

21st May 2019

## AGENDA

Dear Councillor

You are summoned to a meeting of the:

**Devolved Services and Assets Committee**  
**to be held on Tuesday 28<sup>th</sup> May 2019 at 7.00pm**  
**at The Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Membership:**

<b>Cllr Brett (East) Chairman</b>	<b>Cllr Macfarlane (West)</b>
<b>Cllr Doyle (East)</b>	<b>Cllr Nicklin (West)</b>
<b>Cllr Fraser (West) Vice Chairman</b>	<b>Cllr Robbins (East)</b>
<b>Cllr Fryer (Broadway)</b>	

Peter Hewitt (Volunteer); Stuart Legg, Park and Open Spaces Manager; Fiona Fox, Town Clerk and Responsible Financial Officer; 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 owing to the confidential nature of the business.

Yours sincerely



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

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1. **Election of Committee Chairman**  
**To receive nominations and to elect the committee chairman.**
2. **Election of Vice Chairman**  
**To receive nominations and to elect the committee vice chairman.**

3. **Apologies for absence**

**To receive and accept** apologies, including reason for absence, from those unable to attend.

4. **Declarations of Interest**

**To receive** any declarations of interest under Warminster Town Council's (WTC) Code of Conduct issued in accordance with the Localism Act 2011.

5. **Minutes**

**5.1 To approve and sign** as a correct record, the minutes of the Devolved Assets and Services Committee meeting held on 25th April 2019; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

**5.2 To note** any matters arising from the minutes of the Devolved Assets and Services Committee meeting held on 25th April 2019.

6. **Chairman's Announcements**

**To note** any announcements made by the chairman.

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

7. **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.***

8. **Reports from Unitary Authority Members**

**To note** reports provided which are relevant to this committee

9. **Working Group Membership**

Working groups are 'task and finish' groups, that report back to their parent committee or sub-committee. They can comprise entirely of non-members.

**Members to agree membership and terms. Working group will report back to the committee at each and every meeting.**

**9.1 Play areas:** working on the transfer of play areas from Wiltshire Council to WTC.

2018 – 2019	2019 - 2020
Cllr Brett,	
Mr Peter Hewitt	
Stuart Legg	

- 9.2 Paddling pool regeneration:** working on engagement exercise and drawing together regeneration options for members consideration. Includes: timescales, costs – revenue and capital, funding options and project planning with Steve Matthews.

2018 – 2019	2019 - 2020
Cllr Brett	
Cllr Macfarlane	
Mr Peter Hewitt	
Stuart Legg	

- 9.3 Asset and service transfer from Wiltshire:** The official transfer window commences in September 2019 and runs until spring 2020. However, the working group can now start preparatory work based on that already begun in 2018-2019.

**10. Terms of Reference**

Members are requested to adopted attached committee terms of reference for 2019 – 2020. There is one recommended amendment. The following be deleted: 2.6. *To receive and resolve on requests to hold events in devolved buildings and public open spaces respectively, that the town council owns*. In practice this has now been devolved to officers for inter alia the Civic Centre, Lake Pleasure Grounds and café. In the event of a request which falls outside of the service delivery plan 2019 - 2020, this would be referred to the committee accordingly.

**11. Clerk's Report: Lake Pleasure Grounds and Associated Land**

For noting. To ensure that the information provided is as current as possible, this report will be forwarded to members on Friday 24<sup>th</sup> May 2019.

**12. Putting Green and Paddling Pool Engagement Working Group**

Members to note the results of the recent engagement exercise carried out at the recent 'Spring in the Park' event. **(See attached report).**

These results will help to inform the work of the paddling pool working group.

**13. Protecting Wildlife on the Lake**

Members to note the update. (See attached report) and invited to agree that a full report is made to the next meeting of the committee on 29th July giving options with costings.

**14. Community Infrastructure Levy (CIL) Funding**

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

**15. Communications**

**14.1 The members to** decide on items requiring a press release.

**14.2 The members to** confirm their spokesperson for any item listed on the agenda to report on the Council's decision if required.

**The date of the next Devolved Services and Assets Committee will be Monday 29<sup>th</sup> July 2019 at 7.00pm**

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.

## **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 as appropriate

#### **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

**\* In practice this has now been devolved to officers for inter alia the Civic**



**Centre, Lake Pleasure Grounds and café. In the event of a request which falls outside of the service delivery plan 2019 - 2020, this would be referred to the committee accordingly.**

## **Report on consultation on the paddling pool and putting green area at Spring in the Park Devolved Services and Assets Committee 28/05/2019**

At the April 2019 meeting, the Committee agreed to set up a working group to draw up a short survey to be conducted at Spring in the Park. The working group met and agreed a survey. The aim of the survey was to get a broad brush response to see if the Council's thinking was generally inline with the public.

Overall, the results of the survey indicate the Council is indeed inline with the public.

There was strong support for keeping the paddling pool as a paddling pool. Top of the list for further improvements to the paddling pool area was more seating. This is something that can be addressed as part of an improvements programme.

Although the putting green was not much used (which was already known from the hire income) there was, as the committee had identified, a problem with people being unaware of its existence. This being unaware was not just about not knowing it was in the Lake Pleasure Grounds but more that the area doesn't shout in use putting green at you or how to access it.

Top of suggested improvements for the putting green are were picnic tables and more seating, both things that the committee have already agreed.

There was strong support for setting aside an area for boules, again a suggestion the committee has supported. (see minute from January 2019 below)

### **DS/18/099     Putting Green**

**Cllr Macfarlane proposed that we do not make the putting green into a picnic area, seconded Cllr Fryer, voting unanimously in favour.**

**Cllr Nicklin proposed that we review the future of the area in conjunction with other facilities such as picnic areas, boules and planting and in due course come forward with a proposal, seconded Cllr Jeffries, voting in favour unanimous.**

**Cllr Nicklin proposed that the bin blocking the gate into the putting green be relocated, and two picnic benches and three benches be purchased and located just inside the gate, seconded Cllr Jeffries, voting in favour 6, against nil, abstention 1. The motion was carried.**

The full results of the survey are set out below. Please note that not all figures will total to 100% as people could give more than one answer or none at all.

### **Paddling Pool-Putting Green Survey Results**

1 Do you Live in Warminster?     Yes 62%     No 38%

2. How often do you visit the Lake Pleasure Grounds?

Most weeks 33% most months 39%     rarely 28%

## **The Council intends to rebuild the paddling pool.**

### **3. Which features would you like to keep?**

paddling pool 21%/shallow water 16%/as is 12%    Total = 49%  
seating 4%  
the dolphin fountain 4%  
the rough pool surface 2%   the deep end 2% the location 2% family friendly 2%

### **4. Which features would like to change/improve?**

more seating 18%  
sprinklers/jets 10%  
space for very small children 8%  
some shade 6%  
splash pad 6%  
Have a less slippery surface 6%  
splash area maybe 4%  
picnic benches 4%  
fountains 4%  
a small slide 4%

The following suggestions were all supported by 2%:

Decking outside Café. deeper pool. non-slip seating. easy walk in access. increase play area by pool. restrict use to younger children. better anti-slip surface. cleanable rubber surround. Beach huts. make the pool bigger.

## **Putting Green**

### **5. Do you use the putting green?**

Yes 2%    No 96%    No but used to 2%

### **6. If not, why not?**

don't like/no interest in putting 22%  
not aware putting green was there 20%,  
didn't know it was open 6% never open 2%, gates locked 2% don't know how to access 2%,  
Total 12%

never got round to it 6%,  
didn't know what it was 4%,  
children too young 4%,

The following comments were all 2%

children grown up. too many children. use crazy golf in Trowbridge. nobody to play with. it's a boring waste of space.

### **7. Would you like to see an area in the putting green set aside for Boules?**

Yes 58%    No 14%    Possibly 8%    No answer 20%



**The Council intends to revamp the area currently used as a putting green.**

8. Which features would you like to keep?

All 18%, trees 14%, greenery 12%, hedges 8% keep all the grass 6%, putting green 6%, keep it a quiet area 4%, the gardens 2%

9. How do you think the Council could change/improve this area?

picnic tables 16%, seating 14%, outdoor table tennis 4%,

The following comments were all supported by 2%

more promotion of putting green, fake grass, crazy golf, change access to café end, make more use of tennis court area, better signage, croquet, extend Café near putting green, more toilets at events, something more the public could use, more climbing frames, wild flower area.

Tom Dommett – Assistant Town Clerk

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## **Update – Protecting Wildlife in the Lake**

At the last meeting, the committee agreed that the council support better protection of the wildlife and the island and that investigation and implementation of the exact measures would be delegated to the Clerk and Chairman, with the understanding all members would be consulted on proposals and any action to be ratified at the next meeting.

Following the meeting, several measures were investigated including a swimming pool type rope with floats and an inflatable barrier. None of these seem satisfactory in tackling the problem.

Subsequently, an onsite meeting was arranged with a representative of Wiltshire Wildlife Trust [WWT], due to various delays by WWT, this took place on Tuesday 21<sup>st</sup> May.

Further investigation by Officers with the Royal Parks suggested the idea of a chain-linked fence as used in Serpentine, Hyde Park.

Broadly, the advice from WWT was that a combination of the measures used in the Royal Parks and/or planting round the islands and/or the willow planting.

WWT have offered to assist with further advice as they have much experience of planting etc.

They further advised that the work would best take place in September onwards.

With this in mind it is recommended that a full report is made to the next meeting of the committee on 29<sup>th</sup> July giving options with costings.

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