

Dear Councillor

You are summoned to a meeting of the:

Devolved Services and Assets Sub-Committee
on Thursday 8th February 2018 at 10am
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Committee Membership:

Cllr Brett (East) Chairman	Cllr Jolley (Broadway) Vice-Chairman
Cllr Fraser (West)	Cllr Macdonald (East)
Cllr Fryer (Broadway)	Cllr Ridout (West)

Peter Hewitt (Volunteer), Stuart Legg, Park and Open Spaces Manager, Fiona Fox, Town Clerk and RFO, Veronica Mills, Administration Officer, 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.

A G E N D A

- Apologies for absence**
To receive and accept apologies, including reason for absence, from those unable to attend.
- 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 and sign as a correct record, the minutes of the Devolved Services Working Group meeting held on 14th December 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 14th December 2017.

4. Chairman's Announcements

To note any announcements made by the Chair.

Standing Orders will be suspended to allow for public participation.

5. 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.

6. Reports from Unitary Authority Members

To note reports provided.

7. Devolution of Assets and Services

7.1 Following the approval of the budget by Full Council it is recommended that a Play Areas Working Group be set up to investigate the condition and frequency of use of the nine play areas in Warminster (excluding the play area in the Lake Pleasure Grounds). The group's report back to the Devolved Services and Assets Sub-Committee will inform a public consultation on this issue. **Members to approve the setting up of a Play Areas Working Group and to nominate representatives.**

7.2 The Park and Open Spaces Manager (POSM) recommends that all play areas should be inspected by ROSPA prior to making any decisions. This will cost £59.85 per play area. The inspections can be undertaken in March/April. This will inform members of what work needs to be carried out to make the play areas safe. **Members to approve the expenditure of £538.65 for the inspection of nine play areas.**

8. Signage

The logo for the Lake Pleasure Grounds (LPG) has been revised and was approved by members via email. The proofs will be available at the meeting. **For noting.**

9. Recycling Bins

The 10 Broxap dual waste bins have been ordered and will have the LPG and Town Council logos on them. The Park and Open Spaces Manager has yet to get confirmation from idverde of the costs of just emptying the bins. **For noting.**

10. Boats on the Lake

The cost of the boats, canoes and associated equipment was approved by Full Council on 22nd January. The grant of £500 from the Fudge Trust was gratefully acknowledged. All the equipment has been ordered and should be in place in time for the 'Spring in the Park' event on 6th May. **For noting.**

11. Benches

The six Glasdon Phoenix benches for the LPG have been installed. **For noting.**

12. Elisabeth Collyns Garden

12.1 At the previous Devolved Services and Assets Sub-Committee it was agreed that the Civic Trust Garden should be renamed the Elisabeth Collyns Garden when it reopens. A new sign for the garden will need to be installed accordingly, also acknowledging the support from Longleat Lodge and Fairfield Farm College. **Members to approve the purchase of a new sign for the Elisabeth Collyns Garden.**

12.2 The committee had chosen the Glasdon Lowther design for benches for the Elisabeth Collyns Garden. **Members to approve the purchase of two benches at a cost of £450 each plus VAT with Longleat Lodge to be asked to purchase a third.**

13. Tree Survey

Three quotations had been sought for carrying out the work identified in the tree survey in the town, undertaken in November/December, which the POSM had estimated should be in the region of £6K–£7K. The quotes received were as follows:

Site	Organisation		
	Downlands	Idverde	Wessex Rural Crafts
War Memorial	£680.00	£1,375.00	£600.00
Town Park	£3,310.00	£4,855.40	£7,375.00
Smallbrook Meadows	£2,250.00	£2,392.50	
Yeates Meadow	£150.00	£220.00	
Ivy removal	(incl)	£50.00	(incl)
Total	£6,390.00	£8,892.90	£7,975.00

Members to decide which supplier should be given the contract.

14. Toilets in the Park

The door to the unisex toilet in the LPG blew off in the recent high winds and new hinges are needed. Idverde have been asked to source a supply suitable for all the public toilet doors. **For noting.**

15. Advertising banner frame for LPG

Quotes are being sourced for a metal open advertising frame to hold 6' x 3' banners. The frame to be located at the stepped entrance to the park in Weymouth Street. Mirage Signs and Warminster Metalworkers Ltd have been asked to quote. Banners will advertise events in the park and when no events are planned it will advertise the Pavilion Café. **Members to approve the purchase of an advertising frame and banners.**

16. Smallbrook Meadows

It has been brought to the Council's attention that the homeless young man has now pitched a tent on the open area in Smallbrook Meadows next to the river, and there is a considerable amount of litter. He has been asked by the PCSOs to clear up the site and remove his tent because the byelaw forbids camping. He claims he is not responsible for the litter and he refuses to remove his tent unless served with an eviction notice. **Members to decide what course of action they wish to take.**

17. Budget Implications

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

18. Communications

The members to decide on items requiring a press release and **to nominate** a speaker for any item on the agenda if required.

The date of the next Devolved Services Sub-Committee will be Thursday 22nd March 2018.

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