sign at a size of 295 x 250mm to be fitted into the existing frame. The other at a size of A3 to be supplied complete with a new post.

**Welcome Sign by Wildlife Trust path (14) Cost - £520.00**

A basic entrance sign at a size of A2 (420 x 594mm). A Welcome message with the map but no notice board or header panel.

**Ecology Panel (15) Cost - £975.00**

One off A1 (841 x 594mm) size interpretation panel with an aluminium lectern frame. The panel will interpret the wildflower meadow, explain how it is managed and introduce the species that have been planted. You will provide a list of species, Shelley will supply all illustrations and text.

**Wildlife Panel (16) Cost - £975.00**

One off A1 (841 x 594mm) size interpretation panel with an aluminium lectern frame. The panel will introduce species to be found around the Park including ducks, herons and otters. You will supply a list of species, Shelley will supply all illustrations and text.

**Skate Park (17) Cost - £310.00**

One off A1 (841 x 594mm) size sign to be fitted to existing steel posts, 76mm dia. The content to be confirmed.

**Water Voles Trail (18) Cost - £975.00**

This panel will be at a size of A1 and supplied complete with an aluminium lectern frame. It will be located near the bike hoops. The content will include the importance of water voles, pictures & interesting information about them and a map showing the water course from the Park to the wildlife trust reserve.

**Water Fountain (19) Cost - £415.00**

The Water Fountain has been relocated from town. This A3 size sign on a single leg lectern will explain the history with simple text and some old photographs. It will be located by the hedge and away from over-hanging trees.

**Swimming Pool (20) Cost - £415.00**

The old pool is locked away and out of sight. This A3 size sign on a single leg lectern will provide an outline to the Pool's history with some introductory text and some old photographs. The sign to be located near the gate.

**Main Welcome Sign by Putting Green (21) Cost - £2,115.00**

This sign will be located by the top end of the Putting Green. To avoid breaking up the existing paving slabs it is recommended the sign be fitted to the existing posts.

The sign will have an overall width of 1,200mm and will include a map of the Park, a list of activities, a lockable aluminium notice board & separate header panel.

**Speed Control (22) Cost - £75.00**

One standard 5mph sign to be fitted onto the 1<sup>st</sup> lamp-post, 76mm dia, in the Park

**Putting Green (23) Cost - £640.00**

One off welcome sign at a size of A1 (841 x 594mm), supplied complete with aluminium frame and posts. Fixing reference V1. When the equipment is not out visitors are often unaware this is a Putting Green. We would recommend the design includes a large picture of the Green 'being used' to clearly promote the activity. You will supply the photograph.

**No Unauthorised Vehicles (24) Cost - £75.00**

One standard No Unauthorised Vehicles sign to be fitted onto the existing 76mm dia post.

**Road Side Wall Mounted Sign (25) Cost - £360.00**

One wall mounted sign at a size of A0 (1,189 x 841mm). From the road the entrance to the Park & its' presence is unclear. As there is no space for a post mounted sign a large wall mounted sign at a size of A0 (1189 x 841mm) is recommended. The message will be 'Welcome to' with a list of activities available and Free Entry. Not illustrated.

**Road Side Pillar Welcome signs (26) Total Cost for 2 signs - £480.00**

The 2 Pillars by the vehicle entrance have no branding or publicity for the Park. This provides an ideal opportunity to Welcome visitors to the park and highlight the entrance. One sign for each Pillar at a size of 450 x 1300mm. Not illustrated.

**Map Upgrade**

The Main Entrance at Location 1 includes a Style A map off the ShelleyMap2.pdf page. If you want to upgrade this to a water colour, bird's eye view style map, as Style D add a further - £400.00

**Installing Costs. Estimate to install in one batch - £3,250.00**

The install costs assume that you order all items in one batch. If the order was phased install costs will need to be quoted.

**Next Steps**

This quote provides an outline of our proposed approach. If you would like to take the project forward we would recommend a further site meeting to discuss the detailed content of each sign. One receipt of an order detailed design proofs can be produced.

**Carriage:** Carriage costs are included in the install estimate above.

**Delivery:** To be agreed in the event of an order.

**Terms:** All prices exclude VAT, are valid for 6 months and are subject to sight of artwork.

**Payment:** Nett by 20<sup>th</sup> of month following date of invoice.

Yours sincerely

**Robert Shelley**

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3 Railway Cottages  
Holland Lane  
Hurst Green, Oxted  
Surrey, RH8 9AZ

Tel: 01883 734871

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**RED MASON**

Graphic, signage and website design agency

Veronica Mills  
Warminster Town Council  
Warminster Civic Centre  
Sambourne Road  
Warminster  
Wiltshire  
BA 12 8LB

29th August 2017

**Quote No: WM 'Lake Pleasure Grounds': 29-08-17**  
**Title: Warminster Park 'Lake Pleasure Grounds' Signage Quote**

Dear Veronica

Further to our meeting we have great pleasure in providing a quote to design, make changes, produce and install the new signage items as requested in Warminster Park (Lake Pleasure Grounds) details broken down as follows.

<b>Title:</b>	<b>Warminster Park - 'Gold' Size Signage with posts and fittings x 2 (1 Map illustration)</b>
<b>Size:</b>	(Sizes: 1400 x 1200mm)
<b>Number of Colours:</b>	CMYK one side
<b>You to supply:</b>	Text and photo's as required.
<b>Proofs:</b>	1st stage illustration sent as an outline (first proof for comments and changes), then included in the design with text and sent as a pdf.
<b>Description:</b>	Wet Coated to a non metallic stock RAL Colour. C/W Semi-Gloss/Gloss/Matt Finish. 25mm Radius Corners.#4 76mm Aluminium Post 3000mm Long. 4 76mm Colour Coded Post Caps. 12 76mm Stainless Steel Clips C/W Nut, Bolt & Washer. 4 76mm Base Plate C/W Nut, Bolt and Washer
<b>Delivery and install:</b>	Warminster Park
<b>Illustration &amp; Design &amp; Production:</b>	£4500
<b>Title:</b>	<b>Warminster Park - 'Silver' Size Signage with posts and fittings x7 (4 illustrations)</b>
<b>Size:</b>	(Sizes: 1000 x 1010mm)
<b>Number of Colours:</b>	CMYK 2 sides
<b>Proofs:</b>	Digital Shaped Aluminium Sign 1010mm x 1000mm Landscape. 25mm Radius Corners. C/W Three runs of clip extrusion along 1010mm. 14 76mm Posts 2500mm Long. 14 76mm Colour Coded Post Caps. 42 Stainless Steel Clips C/W Nut Bolt & Washer. 14 76mm Base Plate C/W Nut, Bolt & Washer.
<b>Delivery and install:</b>	Warminster Park
<b>Illustrations &amp; Design &amp; Production:</b>	£9500

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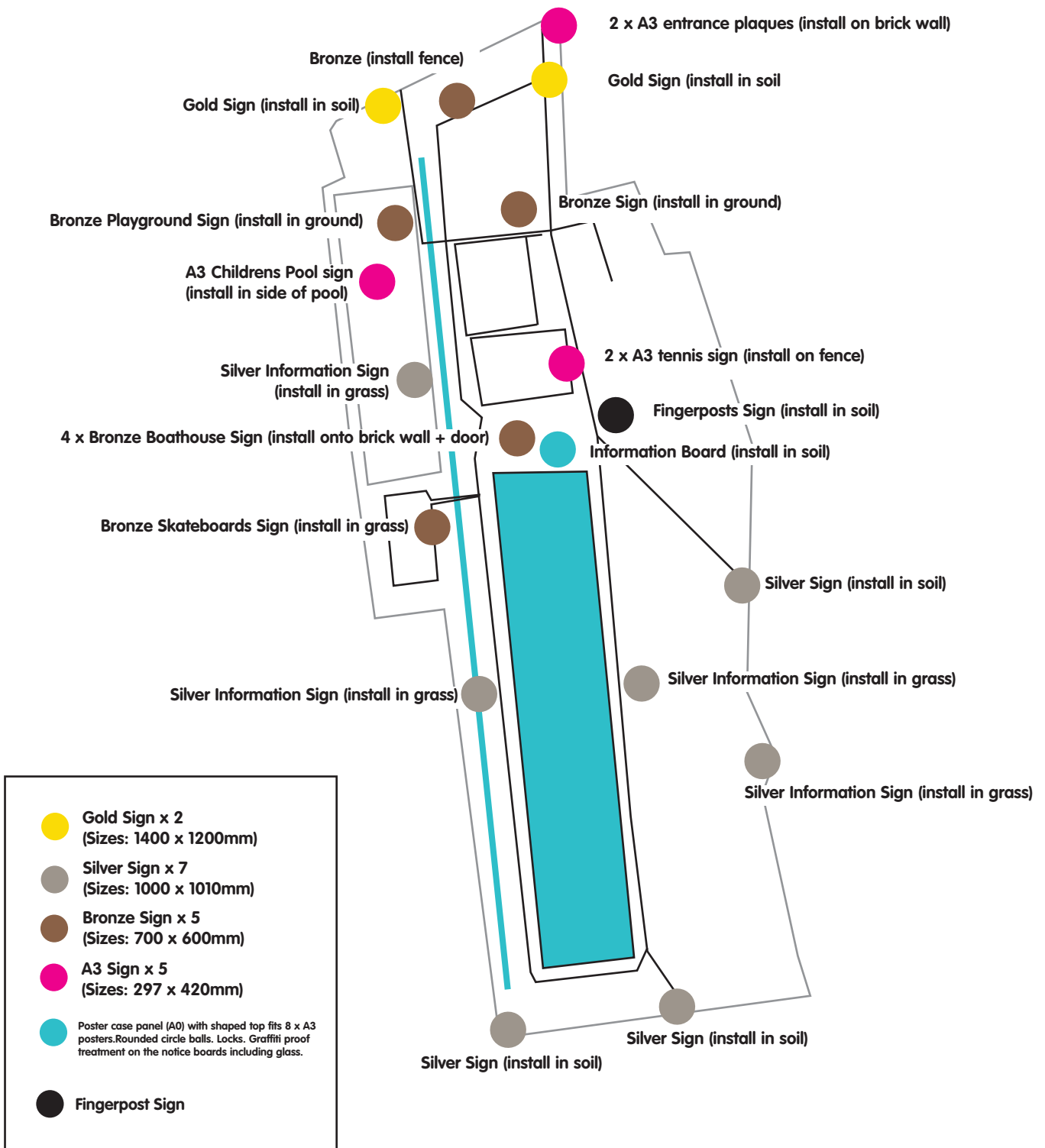
<b>Title:</b>	<b>Warminster Park - 'Bronze' Size Signage with posts and fittings x5</b>
<b>Sizes:</b>	600mm x 700mm
<b>Number of Colours:</b>	CMYK 1 sides
<b>Proofs:</b>	Digital Shaped Aluminium Sign 600mm x 700mm Portrait. 25mm Radius Corners. C/W two runs of Clips extrusions along 600mm. 10 76mm Aluminium Post @ 2000mm Long. 10 76mm Colour Coded Post Caps. 20 Stainless Steel Clip, C/W Nut, Bolt and Washer. 10 Base Plate C/W Nut, Bolt and Washer
<b>Delivery and install:</b>	Warminster Park
<b>Design &amp; Production:</b>	£3600
<b>Title:</b>	<b>Warminster Park - Poster case panel x1</b>
<b>Size:</b>	External Size : 1264mm x 915mm Graphic Size : 1188mm x 840mm Visible Size : 1174 x 825mm C/W Security Lock and Spare Key 2 76mm Aluminium Cast Ball Finial (To suit 76mm Post)
<b>Delivery and install:</b>	Warminster Park
<b>Total Price:</b>	£1500
<b>Title:</b>	<b>Warminster Park 1 Fingerpost Sign Directional Signage</b>
<b>Size:</b>	Navigator Finger Assembly Comprising: 3 x 150mm x 750mm x 16mm C/W Post Socket (Giving 3 Blades on one Level). 76mm Aluminium Post 3500mm Long 6mm Colour Coded Cap. 76MM Base Plate C/W Nut, Bolt and Washer. C/W 6 xM8 x 8mm Grub Screws
<b>Delivery and install:</b>	Warminster Park
<b>Total Price:</b>	£1000
<b>Title:</b>	<b>Warminster Park - '5 A3' Size Signage</b>
<b>Size:</b>	(Sizes: 1000 x 1010mm)
<b>Number of Colours:</b>	CMYK 2 sides
<b>You to supply:</b>	text and photo's
<b>Proofs:</b>	Digital
<b>Delivery and install:</b>	Warminster Park
<b>Total Price:</b>	£900
<b>Install:</b>	2 workers x 5 days includes all equipment, plus remove old signage and dispose.
<b>Total Price:</b>	£2500

If you have any questions please feel free to contact us at any time. This quotation is valid for 30 days from the date of this document. Payment: 50% deposit on ordering and remaining 50% when job is completed.

Warmest regards.  
Alan Whitlock



# Signage locations and sizes map



3 Railway Cottages  
Holland Lane  
Hurst Green, Oxted  
Surrey, RH8 9AZ

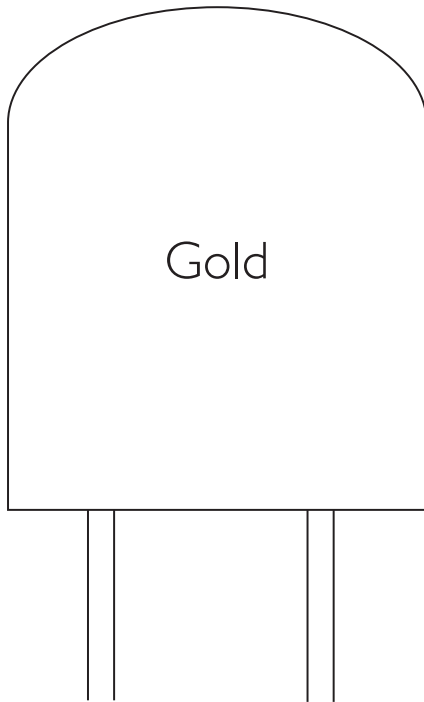
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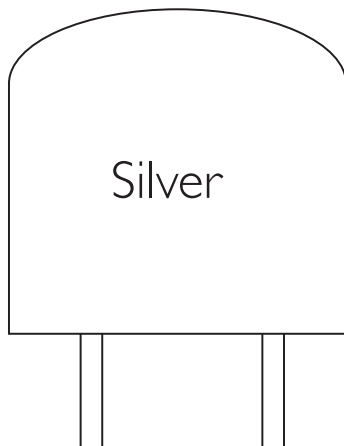


**RED MASON**

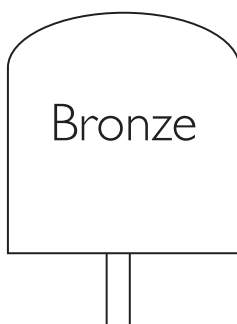
Graphic, signage and website design agency



**Gold Sign: x2**  
**Sizes: 1400 x 1200mm**



**Silver Sign: x7**  
**Sizes: 1000 x 1010mm**



**Bronze Sign: x5**  
**Sizes: 700 x 600mm**



## Lake Pleasure Grounds and Associated Land December 2017 update

ASSET/SERVICE	ACTIVITY	COST
Pavilion café	To assist with staff personal security the opening hours have been amended slightly from 10-30am. to 4.30pm to 9.30am – 3.30pm, Thursday – Sunday inclusive. The amended times have been advertised on social media and in café.	
Skate Park	A slight problem has been encountered. Cllr Ridout to update.	
Park and Central Car Park public conveniences	To note: Wiltshire Council have confirmed that the car electric charging point in the car park does not draw from the public conveniences meter.  The utility billings have now been transferred to the town council. Costs TBA.	
Tennis Courts	The Park and Open Spaces Manager is currently formally establishing the 'Friends of the Tennis Courts'. The group will meet in the new year and will offer advice on tennis and tennis playing requirements. The Clerk is continuing with fundraising, to update at meeting.	
Boats on the lake	Funding applications have been sent to The Fudge Trust, total project costs were submitted and these will be considered by the trustees; and the One Stop carrier bag fund, the amount to be advised at the meeting.	

## Lake Pleasure Grounds and Associated Land December 2017 update

ASSET/SERVICE	ACTIVITY	COST
Re-cycling in the LPG	Recycling in the park forms part of the Council's Green Flag commitment, in addition is it enshrined in the Council's commitment to reduce its carbon footprint and is included in the Council's Service Delivery Plan. The Council is already composting in the LPG; the next phase is litter. To achieve this the Council needs to swap their current park bins for dual purpose bins; general waste and recycling. <b>Please see attached.</b>	£3,490.00 - £6,270.00 for 10 bins.
Benches in the LPG	Following a recent conditioning report, several benches in the LPG require replacing. It is proposed that the Council establishes a standard bench for the LPG; low maintenance, manmade wood. <b>See attached</b>	£395.00 - £450.00 per bench plus delivery based on quantity 5 – 10 over the next year.
Tree Survey	The tree survey is currently being carried out by Jonathan Astill. Results will be presented to members once the survey has been completed. To date no trees have been highlighted as requiring emergency works.	
King George V Playing Field and Football Ground	Transfer to the Council is still on-going and currently with Wiltshire Council's legal department.	
Boathouse	The steps are now complete <b>See attached.</b> The replacement door is due shortly.	
Churchyards	Nothing to report.	

## Lake Pleasure Grounds and Associated Land December 2017 update

ASSET/SERVICE	ACTIVITY	COST
Signage project	Dealt with elsewhere on the agenda	<b>£600.00 plus cost of signs to be delegated to the Clerk and Park and Open Spaces Manager.</b>
Civic Trust Garden	<p>The Park and Open Spaces Manager will update members of the current works.</p> <p>Members are asked to consider renaming of the garden. It has been suggested that members of the public could be asked to suggest names.</p>	

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**Recycling Bins** – We are looking at changing all bins in the park to dual bins- General waste and Dry Mixed Recycling(DMR) All prices are based on ordering around 10 units. See example below.



Supplier	Bin Type/ comments	Cost per bin
Broxap	<b>Derby Double E Recycling bins 240l</b> , Pyramid Lid, waste streams TBC, Customer vinyl logo	£349.00
Wybone	<b>224Ltr Large Capacity Dual Galvanised Steel Recycling Bin</b> cw Laser Cut Base & Stainless Steel	£454.10
Unicorn containers	<b>Strangford 240l litter/recycling bin.</b> Pyramid lid Vinyl logo	£376.60
Glasdon	<b>Nexus® 200 General Waste / Mixed Recyclables Recycling Bin</b>	£626.98



Nexus 200 Bin

**Benches** – We are looking at having a standard bench within the park. We currently have a mix of old wooden benches which are coming to the end of their lives and recycled plastic benches. The recycled benches are the below Glasdon bench which was Wiltshire councils chosen bench. The below prices are per bench, based on buying 5-10 over the next 12 months.

Supplier	Pic	Model/Comments	Cost per bench
Broxap		Ludworth Recycled Plastic Seats 2000mm length Free standing only Black frame Brown slats	£395 + £120 Delivery
Glasdon		Phoenix® Recycled Material Seat Length: 1790mm. Depth: 574mm. Seat Height: 428mm.	£375 Free delivery  £416 for Normal price free delivery.
Glasdon		Lowther™ Seat Length: 1895mm Depth: 584mm	£450 Free delivery

## Boathouse Steps

