

7<sup>th</sup> September 2018

Dear Councillor,

You are summoned to a meeting of the:

**Full Council**  
**on Monday September 17<sup>th</sup> 2018 at 7pm**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Membership:**

Cllr Batchelor (Broadway)	Cllr Jolley (Broadway)
Cllr Brett (East)	Cllr Macfarlane (West)
Cllr Davis (East)	Cllr Nicklin, Chairman of Council and Mayor (West)
Cllr Doyle (East)	Cllr Pitcher (Broadway)
Cllr Fraser (West)	Cllr Ridout (West)
Cllr Fryer (Broadway)	Cllr Robbins (East)
Cllr Jeffries Vice Chairman of Council and Deputy Mayor (Copheap)	

Members of the public are welcome to attend meetings of the Council and Committees, unless excluded due to the confidential nature of the business.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Fiona Fox'.

Fiona Fox BA (Hons) MCIPD FILCM  
Town Clerk

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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 Annual Meeting of the Council held on Monday 25<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.

**3.2 To note** any matters arising from the minutes of the meeting held on Monday 25<sup>th</sup> June 2018.

4. **Mayor's Announcements**

**4.1 To note** any announcements made by the Mayor.

**4.2 To note** the engagements for the Mayor (**See attached**).

5. **Questions**

**To receive** questions from members of the Council submitted in advance.

6. **To Authorise the Sealing of Documents**

None.

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

7. **Public Participation**

**To enable** members of the public to address the Council 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.***

8. **Correspondence Circulated**

**Members to note** the list of all correspondence circulated to members since the last meeting. (**See attached**).

9. **Reports from Unitary Authority Members & Police**

**To note** reports provided which are relevant to the Council.

10. **Reports from External Representatives**

**To receive** brief reports from members who have attended external meetings as Council representatives.

11. **Proceedings of Committee**

**To receive** minutes with recommendations from Committees, already circulated, and to consider any questions arising from them.

**11.1 Human Resources Committee 26<sup>th</sup> March 2018**

**11.1 Finance and Assets Committee 11<sup>th</sup> June and 3<sup>rd</sup> September 2018 respectively**

**11.2 Planning Advisory Committee: 18<sup>th</sup> June, 16<sup>th</sup> July, 20<sup>th</sup> August 2018 respectively**

**12. Appointment of Devolved Services and Assets Committee**

**12.1** Members are requested to appoint the Devolved Services and Assets Committee as a full committee of the Council. Currently a sub-committee of Finance and Assets, the work of the sub-committee has grown significantly over the past 18 months, in terms of devolved assets and services management, project work and preparing for the future. It has a wealth of experience in managing this area of Council business, having formed before the Lake Pleasure Grounds were devolved and has grown in responsibility from a working group to sub-committee. However, it has become apparent that the sub-committee now needs to operate as a full committee to meet its increasing responsibilities, and it now needs to: have full decision-making power; report directly to Council when major issues require an all member decision; be responsible for their own revenue budget, including making decisions on future financial requirements.

Both the sub-committee and Finance and Assets support this appointment.

**Members are recommended to approve the appointment of the Devolved Services and Assets Committee.**

**12.2 To determine the draft terms of reference. (See attached).**

**12.3 To determine the number and time of the ordinary meetings of the committee, these are currently 12 per annum May – April; and 10am in the morning, respectively.**

**12.4 To determine the place, notice requirements and quorum of the committee as follows: the Civic Centre; three clear days before the meeting and three or a third quorum.**

**13. Community Infrastructure Levy (CIL) Policy**

**13.1** At previous meetings, Council Members have received information regarding Wiltshire Council's introduction of the CIL, and the subsequent advice given to town and parish councils regarding how the funds may be spent within the realm. Warminster Town Council (WTC) has been in receipt of these funds since financial 2016/2017 and they have been reported on the accounts as separate lines 506 and 507. The Council now requires a clear policy so that funds can be allocated and spent by qualifying projects.

The attached CIL policy has been reviewed by the Finance and Assets Committee and is presented to Members as their policy recommendation. For completeness a copy of the Wiltshire Council's CIL advice to town and parish councils is also forwarded to Members for their perusal. **(See attached).**

**Members are requested to consider the CIL policy and to adopt accordingly.**

**13.2 Members are requested to form a working group to recommend to Council the process by which projects will be considered for inclusion on the rolling list referred to in the policy document. To report back to the next Council meeting.**

**14. Skatepark Project**

The replacement of the skatepark sited in the Lake Pleasure Grounds has been an on-going project for many years, pre-dating the formation of the unitary Wiltshire Council in 2009.

The Friends of Warminster Park (FOWP) have to date been fundraising for this project in addition to raising the profile of the project, gaining support from the community and forming proactive and valuable working relations with user groups within the town. A comprehensive report covering the journey of the project including an up to date summary from the Chairman of The Friends of Warminster Park (FOWP), Mr Bill Parks, is attached for Members perusal. **(See attached).**

Over the years WTC has committed earmarked reserves to the project and the project is specifically mentioned in the Neighbourhood Plan, Town Plan and Service Delivery Plan.

**Members are requested to consider and resolve on the following:**

**14.1 to continue with the aim to deliver a new Skatepark facility for Warminster and the surrounding area, to take ownership of the Skatepark project and take it forward to conclusion.**

**14.2 authorise the appointment of a quantity surveyor to cost the project**

**14.3 to recognise the excellent work that the FOWP has completed to date and to continue working alongside them to deliver this project**

**14.4 to accept any funds from FOWP which have been obtained so far**

**14.5 to prepare and to make the necessary funding applications to Plain Action, Military Covenant and to any other potential funders up to amount agreed by Members, once the costing have been received from the quantity surveyor and reported to Council**

**14.6 to appoint a working group to oversee the project; to include the Chairman of Devolved Services and Assets, the Chairman of Council, a representative of the FOWP, the Clerk plus two other members.**

**15. Play area Consultation**

Following Wiltshire Council's decision late last autumn to no longer maintain play areas throughout the county, WTC acknowledged the community value of these resources and precepted for their up keep in the 2018/2019 budget. If Wiltshire Council had given more notice, then WTC would have had the opportunity to consult first, but this was not possible given the budget had to be agreed by members during the first few weeks of January 2018.

Warminster has nine play areas and members resolved to form a working party to engage with the community to establish their views on their community play areas. The consultation ended on the 27<sup>th</sup> August 2018, the results were analysed and are presented on the attached papers. **(See attached).**

Given that maintenance has not been carried out by Wiltshire Council since April 2018 (but safety checks are); and should Members resolve to take on the play areas, this matter has

been placed before Council at the earliest opportunity for resolution, in order that WTC can start a maintenance programme before winter.

**The recommendation from the Devolved Services Sub-Committee held on 10<sup>th</sup> September and to be present to its parent committee, Finance and Asset on 17<sup>th</sup> September to ratify the recommendations, is that 8 play areas be leased to Warminster Town Council, whilst the asset transfer is negotiated, and that the Warminster Town Council does not assume responsibility for the Beeches owing to its limited equipment and use.**

**17. Royal British Legion: 'Thank You' silhouette**

Members are requested to consider purchasing 3 'Thank You' silhouettes to be placed outside the Civic Centre. Full details are attached of this national initiative which is asking communities to come together not only to reflect and remember the huge sacrifice that so many made during the First World War, but to say Thank You to those who lived through this tragic and remarkable time.

The Remembrance Service Working Party, suggested 3 silhouettes to recognise the tri-services. The suggested donation per silhouette is £250. **(See attached).**

**Members to resolve on whether to proceed with the silhouettes and to agree the donation payment from capital.**

**18. Current Events**

**18.1 Remembrance Service – Town Council event: Members to ratify the formation of the working party** which currently consists of representatives from the garrison, clergy, Royal British Legion, Poppy Appeal, Warminster Community Radio, WTC officers and 2 councillors, others may attend. Members are requested to ratify Cllrs Nicklin and Fraser on the working group. The budget for the service is 102/4720 £800.00, plus other funding from 103/4033 advertising; 103/4034 newsletter; 103/4083 Civic promotion/consultation.

**18.2 Christmas Lights – Town Council event: Members to ratify the formation of the working party** which currently consists of representatives from the Warminster Community Radio, WTC officers, 1 councillor, representatives from the Three Horseshoes Walk, Mr Peter Ruscoe, Pauline Bucknall, PR, Jane Adkins WTC PR. Members are requested to ratify Cllr Fraser on the working group and to propose any other members. The budget for the service is 107/4706 Christmas lights, £18,000, the Wheelers contract is £16,000 for the town lights, the remaining budget is for the ancillary activities, plus funding from 103/4033 advertising; 103/4034 newsletter; 103/4083 Civic promotion/consultation; Christmas tree net income.

**Confidential session pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.**

19. **Legal Advice: King George V field. (See attached).**

20. **Civic Award Nominations**

**Members are requested to consider all nominations and to award. (See attached).**

**The meeting will be re-opened to the public**

21. **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 next meeting will be held on the 19<sup>th</sup> November 2018**

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

**Mayor's Engagements for Full Council**  
**Councillor Tony Nicklin 25<sup>th</sup> June – 10<sup>th</sup> September**

Friday 29 <sup>th</sup> June	Never Such Innocence
Saturday 30 <sup>th</sup> June	Irish Rangers 50 <sup>th</sup> Anniversary Dinner
Sunday 1 <sup>st</sup> July	Civic Celebrations/Civic Service Melksham
Sunday 1 <sup>st</sup> July	Warminster Philharmonic Concert
Thursday 5 <sup>th</sup> July	The High Sheriff Summer Reception
Sunday 15 <sup>th</sup> July	Naga's Second Birthday Celebration
Saturday 14 <sup>th</sup> July	Henford House Garden Party
Wednesday 25 <sup>th</sup> July	NCS (National Citizens Service) Charity Bingo and Raffle
Sunday 2 <sup>nd</sup> September	Chippenham Civic Sunday

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## CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
20.06.18	Wiltshire Police	Watch Out For These Fake Texts About Your Ee Bill	email
20.06.18	Wiltshire Police	Crime Update 18-19 June 2018 19/06/2018	email
20.06.18	Wiltshire Police	Commissioner Seeks Deputy Pcc 20/06/2018	email
21.06.18	Wiltshire Police	Follow Up Calls Computer Software Service Fraud 20/06/2018	email
21.06.18	Wiltshire Police	Wiltshire Nhwa Agm On Saturday 7 July At 10Am 21/06/2018	email
25.06.18	Wiltshire Police	Crime Update 19-22June 2018 22/06/2018	email
25.06.18	Wiltshire Police	Crime Update 22-25 June 2018 25/06/2018	email
26.06.18	Wiltshire Police	Crime Update 25-26 June 2018 26/06/2018	email
26.06.18	Wiltshire Council	Temporary Closure of: A350 (Part) Warminster / Longbridge Deverill / Brixton Deverill / Kingston Deverill / Chicklade (14/07/2018 - (15/07/2018))	email
26.06.18	Wiltshire Council	Wildfire Warning After Heatwave Is Forecast 26/06/2018	email
27.06.18	Rural Services Network	Rural Vulnerability Service - Rural Transport - June 2018	email
28.06.18	Wiltshire Council	Temporary Closure of: Byway 89 (BOAT), Warminster (06/08/2018)	email
28.06.18	Wiltshire Police	Crime Update 26-27 June 2018 27/06/2018	email
28.06.18	Wiltshire Police	Crime Update 27-28 June 2018 28/06/2018 15:15:32 [225971]	email
28.06.18	Wiltshire Police	Nominate Someone Who Contributes Outstanding Volunteering to Policing 28/06/2018 16:07:15 [225984]	email
29.06.18	Wiltshire Council	Wiltshire Community Covenant Partnership Newsletter	email

## CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
29.06.18	Naga Indian Restaurant	Invitation to celebrate 1 <sup>st</sup> birthday – 15 <sup>th</sup> July 2018 at 1pm	email
29.06.18	Wiltshire Council	Report on consultation with Wiltshire Councillors and town and parish councils on the proposed changes to the Wiltshire Housing Site	email
30.07.18	Wiltshire Police	Looking Forward To Seeing You On Saturday 7 July At 10 am - Annual General Meeting of the Wiltshire Neighbourhood Watch Association	email
30.07.18	Wiltshire Council	Briefing Note 359 - ELR Members Briefing	email
02.07.18	Wiltshire Police	Crime Update 28 June - 02 July 2018 02/07/2018	email
03.07.18	Wiltshire Police	Crime Update 02-03 July 2018	email
04.07.18	Wiltshire Council	Briefing Note No. 360 New recycling collection services from 30 July 2018	email
05.07.18	Wiltshire Police	Crime Update 03-04 July 2018	email
05.07.18	Wiltshire Police	Crime Update 04-05 July 2018	email
05.07.18	Wiltshire Council	Briefing Note No. 361 Substantive Highways Scheme Fund Bid Application Process for 2018/19	email
06.07.18	Wiltshire Police	Devizes Town Hall 05/07/2018	email
06.07.18	Wiltshire Police	Wnhwa Agm Urgent Change Of Venue 05/07/2018	email
09.07.18	National Fraud and Cyber Crime Reporting Centre	Scam Alert - Fake Argos Texts 06/07/2018	email
09.07.18	Wiltshire Police	Crime Update 05-09 July 2018	email
09.07.18	Dorset and Wiltshire Fire and Rescue	Safety Warning On Use Of Bioethanol Fires	email
10.07.18	Communications Wiltshire	Parish Newsletter link	email

## CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
10.07.18	Wiltshire Police	Crime Update 09-10 July 2018	email
11.07.18	Wiltshire Police	Crime Update 10-11 July 2018	email
12.07.18	Wiltshire Police	Crime Update 11-12 July 2018	email
13.07.18	Wiltshire Council	Briefing Note Number 362 - Update on Salisbury Plain Fire	email
16.07.18	Wiltshire Police	Crime Update 14-15 July 2018	email
16.07.18	Wiltshire Police	Crime Update 13-14 July 2018	email
16.07.18	Wiltshire Police	Crime Update 13 July 2018	email
16.07.18	Wiltshire Police	Crime Update 12-13 July 2018	email
16.07.18	Wiltshire Council	Agenda for Western Area Planning Committee, Wednesday, 25th July 2018, 3.00 pm	email
17.07.18	Wiltshire Police	Crime Update -16-17 July 2018	email
20.07.18	National Fraud and Cyber Crime Reporting Centre	Alert - Rise In Fake Amazon Emails 20/07/2018	email
23.07.18	Wiltshire Police	Crime Update 17-21 July 2018	email
23.07.18	Wiltshire Police	Crime Update 21-23 July 2018	email
24.07.18	Rural Services Network	Rural Services Network <newsletters@sparse.gov.uk>	email
24.07.18	Dorset and Wiltshire Fire Rescue	Warning Issued After Two Recycling Site Fires 24/07/2018	email
24.07.18	Wiltshire Police	Nfu Launch Rural Crime Reporting Line 24/07/2018	email
24.07.18	Wiltshire Police	Crime Update 23-24 July 2018 24/07/2018	email
26.07.18	Wiltshire Police	Crime Update 25-26 July 2018	email
02.08.18	Wiltshire Police	Precautionary Testing At Wiltshire Air Ambulance 01/08/2018	email
02.08.18	Wiltshire Council	Minutes for Western Area Planning Committee, Wednesday, 25th July, 2018, 3.00 pm	email
03.08.18	Wiltshire Police	Crime Update 26 July - 2 Aug 2018	email

## CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
06.08.18	Wiltshire Police	Crime Update 2-6 Aug 2018 06/08/2018	email
06.08.18	Wiltshire Council	Notification of Strategic Planning Committee - 15th August - 17/01463/FUL - Bugley Barton Farm, Warminster	email
06.08.18	Wiltshire Council	New Premises Licence Application - 23 Market Place, Warminster, Wiltshire, BA14 9BA	email
06.08.18	Wiltshire Council	Monthly Planning Updates from Wiltshire Council	email
07.08.18	Wiltshire Council	Temporary Closure of: North Row, Warminster (28/08/2018 - 30/08/2018)	email
07.08.18	Wiltshire Police	Crime Update 6-7 Aug 2018 07/08/2018	email
08.08.18	Wiltshire Police	Crime Update 7-8 Aug 2018 08/08/2018	email
08.08.18	Tynings Allotments	Allotment Management Committee Minutes -2 <sup>nd</sup> August 2018	email
08.08.18	Wiltshire Council	Parish Newsletter - 6 August 2018	email
09.08.18	Wiltshire Police	Crime Update 8-9 Aug 2018 09/08/2018	email
09.08.18	Wiltshire Council	Proposed Temporary Closure of: Various Roads, Warminster - Carnival, 27th October 2017	email
10.08.18	Wiltshire Council	Re. Meeting cancelled - 22/08/2018, 15:00, Western Area Planning Committee	email
13.08.18	Wiltshire Police	Crime Update 9-13 Aug 2018 13/08/2018	email
13.08.18	Wiltshire Police	Emergency Services Show 13/08/2018	email
14.08.18	Wiltshire Police	Crime Update 13-14 Aug 2018 14/08/2018	email
15.08.18	Wiltshire Police	Crime Update 14-15 Aug 2018 15/08/2018	email
16.08.18	Wiltshire Police	Crime Update 15-16 Aug 2018 16/08/2018	email
17.08.18	Wiltshire Police	Nominate Your Best Neighbour Of 2018 16/08/2018	email

## CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
20.08.18	Wiltshire Police	Nfib Alert - Bogus Overseas Officers 17/08/2018	email
20.08.18	Wiltshire Police	Crime Update 16-20 Aug 2018 20/08/2018	email
21.08.18	Wiltshire Police	Witness Appeal And Crime Prevention Advice – 20th Aug 2018	email
21.08.18	Wiltshire Police	Crime Update 20-21 Aug 2018 21/08/2018	email
21.08.18	Wiltshire Council	Temporary Closure of: Pound Street (Part), Warminster (02/10/2018 - 04/10/2018)	email
22.08.18	Wiltshire Police	Cpt West Wiltshire Policing Priorities 21/08/2018	email
24.08.18	Wiltshire Police	Nominate Your Best Neighbour Of 2018 23/08/2018	email
24.08.18	Wiltshire Council	Briefing Note 365 - Social Housing Green Paper	email
28.08.18	Wiltshire Council	Briefing Note 366 – LGBCER	email
29.08.18	Wiltshire Council	Electoral Review of Wiltshire Council - Area Boards	email
29.08.18	Wiltshire Council	Briefing Note Number 367 - The Revised National Planning Policy Framework (NPPF)	email
29.08.18	Wiltshire Council	Parish Newsletter - w/b 27 August 2018	email
31.08.18	Great Western Railway	Crossrail announcement	email
31.08.18	Wiltshire Council	Latest news and events from Warminster Our Community Matters for 08/31/2018	email
03.09.18	Wiltshire Police	Crime Update 31 Aug - 3 Sept 2018	email
03.09.18	Wiltshire and Swindon History Centre	Autumn News & Events from Wiltshire and Swindon History Centre	email
03.09.18	Civic Voice Newsletter	civic update - Monday 3rd September	email
04.09.18	Rural Services Network	The Rural Bulletin - 4 September 2018	email
04.09.18	Wiltshire Police	Crime Update 3-4 Sept 2018 04/09/2018	email
04.09.18	Wiltshire Council	Parish Newsletter - w/b 3 September 2018	email

## CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
05.09.18	Cranbourne Chase	Management Plan 2019-24 Consultation	email
06.09.18	Wiltshire Council	Temporary Closure and Suspension of One Way on: Bread Street and Chapel Street, Warminster (15/10/2018 - 23/11/2018)	email
06.09.18	Wiltshire Police	Crime Update 5-6 Sept 2018 06/09/2018 15:24:00 [234959]	email

**DRAFT**  
**Terms of Reference**  
**Devolved Services and Assets**

*The Devolved Services and Assets Committee manages the devolved services and assets of the town including; the Lake Pleasure Grounds, the public toilets, bus shelters, benches and any other devolved services or assets; projects which directly affect the devolved services and/or assets and requests to use said services, public open spaces or buildings.*

**1. Membership**

- 1.1 Seven elected Members
- 1.2 Co-opted non-members

**2. Delegated Business**

The Committee has delegated authority to deal with the following matters to conclusion:

- 2.1 To form sub-committees or “task and finish” working groups as required. To determine the terms of reference, schedule of meetings and whether the meeting is open to the public or closed.
- 2.2 Any matters referred to the Devolved Services and Assets Committee by Full Council that are not within their terms of reference.
- 2.3 Agree and manage maintenance contracts and budgets for all devolved services and assets owned by the Town Council.
- 2.4 Administration, maintenance and use of all devolved buildings and public spaces that the Town Council owns, and which are in use.
- 2.5 Manage projects on devolved open spaces/buildings or which affect services.
- 2.6 To receive and resolve on requests to hold events in devolved buildings and public open spaces respectively, that the Town Council owns.
- 2.7 Receive petitions and deputations from members of the public or any organisation relevant to the work of the committee.

**3. Referred Business**

To consider and make recommendations to Full Council on the following matters:

- 3.1 Any other matters referred to the Committee by Full Council.

10<sup>th</sup> September 2018

To be reviewed May 2019

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## **Full Council 17<sup>th</sup> September 2018: Community Infrastructure Policy (CIL)**

**Item 13.1 refers.**

**Councillor Nicklin proposed, seconded Councillor Robbins that the draft Community Infrastructure Levy (CIL) Policy wording be accepted and recommended to Council for adoption on 17<sup>th</sup> September 2018. Voting was unanimously in favour. (FA/18/031 refers) .**

'The Warminster Town Council's (WTC) policy is that its share of the CIL should be spent on investment in the public realm and public facilities that support the development of the area.

The Council wishes to ensure that the CIL money is spent in a visible and tangible way and that money is spent in a timely manner. It will therefore target its use of CIL money to deliver projects based on a priority listing.

The Council will adopt a 'rolling programme' of projects. It will have a short list of three projects and a long list of any further projects.

Any of the top three projects may be funded. Once a project is funded, then the Council may choose to add to the short list drawing from the projects on the long list.

To be funded a project must:

1. Be on the CIL shortlist
2. Be 'ready to go' – i.e. has sufficient overall funding and work can start shortly
3. That the funding is available in the CIL "pot". (i.e. unspent CIL funds)
4. Approval be given by the Finance and Assets Committee

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# Friends of Warminster Park



Report to Warminster Town Council  
August 2018

## Skatepark Project

Friends of Warminster Park (FOWP) are pleased to submit this report outlining the history, background, financing and current position regarding the provision of a new Skatepark for the Town Park.

From its original opening in July 1924, the Lake Pleasure Grounds had different owners with the changes in local government, and the Friends of Warminster Park was set up during the tenure of West Wiltshire District Council, in 2007.

The objective of this locally formed community group was to work in partnership with the District and Town Council to raise funding for any project which needed support whilst observing the traditional layout, features and equipment in the park. The FOWP would also be able to carry out consultation to garner the views of all users of the facilities whilst finding out what the priorities were, in the public's view.

A consultation exercise took place which identified four key priorities for the public, return boats to the lake, provide a suitable café, update the Skatepark and Tennis Courts.

The Warminster & Villages Community Plan 2005-2015 had published its consultation results and it outlined that The Youth Service and Town Council were considering improvements to the Skatepark.

The park had suffered from a serious lack of investment and financial support was provided by the Group and Town Council to assist with the provision of a café with the conversion of the old tennis pavilion and a youth shelter for the skatepark. The FOWP at this time was able to apply for grant funding where the Town Council could not.

In 2009 the ownership of the Park changed again, when the new Wiltshire Council Unitary Authority was formed from the four district councils and the former County Council. With the formation of Wiltshire Council. 18 Area Boards were set up each with a Youth Section. Their aim was to involve young people in matters important to them in their own communities. The Skatepark Group was set up from the Warminster Youth Centre and they approached the Area Board with a request to provide a new Skatepark for the Town to replace the existing outdated and irreparable facility. Local Ward members became involved with the group and encouraged them to research what kind of facility could be provided to replace the existing and establish costs. This they did, by visiting Skateparks in other towns, and inviting providers to their group meetings to work out a suitable site plan for the Town Park. Three providers were interviewed, and the young people preferred Maverick and their concrete design.

The costings for a new facility were established at £200K.

It was believed that this sum could be raised by the FOWP from a variety of sources to support the project and the group set about finding enough funds.



## Friends of Warminster Park

A planning application was submitted to Wiltshire Council in February 2018 by FOWP and permission granted for the new Skatepark.

The opportunities for funding the project are as follows:

Plain Action	£ 106K
Military Covenant	£ 20K
Cil & Section 106	£ 25.3K
Area Board & LYN	£ 20K
Warminster Town Council	£ 20K
Fudge Trust	£ 5K
Dewey Trust	£ 1K

Total £ 197.3K

The balance of the project is still to be sourced as well as a contingency fund.

Support for the project has come from a variety of sources:

Warminster & Villages Community Plan (2005-2015) & (2013-2026)

Warminster Town Park Green Flag Application 1.1.2, 6.2

Warminster Town Council's Strategic Plan

F&A Minutes 3.01.2017 Minute number 283/17 £15,850 from Section 106 monies from Fairview House and Damask Way development to be used for Skatepark.

Warminster Neighbourhood Plan 6.0, 6.2, Policy E3.

Devolved Services Working Group Minute number DS/17/020.6

What has now transpired is that submitting funding applications from FOWP will not be sufficient to Plain Action and the Military Covenant. This may be the same as other funding streams. Therefore, we are making a request that these large applications could be made through the Town Council who would be able to fulfil the necessary criteria, such as due diligence and enable VAT claims. FOWP is very happy to assist in the preparation of documents and not leave the whole process to officers.

Discussions are also needed to establish a project manager for the scheme and additional funds should be considered to fulfil this role, potentially taking the scheme costs to £250K.

There is also the question of risk and who will take the risk in issuing the instructions for the work to be carried out. This is likely to be the Town Council and should be assessed before decisions are made. It will not be possible for the FOWP to make instructions to any company to carry out this project because of its limited constitution.

The requirement to have the project quotations updated is necessary and may need to consider the addition of a project manager.

The maximum amount to be applied to Plain Action for is £100K and this needs to be factored into the figures.



## Friends of Warminster Park

The new facility will become an Asset of the Town Council and create a liability for maintenance, but it is accepted that the existing facility is likely to be costing more in maintenance than a brand-new scheme.

FOWP is asking Warminster Town Council to approve the following:

- Continue with the aim to replace and deliver a modern new Skatepark facility for the youth of Warminster and surrounding area.
- Recognise the existing facility is no longer fit for purpose with safety concerns outstanding which can no longer be addressed by repair and maintenance.
- Adopt the plans as submitted by FOWP and approved - number 18/00999FUL
- Recognise the consultation work that FOWP has completed to date and continue to work alongside them to deliver this project.
- Prepare the necessary funding applications to Plain Action and Military Covenant direct from the Town Council.
- Members to be prepared to follow the due diligence requirements in support of the bids, if required.
- Supply individual letters of support for the project to sit alongside bids.
- Consider appointing an independent project manager for the scheme.
- Review quotations received and update in name of Warminster Town Council.
- Consider that some funding streams will pay in stages and payment of contract payments may be required before receipt of grants.
- Accept funds from FOWP which have been obtained so far.

Bill Parks

Chairman and from the Committee - Friends of Warminster Park

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## REPORT FOR DECISION 2018–19 (01) – Play Areas

### Recommendation

That the Council ask Wiltshire Council for a lease for the play areas pending asset transfer in the future. This applies to 8 play areas; Portway, Queensway, the Dene, Princess Gardens, Victoria Fields, Pound Street, Fore Street and Heathlands.

### Purpose of the Report

To provide members with options for the future maintenance of up to nine of the above-mentioned play areas, and to highlight the revenue costs to Warminster Town Council (WTC) for the provision of a maintenance service for the play areas from April 2019, or earlier if all the necessary permissions are in place, and the Council's solicitor agrees that it is sound to proceed.

### Background

Wiltshire Council made clear that as of April 2018 repairs to any play areas under their control would cease from that date. They would continue to inspect the play areas to ensure they were safe, but would close or remove any equipment if unsafe, rather than repair or replace. Inevitably this would eventually lead to play area closures.

Most play areas in Wiltshire are already maintained by town and parish councils.

WTC had been presented with the opportunity to assume responsibility for the maintenance of up to 9 play areas around Warminster which are currently maintained by Wiltshire Council.

To ensure community participation and input to the decision, the council embarked on a public engagement exercise to gather the views of residents and visitors to the play areas. The ran from the 2<sup>nd</sup> July – 27<sup>th</sup> August 2018 inclusive.

The nine play areas that formed the basis of the community engagement exercise were:

Portway	The Beeches
Queensway	Pound Street
The Dene	Fore Street
Princess Gardens	Heathlands
Victoria Fields	

The response to the public engagement has been overwhelmingly in favour of WTC assuming responsibility for the maintenance of the play areas. A full analysis of the engagement exercise findings is contained in the attached analysis report.

The public consultation placed emphasis on the use and value, in its broadest sense, of play areas and this should be borne in mind when considering the following 4 options which are on offer from Wiltshire Council.

- Asset transfer
- Service delegation
- Licencing
- To leave responsibility for the play areas with Wiltshire Council

### Option 1 - Asset Transfer

- Passes the land ownership to WTC. Only land that Wiltshire Council owns and that meets its criteria can be asset transferred.

Positives	Negatives
All rights and responsibilities would be transferred to the WTC.	Wiltshire Officers have advised that Wiltshire Council may impose Terms & Conditions on future use as part of the transfer process.
WTC owns the land.	WTC will be responsible for the land in perpetuity. In future it may not want the associated costs but cannot dispose of it.
Allows all S106 revenue funding to be transferred to the landowner in one lump sum.	May be a long and drawn out process
In 2018/19 the £1,000 per play area commuted sum will be payable.	
	Only 8 of the play areas are confirmed as owned by Wiltshire Council, Queensway is still a query.

**Asset Transfer:** To only take on maintenance of the play areas if ownership of the play areas were transferred to WTC.

WTC would have both responsibility for maintaining the play areas and ownership of the land. It addresses the concern that WTC could spend significant sums on repairs and new equipment only for Wiltshire Council to take back the land.

On the other hand, it is not readily apparent that Wiltshire Council would have any reason to pursue such a policy. It is difficult to predict future changes to the structure and funding of local government, but it seems unlikely that Wiltshire Council would agree a service delegation or licence arrangement only to reverse it.

It is clear that the asset transfer could be problematic.

- Only land Wiltshire Council owns and meet Wiltshire Council's criteria can be asset transferred. (They will not transfer land that has a strategic or development value or is linked to other service provision or has other usage, etc.)
- Other Wiltshire Town and Parish Councils have adopted Service Delegation or Leases – a different approach by WTC could be views as anomalous.
- An asset transfer is unlikely to be a priority for Wiltshire Council, so the process could be long and drawn out, meanwhile, the condition of the play areas would continue to decline and add to the potential cost to WTC.

## Option 2 - Service Delegation

- Passes the service responsibility to the WTC, but not the land ownership. Any land which Wiltshire Council maintain can be service delegated.

Positives	Negatives
Allows all service delivery rights and responsibilities to be transferred. WTC sets its own standards.	Wiltshire Council will impose statutory minimum level requirements and protection of Wiltshire Council on use of land.
No termination date, therefore the council is likely to utilise the life span of equipment which for timber installations Royal Society for the Prevention of Accidents (RoSPA) suggests is at least 15 years if well maintained.	WTC do not own the land. Wiltshire Council could at a future date take back the land.
Allows all S106 revenue funding to be transferred to WTC.	None
Allows the WTC to terminate the maintenance of the areas.	None
In 2018/19 the £1,000 per play area commuted sum will be payable.	None
WTC retains greater flexibility on service delivery.	None
Can be amended and included if a larger Community Asset Transfer is undertaken in the future.	None

**Service delegation:** It would allow the WTC to provide an enhanced service compared to that currently provided by Wiltshire Council, which in turn could match, if councillors chose, the expectations of playground users which were expressed during community engagement

process. It allows the WTC to receive Section 106 in one lump sum. It allows the WTC to set its own service levels and to adjust them if required, rather than having to adhere to terms and conditions set by Wiltshire Council. It would be possible to have different service levels at different play areas and for service levels to change over time in response to changing circumstances.

WTC would retain the flexibility to review the situation and if for any reason it found it no longer wished to be responsible for the maintenance of the play areas, it would have the option to cancel the agreement.

### Option 3 - Lease

- Passes all the management responsibility to WTC in its entirety for six years and nine months, but not the land ownership. Any play area Wiltshire Council own can be leased.

Positives	Negatives
Allows all service delivery rights and responsibilities to be transferred.	Wiltshire Council will impose statutory minimum level requirements and protection of Wiltshire Council on use of land.
In 2018/19 the £1,000 per play area commuted sum will be payable.	WTC do not own the land. Wiltshire Council could at a future date use the land.
Allows WTC to terminate the maintenance of the areas.	WTC will have to enter into a new agreement in six years nine months.
At the end of the term WTC can consider the future options.	Standard lease Terms & Conditions have more prescriptive requirements than Service Delegation.
Can be amended and included if a larger Community Asset Transfer is undertaken in the future.	Any S106 revenue funding allocated to a play area will be paid in annual instalments over the licence period, it will not be paid over in its entirety in one year.

**Lease:** Leases have to be limited to less than 7 years for legal reasons. A Lease arrangement would also affect the payment of section 106 monies; it would be paid in instalments. It would place greater Terms and Conditions on the council.

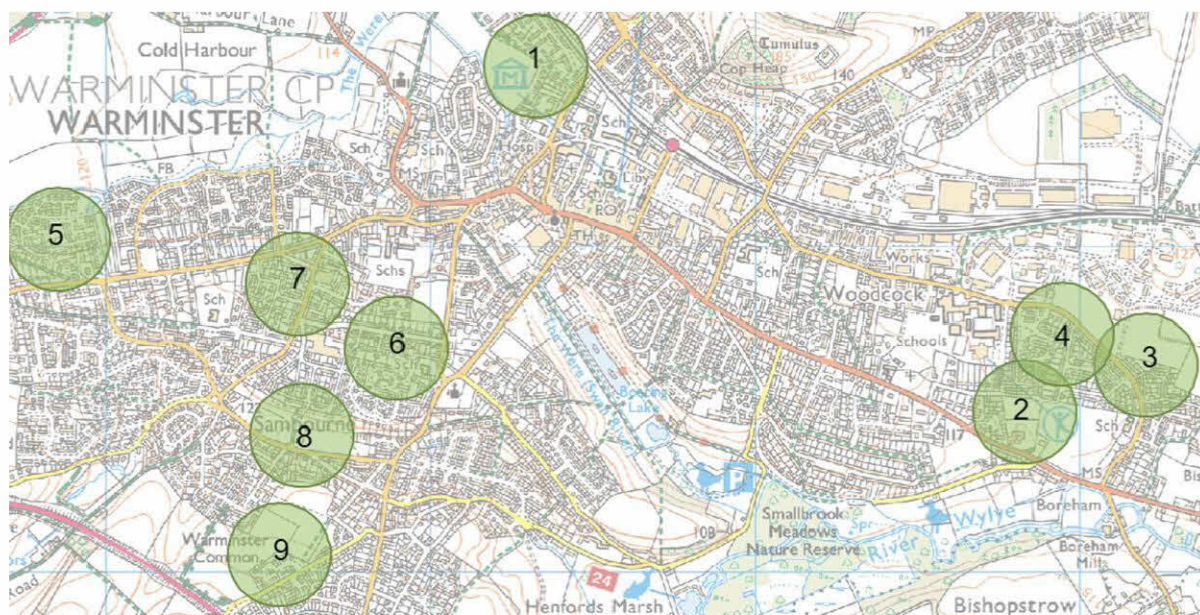
## Option 4 – Leave responsibility for the play areas with Wiltshire Council

- The management responsibility remains with Wiltshire Council.

Positives	Negatives
WTC could reallocate the budget set for the play areas.	It would ignore the result on the community engagement.
None.	Wiltshire Council could reduce or end non-statutory maintenance such as grass cutting and bin emptying in play areas.
None.	It is highly likely most play areas would have little working play equipment over the coming years.
None.	Potential increased other costs e.g. anti-social behaviour and childhood obesity, vandalism.
None.	Wiltshire Council would not repair or replace damaged or broken equipment.

**Leave the areas to Wiltshire Council:** There is little doubt that this would lead to a serious decline in play area provision over time. Lack of maintenance will hasten the decline, so equipment would not fulfil its normal life expectancy. In the future areas are likely to be in a very poor condition with little if any working play equipment. In turn this potentially could lead to increased problems with vandalism and anti-social behaviour. It would be contrary to the wishes of the public as expressed by the community engagement.

## The Play Areas



## Financial and Resource Implications

If the Warminster Town Council were to assume responsibility for the maintenance of the play areas it would have a statutory duty to ensure that they are clean – see Defra code of Practice on Litter and Refuse

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/221087/pb11577b-cop-litter.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/221087/pb11577b-cop-litter.pdf)

Other discretionary maintenance could include inter alia: grass cutting, litter bins and benches, giving the council service level flexibility across a range of maintenance activities and equipment.

WTC currently has the following revenue budget lines for the 9 play areas. **(FC/17/084 refers)**

Initial corrective maintenance (Health & Safety) on urgent repairs/removals which have been highlighted in the RoSPA report.	14,000
Cleaning	1,000
Consumables & Other Expenses	450
Printing & Stationery	100
Insurance	4,050
Refuse Collection\Bin Emptying	3,382
Maintenance (cleaning and repairs of equipment and safety surfaces).	11,000
Grounds Maintenance Contract (Grass cutting)	15,000
Tree Works	2,000
Legal Fees	4,000
<b>Play Areas Total Revenue Budget Expenditure 2018/2019</b>	<b>54,982</b>
Grants from Wiltshire Council	9,000

It is envisaged that the revenue expenditure will be less over time; there would undoubtedly be one off costs at the outset in order to bring some of the play areas up to an acceptable standard. The Health and Safety revenue figure for 2018/2019 is to bring all nine play areas up to RoSPA standards, and the Legal Fees would be a 'start up' cost.

Of note, Victoria Fields would come with S106 money, confirmation of the amount payable is awaited from Wiltshire Council, and this would have to be spent at that site.

The current indicative budget would allow for a service level improvement in terms of bin provision and emptying and in frequency of grass cutting.

All the play areas would be brought up to RoSPA standards and refreshed with a coat of paint.

**Legal Implications and Legislative Powers**

The Council has the power to provide this service under the General Power of Competence.

**Environmental Implications**

WTC would endeavour to reduce the carbon footprint of the play areas by introducing re-cycling bins; bins are currently collected as general waste.

**Risk Assessment**

A RoSPA report has been obtained and is available to view at the WTC office.

Visual inspections have been carried out by the Park and Outdoor Services Manager, National Examination Board in Occupational Safety and Health (NEBOSH).

**Crime and Disorder**

Under the Crime and Disorder Act 1998, WTC has a duty to consider how the decision on the play areas will affect crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment).

**5<sup>th</sup> September 2018**

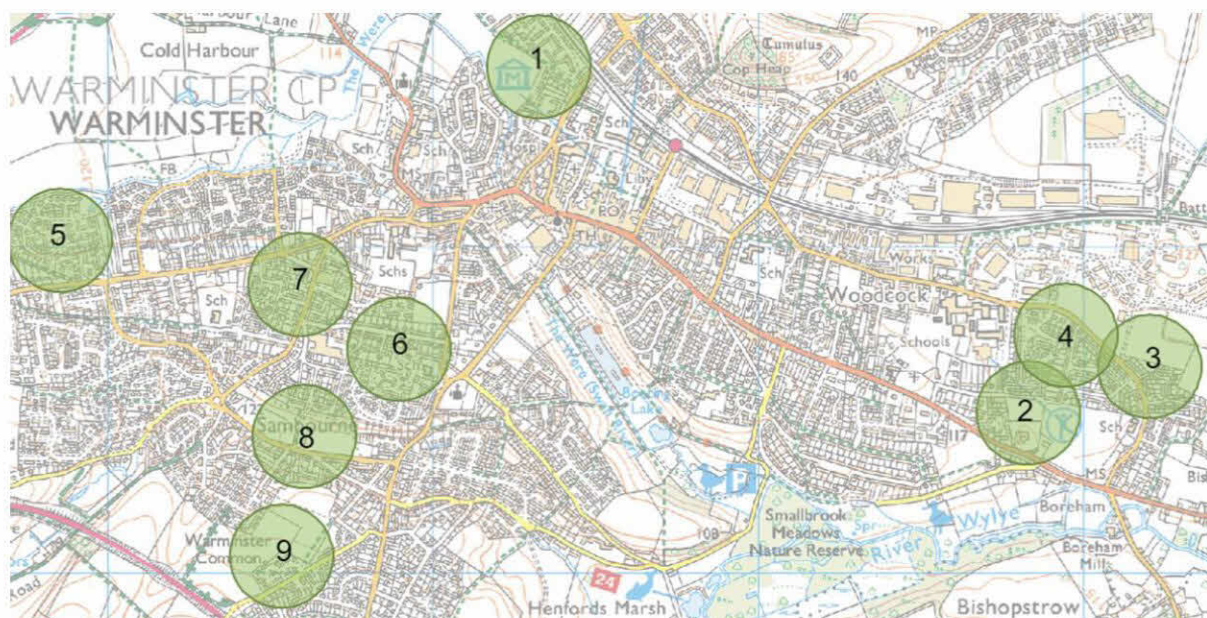
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## Analysis – Play Areas Community Engagement 2<sup>nd</sup> July – 27<sup>th</sup> August 2018 inclusive

### 1 Play Areas

The Community engagement covered the nine play areas currently maintained by Wiltshire Council. They are:

<b>1. Portway</b>	<b>6. The Beeches</b>
<b>2. Queensway</b>	<b>7. Pound Street</b>
<b>3. The Dene</b>	<b>8. Fore Street</b>
<b>4. Princess Gardens</b>	<b>9. Heathlands</b>
<b>5. Victoria Fields</b>	



### 2 Methods of Engagement

The process was multi-pronged in approach. To reach as many residents and users of the play areas as possible various methods were employed:

- Notices were displayed at all nine play areas detailing the reasons for the engagement and giving details of the play area visits, which encouraged members of the public to attend and share their views with officers and councillors

- Visits were made to all nine play areas, these were widely advertised in the town, in the press, on social media and by word of mouth
- The questionnaire was distributed to every household with 'The Warminster Way'
- Paper copies of the questionnaires were available from various locations in the town
- The questionnaire was available online via Survey Monkey
- There was a public meeting on Monday 2nd July, held at the Civic Centre
- The public meeting was filmed so those who were unable to attend could watch it at the Civic Centre at a later date
- There were several press releases which generated much media coverage
- There were three radio interviews
- The process was promoted on the councils' social media sites

### 3 The Return

- 81 questionnaires were completed online
- 31 paper copies were returned
- 12 members of the public attended the public meeting
- 25 people were spoken to at the site visits
- 14 people made comments on facebook
- Overall circa 163 responses were received



**No.9 Heathlands**

### 4 Key Statistics:

**Across all play area locations the top scoring reason for using a particular play area is that it is within walking distance 47%, followed by feeling safe 31% and then the range of equipment 19%. 3% responded 'other'.**

The questionnaires were primarily completed by respondents whose children fell into the following age ranges: 0-5 age group 54%, 6-11 age group 32%, 14% within the 12-16 age group.

The returns showed that people tended to use more than one play area. Often this was because:

- friends or relatives lived near to a different play area; or
- the play area was on a route to somewhere else – typically from school to home



**No.8 Fore Street**

Feedback from all the site visits highlighted that the play areas were well used. In the larger play areas (Portway, Fore Street, Victoria Fields, Queensway) it was particularly noted that the older children came out to use the play areas after the younger one's had left. There was in effect a shift system.

It is worth noting that a number of respondents spontaneously mentioned that they also made use of the play area in the Lake Pleasure Grounds, and that it was seen as a destination play area.

Comments noted during site visits indicated that Fore Street, Portway and Queensway were seen as providing a better range of equipment for older children. **Across all play areas the statistics showed that 69% of respondents felt that the variety of equipment for 12-16 year olds as poor, with only 6% describing it as excellent whilst 25% felt the equipment was average.**

Comments further indicated that the other six play areas providing equipment for younger children, up to the age of 12; this is reflected in both the size of the respective play areas and in the equipment they contain.



**No.1 Portway**

**Across all play areas, overall the equipment for 0-5 years was described as**

**Excellent 18%, Average 55% and Poor 27%.**

**Overall for 6-11 years, the equipment was described as Excellent 17% Average 58% Poor 25%.**

**Grounds maintenance across all play areas was rated as Excellent 14% Average 62% Poor 24%**

**The overall condition across all play areas was rated as Excellent 18% Average 60% Poor 22%**

**Across all play areas, opinion was mixed on whether people would prefer any new equipment to be traditional 31%, more modern 32% or natural play 36% and other 1%.**

When asked "If Warminster Town Council were to take on and improve the play equipment would you be more likely to use the play area? 99% said they would.



#### **A resident's story**

The play area is used by young children – typically 3-4 at any one time and there is a strip of land in front. There're a few shrubs but mostly weeds and stinging nettles this ought to be tidied up. There are several people doing community work with overgrown hedges, but it would be good if we could co-ordinate this; we could approach the

#### **No2. Queensway**

**(See Appendix 1 for the complete summary of the questionnaire return).**

#### **4 It is clear that residents value play areas for a number of reasons which they have shared with us during the engagement process. These include:**

- Play areas are a crucial part of keeping children active and tackling problems such as childhood obesity
- Play areas and green space have a huge value in terms of improving mental health
- Play areas can be vital for anyone caring for children on their own at any time
- Play areas are particularly important to those with crowded housing, no garden or a small garden
- If children so note have access to play areas – what are they going to do? The suggestion is that they will probably be an increase in other problems such as anti-social behaviour or playing in unsuitable places which could be unsafe
- The whole community benefits from play areas, they provide a hub for social interaction across all age groups, not just children and young adults
- The Town Council taking on the running of and improving the play areas will help give a sense of pride and ownership within local communities



## Comments

In addition to the questionnaires, the engagement exercise and in particular the site visits, garnered constructive and relevant comments which supported the statistical evidence. Some relate to individual play areas.

### No6 The Beeches

Generally, these were either about problems with broken glass and litter, the poor state of some play equipment, the poor quality of the bins, the lack of sufficient bins, the lack of recycling bins, and the need for more regular grass cuttings. All these issues could be addressed if the Town Council took on maintenance of the play areas.



### No.4 Princess Gardens

#### A resident's story

The play area is very well used there are usually about 10-15 children at any one time; it's busiest after school and at weekends. The demographic of the estate means a lot of families have children, with the older children tending to play football. We've worked as a community to help them; we've put up 'goal posts' on the land by the play area, but away from houses and roads. But more than this, residents and children help with a litter picks, we're setting up a Residents Association and we've already run several social events in this space to generate community feeling.



### No.5 Victoria Fields

#### 5 More general comments include

- *The better the equipment the more fun it is for the children*

- *If play areas are maintained and improved, it means children will use them. Children need exercise. If play areas are not safe or equipment is broken, then children will potentially spend more time on computers or causing disruption*
- *We would like to see play equipment which encourages children's imagination*
- *Fantastic facilities for children*
- *My son loves them*
- *I would also like to see some equipment suitable for special needs children (as are a few pieces in the town park)*
- *Sports areas – (Basketball/football) where there is room e.g. Fore Street, Portway*
- *I am really pleased that you are trying to take on the maintenance of these very essential play areas. In a time; when the government is advocating healthy lifestyles for children. These play areas provide enjoyable exercise for them - I am backing you all the way!*
- *It would be good to see our parks updated. In Bradford on Avon and Corsley they have superb facilities*
- *My children love the climbing frame, they pretend that trolls live under it*

## **6 There was much praise for the difference made by the Town Council to the Town Park**

*"Congratulations to the Town Council on improvements to the Lake Pleasure Grounds"*

*"We love what you have done to the Lake Pleasure Grounds and we've been down there a lot recently. Thank you."*

*"If the Town Park improvements are typical it would make the play areas much more child friendly."*

## **7 Conclusions**

The public response has been overwhelmingly positive. When asked "If Warminster Town Council were to take on and improve the play equipment would you be more likely to use the play area 99% said they would.

The community engagement shows play areas are used largely by the under 12's.

There was realism around the prospect of new equipment and it was accepted that it would be a slow process.



**No.7 Pound Street**

Warminster Town Council Community Engagement Play Areas Report **Appendix 1**

Analysis of Questionnaires

Survey Monkey results 82 responses

**Paper Copy responses 22.8.2018 - 30 questionnaires**

Total 112 Responses

**Which Age Group/s do your children fall in to?**

0-5	6+	12+
53.66%	53.66%	53.66%

**In good weather how often do you frequent the play areas in Warminster?**

[Actual number of responses on questionnaires]

	More than once a week	Weekly	Less than once a week
Portway Play Area	21	10	36
Queensway Play Area	10	9	38
The Dene Play Area	4	2	38
Princess Gardens Play Area	5	5	36
Victoria Fields Play Area	8	6	37
The Beeches Play Area	1	4	38
Pound Street Play Area	7	7	31
Fore Street Play Area	20	22	34
Heathlands Play Area	6	12	34
<b>Totals</b>	<b>82</b>	<b>77</b>	<b>322</b>

### Why do you use this play area?

	% Within walking distance	% Best equipment for age of children	% Feel safe at this play area	% Other
Portway Play Area	50%	21.66%	25%	3.34%
Queensway Play Area	42.10%	26.32%	28.95%	2.63%
The Dene Play Area	42.85%	21.43%	35.72%	0%
Princess Gardens Play Area	33.33%	23.81%	38.10%	4.76%
Victoria Fields Play Area	41.38%	20.69%	34.48%	3.45%
The Beeches Play Area	50%	8.33%	33.33%	8.34%
Pound Street Play Area	65.38%	11.54%	23.08%	0%
Fore Street Play Area	50.91%	20%	28.18%	0.91%
Heathlands Play Area	45.24%	21.43%	30.95%	2.38%
<b><u>Average</u></b>	47%	19%	31%	3%

### ***Additional Comments***

Heathlands also had a field for dog walking. Child plays whilst dog is walked

Town park

nearest park to our village and on the way to the nearest shop.

Hargrove Close

We don't use these play areas. In fact I've not heard of two of them. We use the town park frequently.

Smallbrook meadow to walk my dog

How would you rate the grounds maintenance of the play areas you use?

	Excellent	Average	Poor
grass cutting, litter picking, bin emptying	13.76%	62.39%	23.85%

How would you rate the overall condition of the play areas you use?

Excellent	Average	Poor
18.40%	59.77%	21.83%

How would you rate the variety of equipment in the play areas you use?

	Excellent	Average	Poor
For 0-5 Years	18.56%	54.64%	26.80%
For 6-11 Years	16.88%	58.44%	24.68%
For 12-16 Years	6.25%	25%	68.75%

If Warminster Town Council were to take on and improve the play equipment would you be more likely to use the play area?

More likely	Less likely
99.06%	0.94%

### ***Additional Comments***

This park is disgusting and it's such a shame- take wipes with me to wipe before grand daughter goes on anything

It needs some tlc over there. It could be brilliant to facilitate all those houses on that side of town instead of having to walk down 2 hills to the town park.

If they maintain the areas effectively of course we would use. If they didn't then of course not.

who looks after it doesn't matter it just needs to be clean and safe.

The problem is mainly grass cutting. If long and wet or cut and left the children get dirty.

I don't know. I want well maintained, safe equipment for children all around warminster?

No ... I don't have children, but no doubt the vandals would go more often

If Warminster Town Council were able to provide new play equipment, what type of apparatus would your children most like?

	Traditional equipment (e.g. Slides, Swings, See s	Modern equipment (e.g. Multiplay)	Natural play equipment	Other
	31.43%	28.57%	35.71%	4.29%
Portway Play Area	32%	26%	40%	2%
Queensway Play Area	36%	24%	36%	4%
The Dene Play Area	29.03%	32.26%	38.71%	0
Princess Gardens Play Area	38.64%	34.09%	27.27%	0
Victoria Fields Play Area	27.78%	33.33%	38.89%	0
The Beeches Play Area	32.61%	30.43%	36.96%	0
Pound Street Play Area	28.81%	39.83%	31.36%	0
Fore Street Play Area	34.88%	30.23%	34.88%	0
Heathlands Play Area	32.35%	30.97%	35.53%	1.38%
<b>Average</b>	<b>31%</b>	<b>32%</b>	<b>36%</b>	<b>1%</b>

### ***Comments about individual play areas***

Portway

More bins

Bin

A slide and swings for the older children would be a good addition, as well as modern bits too

More regular grass cutting

Portway has huge potential to add equipment for older kids i.e. skatepark and BMX Track

Portway could do with an assault course, zip wire, timber boat like Bowood! As well as a skatepark

Queensway

I've had to pick up empty alcohol cans and broken glass to prevent kids getting hurt

Inadequate grass mowing

The Dene

I've had to pick up empty alcohol cans and broken glass to prevent kids getting hurt

Pound Street

Grass cutting should be more regular

There isn't much at Pound Street

Fore Street

The equipment is in need of repairs

Higher seating would be appreciated as at present (as with all town seats) very low and difficult to sit on and get up from for us oldies with dodgy knees.

Sometimes there can be broken glass and bottle around  
needs more equipment

The equipment needs updating and cleaning

Would like the zip wire back

It would be nice to have seats along the filed but please make them higher.

I am not the only person to find all town seats difficult to use owing to the low profile  
unloved

Hopefully more regular maintenance and upkeep

Often overgrown and littered

Broken equipment regularly looks tired and old

Fore street is good for little ones, if the basketball, football area and zip wire were renovated it would be much better.

The litter and broken equipment puts us off

Although the play area is small it gives enjoyable exercise for the children

Couple more bins required

grass cutting sometimes left too long

Some equipment has been unrepaired for years

Generally the park is good but always room for improvement.

A second goal post would be nice as often different age groups trying to use the same one

Heathlands

Although the play area is small it gives enjoyable exercise for the children

Heathlands already has some of the swings removed

[INSERT TRBL LETTER HEAD]

[FUNDRAISER NAME AND ADDRESS]

[DATE]

Dear [ ]

### **THANK YOU SILHOUETTE**

100 years ago, the First World War ended and a new world began. The example and experience of those who lived through it shaped the world we live in today. In 2018, The Royal British Legion is leading the nation in saying Thank You to all who served, sacrificed and changed our world.

Communities across Britain and the allied countries changed forever. We are now asking the communities of today to come together not only to reflect and remember the huge sacrifice that so many made during the First World War, but to say Thank You to those who lived through this tragic and remarkable time - and who put Britain on the path to becoming what it is today. It's time to say Thank You for all they did for us.

The Royal British Legion is therefore delighted that you have decided to support us in this way by making a donation for one of our Thank You silhouettes. In order to process your order, can you please complete and return the enclosed order form. The Thank You silhouette will be dispatched to the address on the form within 14 days of receipt.

We very much encourage people to be part of the Thank You movement, to express their gratitude to those who gave themselves to the war and its aftermath, and rebuilt a better nation from its darkest hour. To learn more, please visit the following link to discover ways of joining us in saying Thank You.

<https://www.britishlegion.org.uk/remembrance/ww1-centenary/thank-you/>

We've also launched our Thank You Group on Facebook and we encourage members and volunteers to start sharing their Thank You thoughts and plans. Get in early and be an inspiration to others.

### **Liability**

Before we can process your order, please read and return the Indemnity below which clarifies that, once delivered, the installation of the Thank You silhouette becomes your sole responsibility. For the avoidance of doubt, The Royal British Legion will not be liable for any damage, injury or harm that arises as a result of the installation of the Thank You silhouette.

If you have any questions regarding the above, or for further help and advice about fundraising in aid of The Royal British Legion, please do not hesitate to contact your local community fundraiser.

Yours faithfully

**SIGNED BY: [Community Fundraiser]**

.....  
**FOR AND ON BEHALF OF THE ROYAL BRITISH LEGION**

Date:

## INDEMNITY

This indemnity shall survive termination of any agreement with The Royal British Legion.

For the good and valuable consideration, the receipt and sufficiency of which is hereby irrevocably acknowledged, I hereby indemnify and save harmless The Royal British Legion from and against any and all claims, demands, actions, suits, losses, costs, charges, expenses, damages and liabilities whatsoever which the Indemnatee may pay, sustain, suffer or incur by reason of or in connection with the issued Thank You silhouette including, without limiting the generality of the foregoing, all costs and expenses (including legal expenses) incurred in connection with any such loss or damage.

I acknowledge and accept that I will undertake all health and safety requirements will ensure that the Thank You silhouette is fixed so as not to cause injury or accident to any member of the public and will maintain the Thank You silhouette during the period up to and including 31<sup>st</sup> December 2019. I will also undertake to obtain all relevant permissions before fixing the Thank You silhouette to any property or site.

By signing below, I confirm that I have read and agree to the above and that I accept full responsibility for any liability that arises as a result of the installation of the Thank You silhouette.

**SIGNED BY:** [insert signatory name]

.....  
**FOR AND ON BEHALF OF** [NAME]

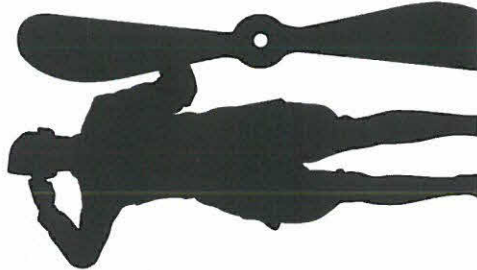
Date:



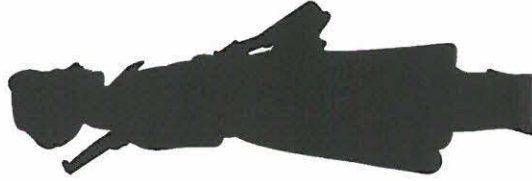
LEST WE FORGET



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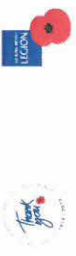
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## "SILHOUETTE" ORDER FORM – Corporate Orders

Please complete this form and send it to Royal British Legion Poppy Appeal, Royal British Legion Village, Aylesford, Kent, ME20 7NX or e-mail to [silhouette@britishlegion.org.uk](mailto:silhouette@britishlegion.org.uk)

Title	
Forename	Surname
Company Name	
Address for Delivery of Silhouette ..... ..... Postcode .....	Address for Receipt (if different) ..... ..... Postcode .....
E-mail Address	
Phone Number	

Silhouette Description	Suggested Donation	Quantity Required	Total Donation
Tommy Silhouette	£250.00		
Navy Silhouette	£250.00		
RAF/RFC Silhouette	£250.00		
Commonwealth Representative Silhouette	£250.00		
Nurse Silhouette	£250.00		
Munitions Worker Silhouette	£250.00		
Suffragette Silhouette	£250.00		
	<b>Total Donation</b>		

Name of organisation to appear on plaque (Please note the plaque will be generated directly from the details below so please check spelling before submitting this form)
.....

I enclose a cheque/postal order made payable to "RBL Poppy Appeal" to the value of £ ..... as a donation for the above order **or**

I have made a bank transfer to the value of £ ..... on ..... as a donation for the above order.

**Bank Details:**

Santander: Royal British Legion

Sort Code: 09-07-20

Account Number: 05963354

Please ask the bank to add reference "your company name" to the transfer.

**NB. Delivery will be made within fourteen days from date of donation.**

For Office Use	CFR District	
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