

11<sup>th</sup> November 2019

## AGENDA

Dear Councillor

You are summoned to the:

### Full Council Meeting

To be held on Monday 18<sup>th</sup> November 2019 at 7pm  
at The Civic Centre, Sambourne Road, Warminster, BA12 8LB

#### Membership:

<b>Cllr Batchelor (Broadway)</b>	<b>Cllr Spender Broadway</b>
<b>Cllr Brett (East)</b>	<b>Cllr Macfarlane (West)</b> <b>Chairman of Council and Mayor</b>
<b>Cllr Davis (East)</b>	<b>Cllr Nicklin (West)</b>
<b>Cllr Doyle (East)</b>	<b>Cllr Pitcher (Broadway)</b>
<b>Cllr Fraser (West)</b>	<b>Cllr Ridout (West)</b>
<b>Cllr Fryer (Broadway)</b>	<b>Cllr Robbins (East)</b> <b>Vice Chairman of Council and</b> <b>Deputy Mayor</b>
<b>Cllr Jeffries (Copheap)</b>	

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

Yours sincerely



**Tom Dommett BA (Hons)**  
Town Clerk

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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 council meeting held on Monday 16<sup>th</sup> September 2019; 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 council meeting held on Monday 16<sup>th</sup> September 2019.

**4. Chairman'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.

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

**6. 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.*

**7. Correspondence Circulated**

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

**8. Reports from Unitary Authority Members and Police**

To note reports provided which are relevant to the Full Council

**9. Proceedings of Committee**

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

**9.1 HR Committee** meeting held on 22<sup>nd</sup> August 2019; questions to Cllr Macfarlane, Chairman of the committee.

**9.2 Planning Advisory Committee** meeting held on 9<sup>th</sup> September and 21<sup>st</sup> October 2019; questions to Cllr Jeffries, Chairman of the committee.

**9.3 Finance and Assets Committee** meeting held on; 4<sup>th</sup> September 2019 questions to Cllr Robbins, Chairman of the committee.

**9.4 Town Development Committee** meeting held on 3<sup>rd</sup> June 2019; questions to Cllr Fryer, chairman of the committee.

**9.5 Devolved Services and Assets Committee** held on 29<sup>th</sup> July 2019; questions to Cllr Fraser, chairman of the committee.

## 10. Committee Places

Members to approve the newly elected Councillor for Broadway to fill the vacancies on the Planning Advisory Committee and the Finance and Assets Committee.

## 11. Updating of Financial Regulations

Members to approve the council's financial regulations to bring them in line with best practice as recommended by the National Association of Local Councils (NALC). New Standing Orders and Financial Regulations 2019 Booklet circulated to all members.

## 12. Play Areas

Members to **approve the** lease of eight play areas in Warminster from Wiltshire Council

- Fore Street - BA12 8DD
- Portway Lane - BA12 8RE
- Pound Street - BA12 8NL
- Princess Gardens - BA12 9NL
- Queensway - BA12 9DN
- The Beeches - BA12 8LD
- The Dene - BA12 9ER
- The Heathlands - BA12 8BU

Members to agree to Idverde being appointed as contractor for routine maintenance of the play areas at an annual cost of £19,363.16 plus VAT. (attached) This figure may need updating and officers are currently seeking confirmation. This has already been budgeted at 217/4035, 217/4037 and 217/4038.

## 13. To Authorise the sealing of Documents

13.1 Play Area leases or letters of intent

13.2 Deed of declaration in the matter of the Harold Nelson Dewey Will Trust.

Wiltshire Council to assign its interest as a beneficiary to Warminster Town Council.

## 14. Community Infrastructure Levy (CIL)

Members to **approve** the top three priorities for CIL funding to be:

- a new paddling pool in the Lake Pleasure Grounds,
- funding of the development of a new Town and Neighbourhood Plan
- additional outdoor leisure provision – i.e. outdoor table tennis tables and a Boules area.

## 15. Paddling Pool

Members to **approve** the paddling pool budget should be set at £150,000 and instruct officers to restart the tender process with the new budget figure. **(See attached)**

## 16. Service Devolution

The service delegation working group held a briefing for all members on 28<sup>th</sup> October 2019.

Members to **agree:**

**16.1** To continue discussions with Wiltshire Council and Idverde about a service devolution agreement



- 16.2 To include a provisional sum of £325,000 in the draft budget 2020/21 to fund services that might be passed to the town council under a service devolution agreement.
- 16.3 To hold a community engagement exercise, including a public meeting, to inform and seek views from residents about service devolution and to report back to Full Council at its next meeting.

**17. Draft Budget**

The base line Band D Properties has been set at 6136.  
Members have been issued with a first draft in hard copy. (Members to continue to use their existing copies)

Recommendations are sought from the council regarding any additions or amendments.  
The final budget will be set at the January meeting.

£786,483 plus 325k, for devolved services

Officers are supporting the following additions:

201/4036 Town Park Repairs and renewals an increase of £10k to £25k

217/4036 Play Areas Repairs and renewals and increase of £30k to £30k

New total £1,121,483 Band D 182.77 an increase of £54.80, 42.8%

Members to instruct officers with their final recommendations.

**18. Communications**

**The members to decide** on items requiring a press release and **to nominate** a speaker for any item on the agenda if required.

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 Paul Macfarlane 10<sup>th</sup> September – 11<sup>th</sup> November**

Saturday 7 <sup>th</sup> September	Mayors Parlour WCR
Sunday 8 <sup>th</sup> September	Warminster Carnival Fun day
Saturday 5 <sup>th</sup> October	Opening of the new Warminster Skatepark
Tuesday 15 <sup>th</sup> October	Schools Drone Fling Competition at Waterloo Lines
Sunday 13 <sup>th</sup> October	Big Sing, Songs of Praise, Minster Church
Saturday 26 <sup>th</sup> October	Carnival Procession
Saturday 26 <sup>th</sup> October	After Carnival Town Criers Bash
Friday 1 <sup>st</sup> November	Field of Remembrance Opening event at Lydiard Park
Saturday 9 <sup>th</sup> November	Service of Remembrance at St Giles Church, Imber
Sunday 10 <sup>th</sup> November	Warminster Remembrance Service Day Parade
Monday 11 <sup>th</sup> November	Relief in Need

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### CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
09.09.19	Wiltshire Council	Monthly planning decisions – August	Email
09.09.19	Wiltshire Council	Briefing Note 19-025 Code of Conduct Complaints	Email
11.09.19	Wiltshire Police	Theft of Lead from Bratton Church 10/09/2019	Email
11.09.19	Wiltshire Council	August Highways newsletter – Adrian Hampton	Email
12.09.19	Wiltshire Police	Crime Prevention Message to Churches Following Lead Thefts	Email
13.09.19	Wiltshire Police	Public Urged to Report Suspicious Activity Following Spate of Lead Thefts at Churches Across the County	Email
16.09.19	Wiltshire Police	Wiltshire Knife Amnesty and Crime Prevention Operation	Email
16.09.19	Warminster Town Council	Requesting representative for Relief in Need.	Email
17.09.19	Wiltshire Police	The Commissioners Annual Report 2018/19	Email
17.09.19	Neighbourhood Alert	New Issue of Our News Out Now	Email
18.09.19	RUH Admin	Invitation to RUH Governor and Member's Forums in October	Email
20.09.19	Wiltshire Police	Crime Updates 20/09/2019	Email
23.09.19	Wiltshire Police	Crime Report Last 6 Days - Warminster 23/09/2019	Email
23.09.19	Wiltshire Fire and Rescue	Countywide on-Call Firefighter Recruitment Campaign Set to Launch	Email
25.09.19	Wiltshire Council	Army Basing Newsletter September Edition	Email
29.09.19	Wiltshire Police	Two Teenagers Injured In Disorder Near Warminster	Email

### CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
29.09.19	Wiltshire Council	Temporary Closure of: Westbury Road, Warminster and Upton Scudamore (18/11/9 - 20/11/19)	Email
29.09.19	Wiltshire Police	Crime Updates 30/09/2019	Email
01.10.19	Wiltshire Council	Electoral Review of Wiltshire Council and Community Governance Reviews	Email
01.10.19	The Local Government Boundary Commission for England	Final Recommendations published for Wiltshire	Email
01.10.19	Wiltshire Police	Five Digital Lessons from Generation Z	Email
01.10.19	Wiltshire Police	Crime Updates 01/10/2019	Email
02.10.19	Wiltshire Police	Crime Updates 02/10/2019	Email
03.10.19	Wiltshire Police	How To Have the Talk With Your Parents	Email
04.10.19	Wiltshire Police	Crime Updates 04/10/2019	Email
07.10.19	Wiltshire Police	Crime Updates 07/10/2019	Email
07.10.19	Wiltshire Police	Open Letter from Domestic Abuse Survivor In A Bid To Help Others In Abusive Relationships 07/10/2019	Email
07.10.19	Wiltshire Council	Monthly planning decisions – September	Email
07.10.19	Wiltshire Council	Briefing Note 19-026 Mental Health Campaign	Email
08.10.19	Wiltshire Police	Crime Updates 08/10/2019	Email
09.10.19	Neighbourhood Watch	Review of the Delivery of National Neighbourhood Watch Strategy 09/10/2019	Email
10.10.19	Wiltshire Council	Highways Newsletter September	Email
14.10.19	Wiltshire Police	Manchester City Centre Incident 11/10/2019	Email



### CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
21.10.19	Wiltshire Police	Crime Updates 21/10/2019	Email
23.10.19	Wiltshire Police	Diabetes UK Memorial Plaque Damaged 23/10/2019	Email
24.10.19	Wiltshire Police	Crime Updates 24/10/2019	Email
24.10.19	Wiltshire Council	Minutes for Western Area Planning Committee, Wednesday 23 October 2019, 3.00 pm	Email
28.10.19	Wiltshire Police	Crime Updates 28/10/2019	Email
30.10.19	Warminster Carnival	Thank you letter	Email
31.10.19	Wiltshire Police	Not A Fan of Halloween? No Trick or Treaters Here Posters Available 31/10/2019	Email
31.10.19	Wiltshire Police	Stay Safe This Halloween 31/10/2019	Email
31.10.19	Dorset and Wiltshire Fire and Rescue	Melksham Fire Station to Hold on-Call Recruitment Event 31/10/2019	Email
01.11.19	Wiltshire Council	Briefing Note Number 19- 033 - Payphones Consultation	Email
04.11.19	Wiltshire Council	Briefing Note No. 19-032 - Community Governance Review	Email
04.11.19	Wiltshire Council	Urgent road closure, Marsh Street, Warminster	Email
04.11.19	Wiltshire Council	Monthly planning decisions – October	Email
05.11.19	Wiltshire Police	Crime Updates 05/11/2019	Email
06.11.19	St Giles Church, Imber	St Giles Church, Imber Newsletter No 124 - Last Call for Carol Festival Tickets	Email
08.11.19	Wiltshire Police	Crime Updates 08/11/2019	Email
08.11.19	Katie Fielding	NALC November Newsletter (except preparing for audit, CIL guide)	Email

### CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
08.11.19	Graeme Morrison	Latest news and events from Warminster Our Community Matters for 11/08/2019	Email
11.11.19	Wiltshire Council	Army Basing Newsletter - October 2019	Email
11.11.19	Wiltshire Council	Briefing Note 19-035 - Community First Warm and Safe	Email

Stuart Legg  
Warminster Town Council  
Sambourne Rd  
Warminster  
BA12 8LB

RECEIVED

2 FEB 2018

Landscapes House  
3 Rye Hill Office Park, Birmingham Road  
Allesley, Coventry, CV5 9AB

Tel: 02476 405660 Fax: 02476 405661  
Customer Care Line: 0800 917 6263  
email: [kevin.bowler@idverde.co.uk](mailto:kevin.bowler@idverde.co.uk)  
website: [www.idverde.co.uk](http://www.idverde.co.uk)

19<sup>th</sup> February 2018

Dear Stuart

Thank you for asking idverde to supply you with a quotation to carry out maintenance of your 11 play areas in Warminster. I am only too pleased to offer you the following:

**The Dene Play Area**

- Motor mowing – 16 cuts
- Strimming – 16 times
- Litter pick – twice per week
- Empty bins – twice per week
- Total weed control – 6 times
- Spray moss – 4 times
- Playground inspections – weekly
- Total cost for the above works £2,038.27 + VAT

**Heathlands Play Area (only)**

- Motor mowing – 16 cuts
- Strimming – 16 times
- Litter pick – twice per week
- Empty bins – twice per week
- Total weed control – 6 times
- Spray moss – 4 times
- Playground inspections – weekly
- Total cost for the above works £1,358.46 + VAT



Registered Office:  
Landscapes House  
3 Rye Hill Office Park  
Birmingham Road  
Allesley, Coventry CV5 9AB  
Registered in England No. 3542918

**The Beeches**

Motor mowing – 16 cuts  
Strimming – 16 times  
Litter pick – twice per week  
Empty bins – twice per week  
Total weed control – 6 times  
Spray moss – 4 times  
Playground inspections – weekly  
Total cost for the above works £1,884.37 + VAT

**Princess Gardens**

Motor mowing – 16 cuts  
Strimming – 16 times  
Litter pick – twice per week  
Empty bins – twice per week  
Total weed control – 6 times  
Spray moss – 4 times  
Playground inspections – weekly  
Total cost for the above works £2,045.73 + VAT

**Portway Play Area / The Mead**

Motor mowing – 16 cuts  
Strimming – 16 times  
Litter pick – twice per week  
Empty bins – twice per week  
Total weed control – 6 times  
Spray moss – 4 times  
Playground inspections – weekly  
Total cost for the above works £2,087.54 + VAT

**Victoria Fields Play Area Swaledale Road**

Motor mowing – 16 cuts  
Strimming – 16 times  
Litter pick – twice per week  
Empty bins – twice per week  
Total weed control – 6 times  
Spray moss – 4 times  
Playground inspections – weekly  
Total cost for the above works £1,884.37 + VAT

**Pound Street**

Motor mowing – 16 cuts  
Strimming – 16 times  
Litter pick – twice per week  
Empty bins – twice per week  
Total weed control – 6 times  
Spray moss – 4 times  
Playground inspections – weekly  
Total cost for the above works £2,573.44 + VAT

**Fore Street Play Area**

Triple mowing – 16 cuts  
Motor mowing – 16 cuts  
Strimming – 16 times  
Litter pick – twice per week  
Empty bins – twice per week  
Total weed control – 6 times  
Spray moss – 4 times  
Barge back hedges – twice per week  
Total cost for the above works £2,737.40 + VAT

**Queensway**

Triple mowing – 16 cuts  
Motor mowing – 16 cuts  
Strimming – 16 times  
Litter pick – twice per week  
Empty bins – twice per week  
Total weed control – 6 times  
Spray moss – 4 times  
Total cost for the above works £4,637.95 + VAT

**Fore Street Open Space**

Gang mowing – 16 times  
Triple mowing – 16 times  
Motor mowing – 16 times  
Strimming – 16 times  
Rough cut – once per year  
Inspections - weekly

Litter pick – twice per week  
Empty bins – twice per week  
Total weed control – 6 times  
Hedges - once  
Spray moss – 4 times  
Total cost for the above works £3,570.78 + VAT

Portway Lane Main Areas

Gang mowing – 16 times  
Motor mowing – 16 times  
Strimming – 16 times  
Rough cut – twice  
Litter pick – weekly  
Empty bins – weekly  
Hedges – once  
Total cost for the above works £5,077.63 + VAT

Total cost to carry out the above works is £29,895.94 + VAT.

I hope this meets with your requirements.

For and on behalf of idVerde



**Kevin Bowler**  
Contracts Manager



## **REPORT FOR DECISION Full Council 18.11.2019**

### **Paddling pool refurbishment; Lake Pleasure Grounds**

#### **Recommendation**

The working group recommends to Full Council: Members to approve the paddling pool budget should be set at £150,000 and instruct officers to restart the tender process with the new budget figure.

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

To advise members of the outcome of the existing tender process and suggest a way forward.

#### **Background**

Council previously agreed:

FC/19/043 Paddling Pool Working Group

FC/19/043.1 Members agreed the allocation of £3000 for initial costs including the employment of a project manager.

FC/19/043.2 Members agreed the appointment of Steve Matthews as project manager.

FC/19/043.3 Members noted the indicative budget of £100,000 for the replacement of the pool and improvement to the surrounding area.

Expressions of interest were sought. Three companies expressed an interest, that is: Nautilus Attraction Developments Limited, Ustigate Limited and J Weston Landscaping and Swimming Pools Limited. These were sent the tender documents and related paperwork.

Nautilus Attraction Developments Limited declined to tender due to their existing workload. They also felt the town council should be looking at £130k to £140k for a splashpad. They would be happy to tender in a few months' time.

Ustigate Limited, were going to decline to tender for similar reasons to Nautilus, they also suggested higher budget was needed, and indicated that they would tender if this was done.

Officers and the project manager agreed that proceeding on the basis of one tender would not be acceptable.

#### **Suggested way forward**

The Council should agree an increase in the budget to £150,000. This would include £145,000 for the design and build of a new paddling pool, and £5,000 for a project manager for beyond the tender process.

The Council would re-advertise for expression of interest. Once the deadline for expression of interest is passed, the council then sends out the tender brief. They would allow could then add in additional contractors.

- 19 November 2019 – Expressions of Interest advert placed with amended value, previous applicants encouraged to apply
- 20 December 2019 – Expression of Interest period closes
- Week Commencing 06 January 2020 – Assessment of expressions of interest, draft tender list prepared for approval
- Week Commencing 13 January 2020- Design and Build brief sent to all companies who have met the Expression of Interest requirements (6 weeks allowed for the Tender process) to provide a proposed costed scheme for the project. This will include a requirement to confirm that timescales are able to be met by the chosen contractor.
- 21 February 2020 – The completed Form of Tender and written submission, as specified in the schedule of Documents, are to be returned to the offices of Warminster Town Council by 12 noon.
- Week Commencing 24 February 2020 - Formal opening of tender submissions and assessments of written submission. Formal invitations will be sent out for interviews.
- Week Commencing 02 March 2020 – Interviews to be conducted by a nominated panel of Councillors and Officers.
- Week Commencing 02 March 2020 – Tender report to be finalised and issued.
- 09 March 2020 – tender report to be sent out with agenda
- 16 March Full Town Council – Formal approval of Design and Build contractor by committee, based on assessment of submissions and interview.
- 18 March 2020 – Contract awarded to approved contractor.
- Works to begin on site – as soon as possible – new installation to be open for Summer Holidays

Possible funding options are:

- i) Asking the Dewey Trust – they have indicated a willingness to fund occasional capital projects.
- ii) CIL funding, currently £85k unallocated and the total available liable to increase.
- iii) Section 106 money – there are various sums allocated to the Lake Pleasure Grounds which might be used on the paddling pool.
- iv) A Public Works Loan Board Loan.
- v) Some other groups have also indicated they may help with smaller costs.
- vi) Grant applications to bodies such as the military covenant.
- vii) A combination of the above.

### **Financial and Resource Implications**

None at this stage.

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

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

**Environmental Implications**

The appointed contractor will be responsible to ensure any required licences are sought before any work is undertaken.

**Risk Assessment**

The appointed contractor will carry out their own risk assessment. Warminster Town Council will continue to inspect as part of our ongoing inspections.

**Crime and Disorder**

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