

Dear Councillor

You are summoned to a meeting of the:

**Devolved Services and Assets Sub-Committee**  
**on Thursday 23<sup>rd</sup> August 2018 at 10.00am**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Committee Membership:**

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

Peter Hewitt (Volunteer), Stuart Legg, Park and Open Spaces Manager, Fiona Fox, Town Clerk and RFO, Tom Dommatt 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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## 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 and sign** as a correct record, the minutes of the Devolved Services and Assets Sub-Committee meeting held 26<sup>th</sup> July 2018; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

**3.2 To note** any matters arising from the minutes of the Devolved Services and Assets Sub-Committee meeting held on 26<sup>th</sup> July 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 which are relevant to this Sub-Committee

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

For noting. (See attached).

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

Update from the Chairman.

9. **Café Shutters**

Update from the Chairman (See attached quotations)

10. **Budget Implications**

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

11. **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 27<sup>th</sup> September 2018 at 10.00am.**

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.

**Devolved Services and Assets Sub-Committee: Thursday 23<sup>rd</sup> August 2018**

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

**Item 7**

- a) Lake: the lake has been topped up regularly to ensure the oxygen levels are enough to sustain the wildlife.
- b) Pavilion Café: continues to trade well. It has hosted the recent MacMillan Cancer coffee event which was a great success. Ikea childrens' table and chairs have been installed.
- c) Skate park: a meeting will take place on 4<sup>th</sup> September. A background paper covering the history of the skate park and summarising the fundraising to date has been supplied by the Friends of Warminster Park and will be distributed to all members prior to the meeting.
- d) Putting green: nothing to note.
- e) Park and central car park public conveniences: the interior door handle had worked loose in the central car park disabled toilet. A contractor has been appointed to repair.
- f) Tennis courts: the use of the tennis courts has increased this summer; all five courts have been used simultaneously at times. The refurbishment has been put on hold temporarily pending the outcome of the skatepark meeting.
- g) Boats on the lake: feedback has been good and there is a constant flow of trade. The last day of the season will be 9<sup>th</sup> September, Carnival Fun Day.
- h) MUGA area: nothing to note.
- i) The Boat House: nothing to note.
- j) Tree works: following the recent follow-up tree survey, reported to members at the last meeting, the priority 3 works have been quoted for, see attached, and will be actioned. The cost falls within the Clerk's spending limit. Members to note. T516 Oak, will be actioned in due course as it is not a priority.
- k) Green Flag: this has awarded for 2018.
- l) Boreham Road cemetery: the cemetery has now reverted to being locked as it has been in the past.

Clerk

20.08.2018



## Stuart Legg

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**From:** Jon Burgess <info@downlandstreesurgery.co.uk>  
**Sent:** 08 August 2018 08:23  
**To:** Stuart Legg  
**Subject:** RE: Warminster Town Park

Hi Stuart,

I had a look at the trees in the park yesterday and my prices are as follows, prices are based on being able to get tractor access into both the play area and the field with the Oak tree;

T509 – Cockspur Thorn, remove stubs and dying branch £40.00 + VAT  
T514 – Horse chestnut, dismantle and fell £550.00 + VAT  
T516 – Oak, reduce/ re-pollard at approx. 1.5 – 2 metres above the previous pruning points £1000.00 + VAT  
T539A – Birch and Elm, dismantle and fell £450.00 + VAT

Please let me know if you would like to proceed.

Regards

Jon Burgess

95 Frome Road  
Maiden Bradley  
Warminster  
BA12 7JA  
01985 841057



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**From:** Stuart Legg [mailto:stuart.legg@warminster-tc.gov.uk]  
**Sent:** 06 August 2018 13:52  
**To:** Jon Burgess  
**Subject:** Warminster Town Park

Hi Jon

We have had some more recommended work from Jonathan Astill after he has revisited some of the trees in Warminster Town park.

Please can you give me a price to carry out all of the work in bold type on the attached report for tree 514 please can you quote to do option 2.

# ABOUT SECURITY <sup>1</sup>

Security roller shutters, fixed & sliding grilles to LPCB level 1 & 2, continental style shutters & automatic roller garage doors.

Head Office: 52 Mount Hill Rd  
Hanham

Bristol

BS15 8QU

Tel 0117 9603526

Mobile 07802 757714

e-mail: aboutsecurity247@gmail.com

23<sup>rd</sup> July 2018

Mr. Stuart Legg  
Parks & Open Spaces Manager  
Warminster Town Council  
Warminster Civic Centre  
Sambourne Road  
Warminster  
BA12 8

Enq 7121/0718

## Re: Security Roller Shutters

Further to my visit to the Pavilion Café in Weymouth Street to inspect the existing shutters with a view to converting them from spring assisted manual pull down operation to electrical operation.

By removing the existing shutters and fitting new electrical shutters the final cost of the works is much clearer the new shutters will also be guaranteed against defect for a one-year period, conversions are classed as repairs and although the motors will be warranted anything other than this would not be covered under any warranty

One of the hoods was removed to inspect the condition of the mechanism, it was apparent that there were some broken end locks at the top of the curtain that would also need repairing as it is very important that these laths do not slide across and damage the electrical cables if the shutters are converted to electrical operation.

The process of converting the existing shutters to electrical operation although possible may not be a viable or best option as there is some wear and tear evident that will also need addressing as the job progresses with the final cost of this being unknown at the start of the works.

The existing shutters would require the barrels to be removed and the springs stripped out so it is more cost effective to fit new barrels, bearings, spindles and motors, the shutter that covers the main entry will also require a centrifugal safety brake fitted to the barrel to comply with current E.U. Health & Safety regulations.

Locks fitted to these shutters will be removed and locking hangers fitted to the top laths of each shutter.

The electrical wiring for each shutter would be taken back inside the café in surface mounted PVC trunking and a series of six wall mounted switches will be fitted to control the shutters from, the main entry shutter can be controlled by either an external key switch or a remote control for the same price.

It will be necessary to have electrical fused spurs supplied and fitted by others to allow us to make connections.

## New Shutters

Removal of the existing shutters and fitting of new electrical operation shutters would be the better option as these will be manufactured to include everything required including safety brake, manual override facility integrated autolocking top laths, remote control to entry /exit shutter and will include warranty.

These new shutters are priced manufactured for German Heroal high quality aluminium materials with the shutter curtains manufactured from twin wall extruded aluminium materials, all finished in white paint finish.

**These seven new electrical operation shutters will cost £11,857 or converting the existing will cost £8530**

All prices are subject to final survey and exclude VAT that will be added at 20%

Delivery at the moment is approximately 3-4 weeks from final survey

I trust the above is satisfactory, should you have any questions please do not hesitate to contact me directly on 07802 757714.

Yours sincerely  
Paul Harris

## Stuart Legg

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**From:** Nigel House <djdoors@outlook.com>  
**Sent:** 26 July 2018 19:18  
**To:** Stuart Legg  
**Subject:** Re: Warminster TC Pavilion Cafe

Good evening  
The cost for an electrician to wire the shutters would be  
£225.00 plus vat  
Extra for a safety brake to shutter (main)  
£215.00 plus vat  
Delivery would be two weeks from order  
Kind regards  
Nigel House  
D j Doors Ltd

Sent from my iPad

On 29 May 2018, at 15:55, Nigel House <[djdoors@outlook.com](mailto:djdoors@outlook.com)> wrote:

Good afternoon  
The cost to power operate the existing rolling shutter doors would be as follows  
To strip out the roller barrels on the existing shutters.  
To supply and instal one new single phase tube motor including a key switch  
Price. £ 235.00 per door plus vat  
We have not allowed for any site wiring but have allowed for a key switch operation per door.  
Kind regards  
Nigel House  
Dj Doors Ltd  
07771560899

Sent from my iPad

On 25 May 2018, at 11:06, Stuart Legg <[stuart.legg@warminster-tc.gov.uk](mailto:stuart.legg@warminster-tc.gov.uk)> wrote:

Hi

Please can you give me a quote to convert the roller shutters on the Pavilion Café in Warminster Park to motorised shutters.  
We have 7 shutters on the café.

Thanks

Stuart Legg  
Park and Open Spaces Manager  
Warminster Town Council  
Warminster Civic Centre  
Sambourne Road  
Warminster  
Wilts  
BA12 8LB

Tel 01985 214847  
Mobile 07590 472215