

18<sup>th</sup> January 2019

Dear Councillor

You are summoned to a meeting of the:

**Devolved Assets and Services Committee**  
**on Thursday 24<sup>th</sup> January 2019 at 7.45pm**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Committee Membership:**

Cllr Brett (East) Chairman	Cllr MacFarlane (West)
Cllr Fraser (West) Vice Chairman	Cllr Nicklin (West)
Cllr Fryer (Broadway)	Cllr Robbins (East)
Cllr Jeffries (Copheap)	

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.

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

Yours sincerely



**Fiona Fox BA (Hons) MCIPD FILCM**  
**Town Clerk and Responsible Financial Officer**

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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 Assets and Services Committee meeting held 13th December 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 Assets and Services Committee meeting held 13th December 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 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 committee

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

**For noting. (See attached).**

8. **Resurfacing of Footpath in the Lake Pleasure Grounds**

Members asked at the last meeting for a further quotation and consideration of funding options. Since then, a further quote has been obtained and clarification has been provided that the work could be financed from the Town Park Repairs and Renewals: **210/4036** budget £25,000 spend year to month 8 £2,478. (Financial Regulations 4:4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by: a duly delegated committee of the Council for items over £7,500.)

The three quotes are outlined in the Officer report **(See attached)**

**Members are asked to resolve to approve the work and appoint a contractor**

9. **Outdoor Gym**

Cllr Brett has brought back to the Committee the idea of purchasing and installing outdoor gym equipment in The Lake Pleasure Grounds. Members are reminded that there are earmarked reserves of £6,000 for this equipment. **(Outdoor Gym Project: EMR 283/17b, £5,000; 499/6348 £1,000 refers.)**

**Members are invited to consider whether they wish officers to investigate this further and report back to the next meeting.**

10. **Paddling Pool Repair**

Best efforts have been made to secure quotes for the repair of the paddling pool in the Lake

Pleasure Grounds. While many companies have been approached, thus far, only Idverdi has submitted a quote.

**To ensure that the pool is ready for use before the Easter holidays, members are invited to contract the repair of the pool to idverdi at a cost of £1,419.52 +VAT. (attached)**

**11. Putting Green**

Members have raised the issue of the future of the putting green in the Lake Pleasure Grounds. Cllr Brett proposes that the existing putting green is converted into a quiet picnic area with picnic benches, standard benches and bulb planted areas. **(See report attached)**  
**Members are invited to resolve accordingly.**

**12. Street Sweeping**

Cllr Jeffries has raised the issue of whether the Town Council should commission road sweeping in the Town.

**Members are invited to consider whether they wish officers to investigate this further and report back in due course.**

**13. CIL Funding**

Members are requested to put forward any projects that they would like the CIL working group to consider for WTC CIL funding.

**14. 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 Assets and Services Committee will be Thursday 21st February 2019 at 7pm

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 Assets and Services: Thursday 24<sup>th</sup> January 2019

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

#### Item 9

- a) **Lake:** nothing to note.
- b) **Pavilion Café:** The new supervisor is doing a great job and it has been a busy winter season so far. Year to month 8 showing actual income has exceed expected income (budget) by 51.9%
- c) **Skatepark:** A decision on the replacement of the skatepark goes to Full Council on 21<sup>st</sup> January 2019.
- d) **Putting green:** as per the agenda
- e) **Lake Pleasure Grounds (LPG) and central car park public conveniences:** Members will recall that one of the toilet doors in the Lake Pleasure Ground was damaged in a storm and required replacing. This was an insurance claim and the works were carried out earlier this month.

During January there have been several instances of vandalism in the LPG e.g. overturning of picnic tables; these were righted with no damage, however, there has been damage to the new toilet door lock and the lighting of a fire in the toilet. Steps have been taken to minimise reoccurrence/identify those responsible, these include; repositioning the CCTV cameras, changing the timer on the door locks (bringing it forward to 4pm) and contacting the police on 101.

- f) **Tennis courts:** nothing to note.
- g) **Boats on the lake:** nothing to note.
- h) **MUGA area:** nothing to note.
- i) **The Boat House:** nothing to note.
- j) **Tree works:** nothing to note.
- k) **Green Flag:** Officers are preparing this year's Green Flag application which must be submitted by 31<sup>st</sup> January 2019.
- l) **Paddling Pool:** Four contractors are preparing quotes for the replacement of the pool of which three of the companies have already made site visits. In the meanwhile, to ensure that the pool is open for the summer season, members have been requested to approve repairs. This is included on the main agenda.

18.01.2019

## REPORT FOR DECISION

### Tarmac Path along side of The Were (Swan River): Lake Pleasure Grounds

#### Recommendation

To appoint Valletta as contractors to carry out the resurfacing/widening of foot path at bottom of steps at the Weymouth Street entrance in the Lake Pleasure Ground at a cost of £8,820 + VAT.

#### Purpose of the Report.

To advise members of the reasons for the work and the costs involved.

#### Background

The footpath that goes along the side of the Were (Swan River) is only partly tarmacked. The non-tarmacked section can become very rutted and muddy, particularly in poor weather. and constitutes a trip hazard.

Quotations were sought to resurface/widen foot path at bottom of steps at the Weymouth Street entrance in the Lake Pleasure Ground. The specification given to contractors was:

- Excavate soil to depth of 225mm
- Dispose of all arisings off site
- Lay curb edgings to side of the path
- Supply and lay 150mm DOT type 1
- Supply and lay 50 mm thickness 20mm binder course
- Supply and lay 25 mm thickness 10mm surface course

The response was:

Company	£	Notes
Valletta	8820 + VAT	
Ross Hillman	8000+ VAT	Ross Hillman did not feel the path required edging and felt that one course of 50mm depth of 10mm surface course was sufficient. Therefore the cost reflects this
Ideverdi	£11,857.20 + Vat	
C & G Tarmac	Did not respond	

#### Options Considered

The work is considered high priority on health and safety ground and on the grounds that one of the main routes into a flag ship Council asset should be in good repair.

#### Financial and Resource Implications

The work could be financed from the Town Park Repairs and Renewals: **210/4036** budget £25,000 spend year to month 8 £2,478. (Financial Regulations 4:4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by: a duly delegated committee of the Council for items over £7,500.)

**Legal Implications and Legislative Powers**

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

**Environmental Implications**

Permission would have to be obtained from the Environment Agency. The Council would have to apply for an exemption from the need for a permit. You do not need an environmental permit if you plan to do one of the excluded activities on or near a main river or sea defence. But you must operate within the description and conditions of the exclusion.

For minor works for highways and rights of way on or near bridges and culverts, you do not need a permit as long as your work won't affect the riverbed, banks, water level or flow in the river (including flood flow). This includes work such as road resurfacing or traffic control signs.

You must not work from the river itself or from the bank and any equipment you use must be stored away from the river

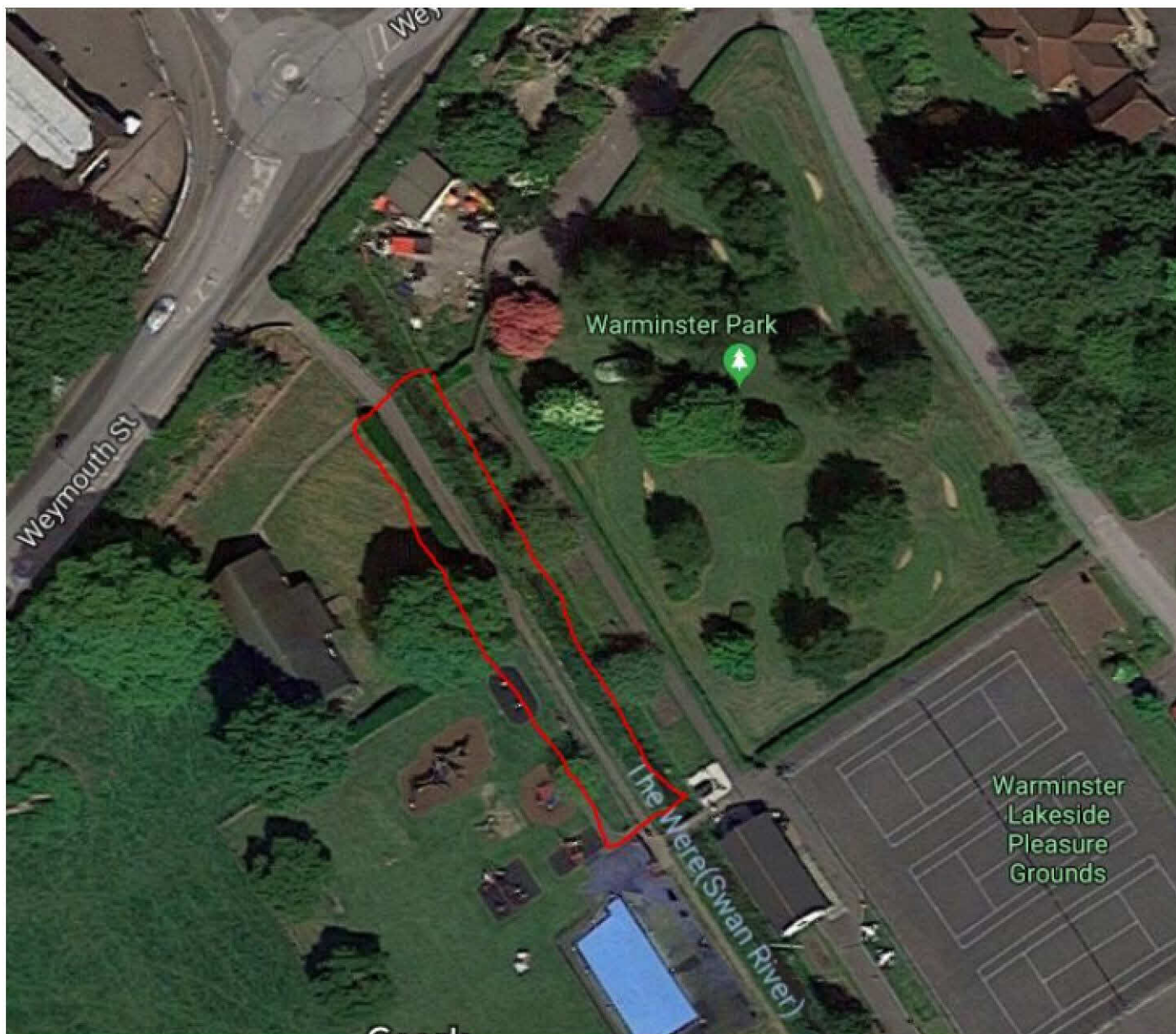
**Risk Assessment**

The work will be monitored to ensure there is no breach of the Environment Agency conditions.

**Crime and Disorder**

Officers are not aware of any issues the Council should consider under the Crime and Disorder Act.











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

Chippenham Highways Depot  
Bath Road Industrial Site  
Bath Road  
Chippenham  
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SN14 0AB

**Tel:** 01249 468 496

**Website:** [www.idverde.co.uk](http://www.idverde.co.uk)

18<sup>th</sup> December 2018

**Re: Quotation to repair wet-pour area around paddling pool and to repaint pool**

Dear Stuart

Thank you for inviting idverde to quote for the works mentioned above, I am delighted to be able to offer you the following scope of works and prices :-

**Wet pour repairs**

- To cut and fill all damaged/separated areas of wet-pour around the pool with black EDPM to BS EN 1177 standard, (this is excluding where it's opened up against the back wall - no hazard there)

*Nb theses repairs are only temporary further separation or movement cannot be ruled out.*

**Sum Price £734.50 + Vat**

**Repaint pool**

- To sweep pool clean and remove any existing flaked paint
- To repaint pool with a single pack rubber based resin system, colour Aqua

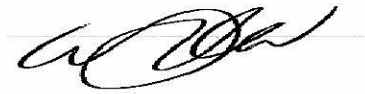
**Sum Price £685.02 + Vat**

**The total sum price to carry out all works £1,419.52+Vat**

I trust I have interpreted your requirements and you find this quotation of interest, I look forward to your instructions in due course, Should you require any further information or clarification please do not hesitate to contact me.

Assuring you of our prompt attention at all times,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'W Frapple', written over a horizontal line.

W Frapple

**Contract Manager – North**

**Tel:** +44 (0)1249 468498 **Mob:** +44(0)7890999362

**Email:** [wayne.frapple@idverde.co.uk](mailto:wayne.frapple@idverde.co.uk)



## **REPORT FOR DECISION**

### **Lake Pleasure Grounds (LPG) Putting Green Area January 2019**

#### **Recommendation**

That the committee approves Cllr Brett's proposal to change the use of the putting green in the Lake Pleasure Grounds to a quiet picnic area with picnic benches, standard benches and bulb planting.

#### **Purpose of the Report**

To assist members in reaching decisions set out in the recommendations which are:

- The overall cost
- The number of picnic benches required
- The number of standard benches required
- The number of bulbs required

#### **Background**

Since Wiltshire Council transferred the Lake Pleasure Grounds to Warminster Town Council in 2016 the putting green has been open to members of the public. The income generated from this has always been below the cost of maintaining the area as a putting green.

It should be noted that the LPG has few areas of natural shade and on many occasions during the summer months members of the public have been found to be using the site as a quiet area to sit under tree cover.

#### **Key issues for consideration**

##### **The overall cost**

Please note that we are awaiting the final figure for reinstating the ground currently used as bunkers. Members will be advised of this figure prior to the meeting. This will be in addition to the costs detailed below.

The cost of providing 2 x picnic benches and 3 x backless benches and the suggested 1000 bulbs **£1,540+ VAT**.

##### **Picnic Benches**

The benches recommended are the Green Barnes standard recycled picnic benches. We already have one in place outside the café. The cost of these is quoted to be £330+VAT each plus anchoring systems £40+VAT £70.00 delivery.

The recommendation is for two benches to be located at the Southern corner, just inside the metal gate.

#### **Benches**

The recommended benches are the NBB Backless bench. It is recommended to place 3 of these in the area. The cost of these is £120+VAT each plus anchoring system £40+VAT free delivery.

### **Bulb Planting**

It is recommended that 1000 daffodil bulbs are planted in large clumps around the area ensuring a regular spring time bloom. A cost of £250+ VAT has been quoted for 1000 bulbs. Schools could be approached to assist with the planting.

### **Reinstatement of Ground Currently Bunkers**

The bunkers will require filling. Final details awaited. It is recommended that members delegate the decision on the reinstatement of the ground currently used as bunkers to the Clerk and the Chairman of the Devolved Services and Assets Committee who can authorise expenditure for any items below £7,500.

### **Funding**

The Council has money in the Lake Pleasure Grounds budget. **(EMR: Devolved Services £37,388.)**

### **Outline of time scales**

It is expected that this project should be in place by Easter 2019.

### **Legal Implications and Legislative Powers**

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

### **Environmental Implications**

All are covered under our existing grounds maintenance contract.

### **Risk Assessment**

There are no additional risks to Warminster Town Council.

### **Crime and Disorder**

Under the Crime and Disorder Act the Council has a Duty to consider crime and disorder implications.

It is not expected that this will increase instances of crime and disorder. The change of use should encourage more visitors/activity to the area, which in turn should deter anti-social behaviour.





