

Dear Councillor

You are summoned to a meeting of the:

**Devolved Services and Assets Sub-Committee**  
**on Thursday 26<sup>th</sup> July 2018 at 10.00am**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Committee Membership:**

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

Peter Hewitt (Volunteer), Stuart Legg, Park and Open Spaces Manager, Fiona Fox, Town Clerk and RFO, Tom Dommett Assistant Town Clerk 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.

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**AGENDA**

- 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**

**5.1 To approve and sign** as a correct record, the minutes of the Devolved Services Working Group meeting held 28<sup>th</sup> June 2018; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

**5.2 To note** any matters arising from the minutes of the Devolved Services Working Group meeting held on 28<sup>th</sup> June 2018.

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. **Clerk's Report: Town Park and Associated Land**

**See attached.**

**For noting.**

8. **Friends of Warminster Park**

Report back from meeting held on Friday 20<sup>th</sup> July 2018, including skatepark update.  
Cllr Ridout.

9. **Play Areas Working Group (PAWG)**

Update from Cllr Brett.

10. **Commemorative Tree Request**

A member of the public as approached the Council with a request to plant a single tree in the Lake Pleasure Grounds (LPG) in memory of the Warminster fallen during WW1. The sapling/tree would be a native British species and of appropriate scale and type for the LPG.

**Members to consider and resolved on the request.**

11. **LPG: CCTV**

Following several incidents of vandalism in the LPG two new cameras are proposed; one on Weymouth Street, for which an application to install will need to be made to Wiltshire Council and the other, within the LPG. Members will be fully briefed including cost, at the meeting, with details from Mike Herriott, Supervisor: CCTV.

**Members to consider and resolve on the request. (Papers and costings to follow).**

## 12. Tree Works

Jonathan Astill returned to the LPG to carry out follow-up survey work following his initial survey in November 2017. Details as follows:

- one priority 3 (recommended that all works rated 1 to 3 are actioned at the earliest reasonable opportunity but where there are funding constraints, works should be prioritised accordingly. (Soonest – 3 months suggested)): reduction in crown height, deadwood removal and inhouse monitoring *or* removal.
- one priority 1 by December 2020: crown reduction, tree reduction to points 1.5m to 2m distal from the previous reduction points, central dead stem should be reduced.

**Quotations will be sought for the works, but members are requested to approve works so that they may be expediated as soon as possible. (The Clerk will bring the entire report to the meeting for members perusal).**

## 13. Café Shutters

Shutters were fitted to the café prior to its transfer to the Town Council. The shutters are in panels, require manual lifting and are fitted with locks at the base. The shutters are regularly maintained and are working correctly, however, they are heavy, and the POSM has made enquires to establish whether motors can be fitted for opening and closing.

The POSM will apprise Members of the costs and recommendations.

**Members to consider the recommendations from the POSM and to resolve accordingly. (Costings to follow).**

## 14. Green Flag

The Clerk is delighted to inform members that the LPG has been awarded a second Green Flag. A press release will be issued, with members approval, and two years of awards can now be displayed on the LPG's marketing material. Congratulations to the POSM, his team and to the wider team who work with such dedication to make the LPG a joy for all.

**Members to endorse a press release and further publicity.**

## 15. Budget Implications

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

## 16. 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 23<sup>rd</sup> August 2018 at 12.30pm.**

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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**Devolved Services and Assets Sub-Committee: Thursday 28<sup>th</sup> June 2018**

**Clerk's Report: Town Park and Associated Land**

**Item 7**

1. The memorial garden is now closed at 3pm to avoid further vandalism.
2. We are currently supporting local students with their National Citizen Service (NCS) projects. Students are tidying up the memorial garden as Fairfield Farm College are now on their summer break.
3. The POSM has painted areas of the paddling pool which had lifted. The pool was closed for two days to allow drying time and is now re-opened.
4. New Ikea children's table and chairs have been installed in the café.
5. The school flowerbed planting is now completed; the beds look wonderful and thanks to Idverdi for providing some of the plants and to the schools and teachers who organised this great community event.
6. Warminster School's community day was spent tidying the War Memorial Garden. Fantastic job, and thanks to all who took part.
7. The boats and paddling pool are now open full time. This is being advertised on our social media pages and in the LPG.

**Clerk**

**20.07.2018**