

**MINUTES**  
**of the**  
**Devolved Services and Assets Sub-Committee**  
**held on Thursday 28<sup>th</sup> June 2018 at 12.30pm**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Committee Membership:**

Cllr Brett (East) Chairman	*	Cllr Jolley (Broadway) Vice Chairman	*
Cllr Fraser (West)	A	Cllr Ridout (West)	*
Cllr Fryer (West)	A	Mr Peter Hewitt (Volunteer)	*

**Key:** \*Present    A Apologies received    Ab Absent

**In attendance:**

Officers: Stuart Legg, Park and Open Spaces Manager and Judith Halls, Officer

**Apologies:**

Fiona Fox, Town Clerk and Responsible Financial Officer

Public and press: 3 members of the public and 0 press

**DS/18/001    Election of Committee Chairman**  
Councillor Denis Brett was duly elected as Chairman.

**DS/18/002    Election of Vice Committee Chairman**  
Councillor George Jolley was duly elected as Vice Chairman.

**DS/18/003    Apologies for absence**  
Apologies were received and accepted from Councillors Fraser and Fryer.

**DS/18/004    Declarations of Interest**  
None.

**DS/18/005    Minutes**  
**DS/18/005.1** The minutes of the meeting held on 19<sup>th</sup> April 2018 were approved as a true record and signed by the chairman.  
**DS/18/005.2** None.

**DS/18/006    Chairman's Announcements**  
None.

Signed.....Date.....

- DS/18/007**     **Public Participation**  
None.
- DS/18/008**     **Reports from Unitary Authority Members**  
None.
- DS/18/009**     **Devolved Services and Assets Sub-committee (DSASC)**  
Members debated changing the Devolved Services and Assets Sub Committee into a full standing committee. Members all agreed in principle to the proposal. This would have to go to their parent committee of Finance and Assets, Monday 3<sup>rd</sup> September 2018 and after to Full Council, Monday 17<sup>th</sup> September 2018 with draft Terms of Reference.  
**Councillor Brett proposed that the process be started to change the DSASC into a full standing committee of the Council, seconded Councillor Ridout, voting unanimous in favour.**
- DS/18/010**     **Grounds Maintenance Contract**  
The current Idverde contract ends in April 2019. The Park and Open Spaces Manager and Clerk have already begun to critically evaluate the current contract and to plan for future needs.  
**Members discussed the contracts and agreed that the Town Clerk and the POSM continued their work on the grounds maintenance contracts and present their findings to the next Devolved Services Sub Committee meeting in July.**
- DS/18/011**     **Play Areas Working Group (PAWG)**  
A lot of work has already been done with the PAWG. The Warminster Play Areas Community Engagement commences on 2<sup>nd</sup> July and will run for 8 weeks until 27<sup>th</sup> August 2018. The meeting on the 2<sup>nd</sup> July will be at the Civic Centre at 7pm. Adrian Hampton, Wiltshire Councils, Head of Local Highways, Street scene and Parking Services will be at the meeting, Councillor Brett will be chairing, Fiona Fox Town Clerk and Park and Open Manager, Stuart Legg will also be in attendance. There has been considerable advertising using the journal, social media and posters to inform the public that the meeting was taking place. There are questionnaires being delivered to all Warminster residents using the Warminster Way as the method of distribution. It is the intention to have the meeting filmed so that it can be uploaded on to You tube. Councillor Brett wanted to encourage other Councillors to attend to make this a friendly productive meeting.
- DS/18/012**     **Friends of Warminster Park**  
Stuart Legg, Park and Open Spaces Manager reported back to the committee that he had attend the last Friends of Warminster Park meeting which was held outside the Pavilion Café in beautiful sunshine. Friends of Warminster are keen to become involved in many projects which they will be able to do once the skate park project has been completed. There are many projects in the pipe line which the Town Council and Friends of Warminster Park could through work together.

Signed.....Date.....

DS/18/013

**Clerk's Report**

The attached Clerk's report was noted.

**Devolved Services and Assets Sub-Committee**

**31<sup>st</sup> May 2018**

**Item 10, clerk's report**

- 1. The Paddling Pool was opened for Spring in the Park, unfortunately the surface had not been given enough drying time following remedial works. It was then closed while small areas were repaired. It will be reopened for the bank holiday weekend.**
- 2. The boats continue to be a major attraction, with a full fleet out on the lake over the past few weekends. Repeat visitors have been noted, which is good news. Seasonal staff have now been recruited and fully trained. Signage is in place, with arrow signs indicating the route to the lake. Signage with opening hours is currently being produced.**
- 3. The pavilion café continues to go from strength to strength, with sales increasing week on week. Another notice board will be installed, and this will be used for family focus: worksheets and information on things to do in the LPG. Thanks to Paul Macfarlane's wife who is supplying the information.**
- 4. Warminster School will be with us for their Community Work Day on 6<sup>th</sup> July 2018. They will be working the War Memorial.**
- 5. Tennis court refurbishment. We are now registered with Sport England, we have had a meeting of the Friends of Park Tennis and Cllr Jeffries has agreed to be part of the group. More councillors are welcome. The Clerk attended the Health and Wellbeing Fair with the tennis display and gained support for the refurbishment from members of the public.**
- 6. The Elisabeth Collyns Garden is still being visited by Fairfield Farm College on a weekly basis.**
- 7. Spring in the Park. Great event, attended by approximately 4,000 people, 60 stalls 50/50 split charity and commercial. On every feedback form we have received, stallholders wish to return next year. A full report will be presented to Council.**
- 8. Green Flag. This year the council will receive a 'mystery visit' for judging. All the points contained in last year's inspectors report have been actioned, if not exceeded. Of note; re-branding, signage, going green, composting. We are now working on ecology boards, tree trials and educational literature for schools. All these initiatives will be presented to members in due course.**

Signed.....Date.....

**DS/18/014**    **Skatepark**

Councillor Ridout advised the committee that the skate park project was moving forward, 'all systems go'! Of note; Plain Action, Military Covenant applications still ongoing, item for Council in September 2018; request that the council cover the VAT element of the project - project total cost £240,000 gross, therefore request will be to cover £40,000 VAT which the Council can subsequently claim back, and The Friends of Warminster Park will continue to seek other funds. Currently there is a shortfall in funding of £20,000.

**DS/18/015**    **Pop up Boot Camp**

The Town Council had been approached by Caroline, The Dance Lady who ran a free pop up fitness session in the park over the Whitsun half term. This was a success and she may wish to run more sessions over the weekends and school holidays in the future.

**The members agreed for the forthcoming year this could remain unchangeable, but this would be readdressed in the future.**

*The meeting was closed at 13.35 for confidential discussion.*

**DS/18/016**    **Legal issue**

**DS/18/016.1**    A meeting had been held to resolve a complaint.

**DS/18/016.2**    To consider security proposals for the Lake Pleasure Grounds.

*The meeting reopened at 13.55.*

**DS/18/017**    **Budget Implications**

None for this meeting.

**DS/18/018**    **Communications**

None.

The date of the next meeting Thursday 26<sup>th</sup> July 2018 at 10.30am

**Meeting ended: 14.10 pm**

Signed.....Date.....