

27th January 2020

AGENDA

Dear Councillor,

You are invited to a meeting of the:

Devolved Services and Assets Committee
to be held on Monday 3rd February 2020 at 7.00pm
at The Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Brett (East)	Cllr Macfarlane (West)
Cllr Doyle (East)	Cllr Nicklin (West)
Cllr Fraser (West) Chairman	Cllr Robbins (East)
Cllr Fryer (Broadway) Vice Chairman	Peter Hewitt (co-opted)

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



Tom Dommett BA (Hons), CiLCA

Assistant Town Clerk

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 (WTC) 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 on 25th November 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 Devolved Assets and Services Committee meeting held on 25th November 2019.

4. **Chairman's Announcements**

To note any announcements made by the chairman.

***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. **Working Groups Updates**

7.1 Play areas – The working group is winding up now that the transfer is complete.

7.2 Paddling pool – Expressions of interest have closed, and a meeting of the working group is scheduled for 6th February to discuss the tender process.

For Noting

8. **Assistant Clerk's Report: Lake Pleasure Grounds and Associated Land**
Report attached for members information. **For Noting**

9. **Play Areas Tenders**

Tenders have been sought for work to the 8 play areas recently leased from Wiltshire Council. This work is to bring the 8 play areas up to the required standard. Report (attached)

Members to approve the tender from Vita Play at a cost of £35,676.92 to be funded from earmarked reserves.

10. Skatepark Floodlights

Officers have been approached by users and members about the possibility of floodlighting for the skatepark to address the issue of overcrowding and extend use time. Maverick, who built the skatepark, have provided free of charge, an estimate of £25,000 as the cost. Maverick's proposal is to have lights that are operate on a time clock and motion sensor. That means there is a double lock, so lights would only come on if a) it was within the time limits set by the council e.g. between 4pm and 6pm and b) while skatepark users were activating the motion sensors. Currently there is no budget for floodlighting or decision in favour of floodlighting.

Members to advise officers whether they wish the provision of floodlights at the skatepark to be part of the budget discussions in the Autumn.

11. Pavilion Café Refurbishment

Money is available under a section 106 agreement to refurbish the Pavilion Café. If the S106 money is not spent by August 2020, it will be lost. The only practical use of the money is refurbishment of the Café.

Members to approve the request for the release of S106 money and the quote from Homemaker to carry out the work.

12. Communications

12.1 The members to decide on items requiring a press release.

12.2 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
30th March 2020 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 or by contacting us at Warminster Civic Centre.

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Assistant Clerk's Report: Lake Pleasure Grounds and Outside Spaces

Devolved Services and Assets Committee 3rd February 2020

- 1 Lake Pleasure Grounds.** The extension to the wildflower area was carried out in October.
- 2 Lake:** The Japanese knotweed on the islands has been treated and cut back as part of the management programme.
- 3 Pavilion Café:** Applications for a new Café Supervisor close on 31st January, it is hoped interviews and recruitment will soon follow.
- 4 Skatepark:** the opening Jam will be held on 4th April. Wiltshire Skate Series will be holding an event on 6th June and WTC own event is tbc.
- 5 Central Car Park public conveniences**
Nothing to note.

Lake Pleasure Grounds public conveniences:

A couple of incidents of vandalism have taken place, the police are aware and working with officers to tackle the problem.

- 6 Paddling Pool:** See agenda re: Working Groups
- 7 Elizabeth Collyns Garden:** Nothing to report
- 8 Play Area in the Lake Pleasure Grounds –** Nothing to report
- 9. Fore Street Play Area –** Due to vandalism to the side of a climbing frame, the play area has been closed as there is a risk of injury (fall from height), the part is being sought by the contractor and will be installed as soon as obtained.
- 10. A Scarab sweeper** was demonstrated on 14th-16th January. Officers were very impressed with the machine and the work it can do. Demonstrating the machine highlighted the amount of waste which will be generated in the initial period. Officers budgeted for £30,000 per year however officers estimate that an additional £10,000-£20,000 may be required for the initial clean up to cover the high levels of waste collected. This will depend on when the service starts, and which services members decide to start and when. The lead time for ordering a Scarab sweeper is 14 weeks. A HAKO sweeper will be demonstrated on 11th February
- 11. Boats on the lake, MUGA area, the boat house, tree works, putting green, tennis courts:** Nothing to report

Tom Dommett
Assistant Town Clerk
27.01.2020

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REPORT FOR DECISION - Play Areas

Devolved Services and Assets Committee 3.1.2020

Recommendation

Officers recommend members accept the quotation from Vita Play.

Purpose of the Report.

To assist members in reaching decision set out in the recommendations.

Background

Members voted to take on eight play areas from Wiltshire. The leases were signed at the full council meeting council at Full Council on 18th November 2019 FC/19/076. The play areas came under the management of Warminster Town Council on 1st January 2020.

Officers have had Royal Society of the Prevention of Accidents (RoSPA) inspections carried out on each play area and these along with site visits from the Park and Open Spaces Manager and the Idverde play area inspector formed the basis for the tender document. (The full document is available for members on request.)

This tender is to make each play area safe and up to the standard the town council requires. This does not include vast amounts of new equipment. (Officers will draw up a plan for future equipment replacement once the initial works in the tender have been completed.) The tender was posted online with companies invited to submit their costs.

Findings

Three tenders were received.

Company	Tender amount +VAT	Lead Time	Expected duration of works
Alvian Play	£45,339.00	4-6 weeks	4-6 weeks
Vita Play	£35,676.92	4-6 weeks	4-6 weeks
Mant Leisure	£36,856.00	4-6 weeks	4-5 weeks

Officers believe all three companies are competent to deliver this work. All have excellent reputations within the industry.

Financial and Resource Implications

The cost of £35,676.92 can be covered by ear marked reserves set aside for the play areas repairs. Budget line 338 which currently stands at £44,908.

Legal Implications and Legislative Powers

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

Environmental Implications

Any environmental implications will need to be taking into consideration by the contractor.

Risk Assessment

Risk assessments will be completed before any operation is carried out by the contractor.

Crime and Disorder

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

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Pavilion Café kitchen refurbishment

Recommendation

Officers recommend members accept the quotation from Home Maker.

Purpose of the Report.

To assist members in reaching decision set out in the recommendations.

Background

The Pavilion Café has been under the control of the town council since 2017. The existing kitchen was installed in 2013 when the building was converted from the former tennis pavilion to a café.

As a commercial kitchen it is beginning to show signs of its age and is too small for the current needs of the café.

Findings

Officers contacted four companies to ask for quotations. All were asked to quote for a mid-range kitchen suitable for commercial use.

Three quotations were received.

Company	Kitchen cost	Fitting cost	Total cost
Wickes	£5032	£2192	£7224
Homemaker	£4450	£3600	£8050
Wren	£4666	No fitting	N/A

Unfortunately, Wren are unable to quote for fitting as it is a commercial kitchen and their fitters are not insured for commercial premises. This was only recently discovered.

After meeting with all the company's, officers believe Homemaker present the best value as their fitters are paid direct by homemaker meaning one point of contact. They are also Warminster based.

Financial and Resource Implications

The cost of £8,050 can be paid from s106 monies ref W/14/05980 where £9,659 is available and needs to be spent by August 2020. This money can only be used for indoor recreation facilities in the park. i.e Pavilion café or boathouse.

Legal Implications and Legislative Powers

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

Environmental Implications

Any environmental implications will need to be taking into consideration by the contractor.

Risk Assessment

Risk assessments will be completed before any operation is carried out by the contractor.

Crime and Disorder

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

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