



Delivering a brighter, greener future for all

14th October 2024

AGENDA

Dear Councillor,

You are summoned to a meeting of the:

Parks and Estate Committee
on Monday 21st October 2024 at 7.00pm,
to be held at the
Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Allensby (West) Chairman	Cllr Jeffries (North)
Cllr Brett (East) Vice Chairman	Cllr Jones (East)
Cllr Cooper (Broadway)	Cllr Macfarlane (West)
Cllr Fraser (West)	

Copied to all other members for information.

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

If you wish to contribute during public participation, please contact admin@warminster-tc.gov.uk prior to the meeting to enable this to be facilitated. If you do not attend in person, the chairman may read out your contribution.

Yours sincerely

Tom Dommett (CiLCA)
Town Clerk and Responsible Financial Officer

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 Parks and Estate Committee meeting held on Monday 8th July 2024; 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 Parks and Estate Committee meeting held on Monday 8th July 2024.

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 a written submission, an allowance of three minutes per person regarding any item on the agenda and to receive any petitions and deputations. The chairperson will read any statements submitted in advance.

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. **Parks and Estate Manager's report**

Members to note the Parks and Estate Manager's report **(see attached)**.

8. **Accounts**

Members to note the accounts for the Parks and Estate Committee up to 31st August 2024 **(see attached)**.

9. **Play Area Works Plan**

Members to resolve to endorse the report and schedule of work prepared by the Parks and Estate Manager and to recommend the inclusion of the figures per the programme of works in the draft 2025/26 budget to be presented to Full Council **(see attached)**.

10. **Draft Budget 2025/26**

The Clerk is working on the Draft budget for the Council which will be presented to Full Council on 25th November 2024.

Members are requested to recommend any budget proposals relevant to this committee that they wish to be considered as part of the budget setting process.

11. **Warminster Area Community Orchard**

A request has been received from the Warminster Community Orchard to plant seven additional trees in Yeates Meadow (two apple trees, a small leaf lime tree and a Mulberry tree). The Community Orchard Committee have received funding for these

from the Wiltshire Council Coronation Living Heritage Fund and would also like to install a one-metre-high oak monolith towards the entrance to the orchard (see locations on attached plan).

Further to this the committee would like to plant two oak tree saplings in memory of Colin French (see location on attached plan).

To approve the creation and planting of seven additional trees as part of a Wiltshire Coronation Orchard and the installation of a commemorative monolith to celebrate the coronation of King Charles III on 6th May 2023.

To approve the planting of two oak tree saplings in memory of Colin French.

12. Portway – Goal Nets

Members to decide on the installation of goal nets at Portway, as requested by Cllr Allensby – approx. cost £100.

13. Communications

Members to decide on items requiring a press release and to confirm a spokesperson if required.

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.

Date of next meeting: Monday 27th January 2025.

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Parks and Estate Manager's Report: Parks and Estate Committee 21/10/2024

Lake Pleasure Grounds

- 1 **Lake:** Officers are working to find a solution to the issues with algae over the summer and hope to bring the findings to the next committee meeting.
- 2 **Pavilion Café:** Is about to close for the winter (November to February). Sales have reduced markedly since the end of the summer.
- 3 **Play area:** All equipment is being enjoyed. Officers have met with contractors for quotes to carry out the works indicated in last year's annual play area review. These will be presented at the next meeting.
- 4 **Skatepark:** After a fantastic summer there is now less use of the facility. Small amounts of graffiti have been removed.
- 5 **Lake Pleasure Grounds public conveniences:** Are open and working well.
- 6 **Splash Pad:** The splash pad is now closed for the winter.
- 7 **Elizabeth Collyns Garden:** Open and being well used.
- 8 **Flower Beds:** The flowers will be removed over the coming weeks
- 9 **Boats on the lake:** Now closed.
- 10 **MUGA area:** Nothing to report
- 11 **Boat House:** Nothing to report.
- 12 **Putting green/Picnic area:** Putting has now been closed due to the wet ground.
- 13 **Tennis Courts:** Tennis bookings have dropped off as expected since the end of the summer. However, the courts continue to be used.
- 14 **Tree works:** Nothing to report.

Outside Services

- 15 **Play Areas:** All equipment is being enjoyed. Officers have met with contractors for quotes to carry out the works indicated in last year's annual play area review. These will be presented at the next meeting.
- 16 **Public Toilets: Central Car Park public conveniences:** All toilets are open.
- 17 **War Memorial:** Nothing to report.
- 18 **Closed churchyards:** Nothing to report.
- 19 **Hanging baskets and tubs:** After looking fabulous over the summer the baskets have now been taken down.
- 20 **Sweeper (Basil Brushes):** Has been maintaining the bus shelters around the town, is continuing with his scheduled work and getting ready for the busy leaf season.
- 21 **Street Furniture:** Three bins have been installed to replace damaged bins in the town centre.

Stuart Legg 14.10.2024

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

August 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>208 Town Park Splashpad</u>								
4012 Water Rates	25	126	6,000	5,874		5,874	2.1%	
4014 Electricity and Gas	2,326	9,954	12,500	2,546		2,546	79.6%	
4020 Consumables & Other Expenses	143	1,433	1,200	(233)		(233)	119.4%	
4022 Postage & Telephone	10	40	200	160		160	20.0%	
4036 Repairs and Renewals	1,750	2,774	4,000	1,226		1,226	69.4%	
4037 Maintenance Contracts	0	1,354	7,500	6,146		6,146	18.1%	
4040 Equipment/Furniture	170	170	0	(170)		(170)	0.0%	
Town Park Splashpad :- Indirect Expenditure	4,424	15,852	31,400	15,548	0	15,548	50.5%	0
Net Expenditure	(4,424)	(15,852)	(31,400)	(15,548)				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

August 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>209 Outside Services</u>								
4001 Salaries	21,376	96,160	258,350	162,190		162,190	37.2%	
4007 Uniform	0	929	1,000	71		71	92.9%	
4008 Training & Team Building	0	261	3,500	3,239		3,239	7.5%	
4018 Rent	0	650	650	0		0	100.0%	
4020 Consumables & Other Expenses	88	1,480	3,000	1,520		1,520	49.3%	
4022 Postage & Telephone	164	818	2,400	1,582		1,582	34.1%	
4025 IT (Website & Email)	0	688	1,200	512		512	57.3%	
4028 Insurance	0	497	950	453		453	52.3%	
4035 Refuse Collection\Bin Emptying	1,859	3,588	7,000	3,412		3,412	51.3%	
4036 Repairs and Renewals	0	798	5,000	4,202		4,202	16.0%	
4038 Grounds Maintenance	0	35	0	(35)		(35)	0.0%	
4040 Equipment/Furniture	2,362	2,626	6,500	3,874		3,874	40.4%	
4041 Equipment Hire	880	3,930	4,000	70		70	98.2%	
4042 Vehicle Costs	2,949	14,747	30,000	15,253		15,253	49.2%	
4044 Tree Works	172	774	6,000	5,226		5,226	12.9%	
4045 Flood Wardens	0	25	200	175		175	12.3%	
4047 Maint. Street Furniture	0	10,168	0	(10,168)		(10,168)	0.0%	
4803 Baskets & Tubs	3,382	3,382	4,000	619		619	84.5%	
5359 Tfr from EMR Market Towns	0	(10,168)	0	10,168		10,168	0.0%	
Outside Services :- Indirect Expenditure	33,231	131,386	333,750	202,364	0	202,364	39.4%	0
Net Expenditure	(33,231)	(131,386)	(333,750)	(202,364)				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

August 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210 Town Park								
1006 Rent - 23 Weymouth St	415	2,045	4,620	2,575			44.3%	
1020 Town Park Events Income	0	5,642	3,000	(2,642)			188.1%	
1193 Miscellaneous Income	786	786	0	(786)			0.0%	
1550 Boats Income	3,844	7,415	8,000	585			92.7%	
Town Park :- Income	5,046	15,889	15,620	(269)			101.7%	0
4001 Salaries	1,121	9,533	13,800	4,267		4,267	69.1%	
4012 Water Rates	5,297	10,994	13,000	2,006		2,006	84.6%	
4014 Electricity and Gas	335	1,434	3,000	1,566		1,566	47.8%	
4020 Consumables & Other Expenses	0	648	2,500	1,852		1,852	25.9%	
4028 Insurance	0	733	1,400	667		667	52.3%	
4035 Refuse Collection\Bin Emptying	0	631	0	(631)		(631)	0.0%	
4036 Repairs and Renewals	0	7,256	14,000	6,744		6,744	51.8%	
4037 Maintenance Contracts	0	98	1,500	1,402		1,402	6.5%	
4040 Equipment/Furniture	0	914	4,000	3,086		3,086	22.8%	
4041 Equipment Hire	0	0	1,000	1,000		1,000	0.0%	
4085 Town Park Events	1,101	30,308	30,000	(308)		(308)	101.0%	
5318 Tfr from EMR Outside Services	0	(5,605)	0	5,605		5,605	0.0%	
5359 Tfr from EMR Market Towns	(200)	(5,239)	0	5,239		5,239	0.0%	
Town Park :- Indirect Expenditure	7,654	51,705	84,200	32,495	0	32,495	61.4%	0
Net Income over Expenditure	(2,609)	(35,816)	(68,580)	(32,764)				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

August 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212 Cemetery and Churchyard</u>								
1212 Burial Fees	0	384	1,000	616			38.4%	
Cemetery and Churchyard :- Income	<u>0</u>	<u>384</u>	<u>1,000</u>	<u>616</u>			<u>38.4%</u>	<u>0</u>
4011 Rates	31	159	350	191		191	45.5%	
4028 Insurance	0	576	1,100	524		524	52.3%	
Cemetery and Churchyard :- Indirect Expenditure	<u>31</u>	<u>735</u>	<u>1,450</u>	<u>715</u>	<u>0</u>	<u>715</u>	<u>50.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(31)</u>	<u>(351)</u>	<u>(450)</u>	<u>(99)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

August 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>214 Public Conveniences (TP & CCP)</u>								
4012 Water Rates	16	1,099	4,200	3,101		3,101	26.2%	
4014 Electricity and Gas	775	2,232	4,000	1,768		1,768	55.8%	
4020 Consumables & Other Expenses	500	1,721	2,000	279		279	86.0%	
4028 Insurance	0	105	200	95		95	52.4%	
4036 Repairs and Renewals	0	479	3,000	2,521		2,521	16.0%	
Public Conveniences (TP & CCP) :- Indirect Expenditure	<u>1,291</u>	<u>5,635</u>	<u>13,400</u>	<u>7,765</u>	<u>0</u>	<u>7,765</u>	<u>42.1%</u>	<u>0</u>
Net Expenditure	<u>(1,291)</u>	<u>(5,635)</u>	<u>(13,400)</u>	<u>(7,765)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

August 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
216 Pavilion Cafe								
1600 Pavillion Cafe Sales	26,367	84,289	100,000	15,711			84.3%	
Pavilion Cafe :- Income	26,367	84,289	100,000	15,711			84.3%	0
3540 Pavilion Purchases	10,188	29,266	35,000	5,734		5,734	83.6%	
Pavilion Cafe :- Direct Expenditure	10,188	29,266	35,000	5,734	0	5,734	83.6%	0
4001 Salaries	2,856	14,384	47,100	32,716		32,716	30.5%	
4007 Uniform	0	74	150	76		76	49.5%	
4008 Training & Team Building	0	36	250	214		214	14.4%	
4011 Rates	287	1,434	2,950	1,516		1,516	48.6%	
4014 Electricity and Gas	775	2,894	4,000	1,106		1,106	72.3%	
4020 Consumables & Other Expenses	327	1,946	3,000	1,054		1,054	64.9%	
4022 Postage & Telephone	31	168	300	132		132	56.0%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4025 IT (Website & Email)	8	28	150	122		122	18.9%	
4036 Repairs and Renewals	22	22	2,000	1,978		1,978	1.1%	
4040 Equipment/Furniture	30	979	250	(729)		(729)	391.6%	
4055 Stocktaking Fees	0	0	240	240		240	0.0%	
4061 Streamline Charges	418	1,038	1,400	362		362	74.1%	
Pavilion Cafe :- Indirect Expenditure	4,754	23,004	61,890	38,886	0	38,886	37.2%	0
Net Income over Expenditure	11,426	32,020	3,110	(28,910)				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

August 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>217 Play Areas</u>								
4010 Health & Safety	0	0	500	500		500	0.0%	
4020 Consumables & Other Expenses	16	81	250	169		169	32.2%	
4036 Repairs and Renewals	228	936	13,000	12,064		12,064	7.2%	
4040 Equipment/Furniture	0	0	1,500	1,500		1,500	0.0%	
Play Areas :- Indirect Expenditure	244	1,017	15,250	14,233	0	14,233	6.7%	0
Net Expenditure	(244)	(1,017)	(15,250)	(14,233)				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

August 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
219 Sweeper								
4007 Uniform	0	0	50	50		50	0.0%	
4036 Repairs and Renewals	1,018	4,199	5,000	801		801	84.0%	
4090 Sweeper Leasing	2,056	10,281	24,675	14,394		14,394	41.7%	
4091 Sweeper Consumables	0	113	2,500	2,387		2,387	4.5%	
4092 Sweeper Fuel	570	3,034	7,000	3,966		3,966	43.3%	
4093 Sweeper Waste Disposal	2,542	7,156	20,000	12,844		12,844	35.8%	
Sweeper :- Indirect Expenditure	6,186	24,783	59,225	34,442	0	34,442	41.8%	0
Net Expenditure	(6,186)	(24,783)	(59,225)	(34,442)				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

August 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Depot</u>								
1193 Miscellaneous Income	1,700	1,700	0	(1,700)			0.0%	
Depot :- Income	1,700	1,700	0	(1,700)				0
4011 Rates	413	2,066	4,000	1,934		1,934	51.6%	
4014 Electricity and Gas	167	765	1,000	235		235	76.5%	
4018 Rent	3,971	11,802	16,000	4,198		4,198	73.8%	
4025 IT (Website & Email)	0	231	700	469		469	33.0%	
4036 Repairs and Renewals	0	0	1,000	1,000		1,000	0.0%	
4037 Maintenance Contracts	0	0	1,000	1,000		1,000	0.0%	
4040 Equipment/Furniture	0	0	100	100		100	0.0%	
Depot :- Indirect Expenditure	4,551	14,864	23,800	8,936	0	8,936	62.5%	0
Net Income over Expenditure	(2,851)	(13,164)	(23,800)	(10,636)				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

August 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>221 Tennis Courts</u>								
1601 Putting Green Income	0	200	0	(200)			0.0%	
1602 Tennis Court Income	2,938	6,794	0	(6,794)			0.0%	
Tennis Courts :- Income	2,938	6,994	0	(6,994)				0
4037 Maintenance Contracts	0	626	0	(626)		(626)	0.0%	
4062 Stripe Fees	98	284	0	(284)		(284)	0.0%	
4063 Go Cardless Fees	12	52	0	(52)		(52)	0.0%	
5323 Tfr from Tennis Courts	0	(113)	0	113		113	0.0%	
6323 Tfr to Tennis Courts	2,828	6,146	0	(6,146)		(6,146)	0.0%	
Tennis Courts :- Indirect Expenditure	2,938	6,994	0	(6,994)	0	(6,994)		0
Net Income over Expenditure	0	0	0	0				

Parks and Estate Committee meeting 21st October 2024

Play area works plan

Recommendation

That the committee endorse the report and the schedule of work, and these figures are used for the drafting of the budget to be presented to Full Council.

Purpose of the Report

Following the annual audit of the nine play areas maintained by Warminster Town Council (WTC), officers wish to alert members to the likely financial commitment over the coming years, and the effect this will have on future budgets and precepts. Quotes for replacement equipment will be presented to the committee for authorisation at the appropriate time.

Background

The council has been responsible for the play area in the Lake Pleasure Grounds since 2016. In 2020 leases were signed on a further eight play areas around the town. Since taking on these play areas, the council has spent money bringing them up to an acceptable level. This has included replacing safety surfaces, painting equipment, and ensuring the areas comply with all relevant health and safety standards. Members will be aware that weekly play area inspections continue to be conducted as does the annual RoSPA inspection. This year work will be carried out in the next few months in line with decisions taken by the committee.

Findings

The Parks and Estate Manager and Park and Open Spaces Supervisor carried out the annual audit of play area equipment. The officers considered which items would need replacing within the next three years. These were then listed with approximate replacement costs.

(See table).

Play area	Equipment	Work to be completed	Budget Cost	Year
The Heathlands	Multiplay	Replace	£15,000.00	3
Fore Street	Trim Trail	Replace removed trail	£12,000.00	1
	Gate	Replace	£4,000.00	2
	Slide	Resurface	£5,000.00	1
Pound street	Chainlink fencing	Replace	£4,000.00	2
The Dene	Rocker	Removed, replace with climber/spinner	£7,000.00	1
	Gate	Replace	£2,000.00	1
Lake Pleasure Grounds	Tube slide	Replace	£15,000.00	3
	climber	replace	£12,000.00	2

Officers used

this information to draw together a proposed programme of works for the next three years. Summarised below.

Year 1	
Trim trail	£12,000.00
Slide	£5,000.00
Rocker	£7,000.00
Gate	£2,000.00

Year 2	
Gate	£4,000.00
Chainlink fence	£4,000.00
Climber	£12,000.00

Year 3	
Multiplay	£15,000.00
Tube Slide	£15,000.00

This will help the council to budget and precept for play area improvements going forward.

Financial and Resource Implications

The ongoing upgrading of play areas will need to be budgeted and precepted for annually.

Legal Implications and Legislative Powers

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

Environmental Implications

Officers are not aware of any issues the council should consider but will take into account the council's policies.

Risk Assessment

A risk assessment will be carried out before any work is carried out.

Crime and Disorder

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

WARMINSTER AREA COMMUNITY ORCHARD

PROPOSED
NEW

Monolith



Apple - St Edmund's Pippin

Apple - James Grieve

Mulberry

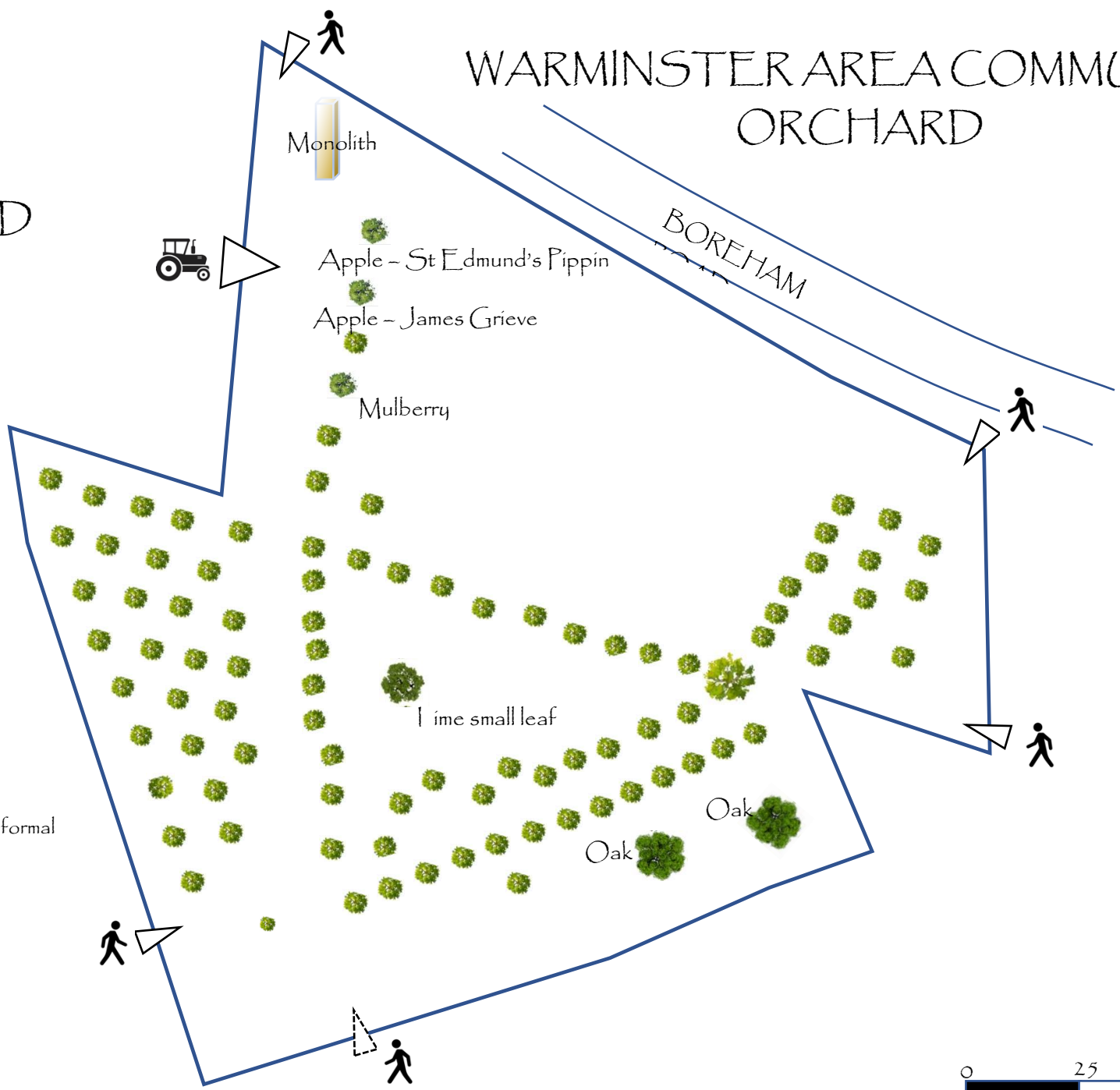
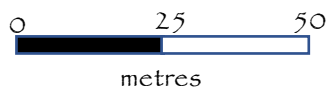
Lime small leaf

Oak

Oak

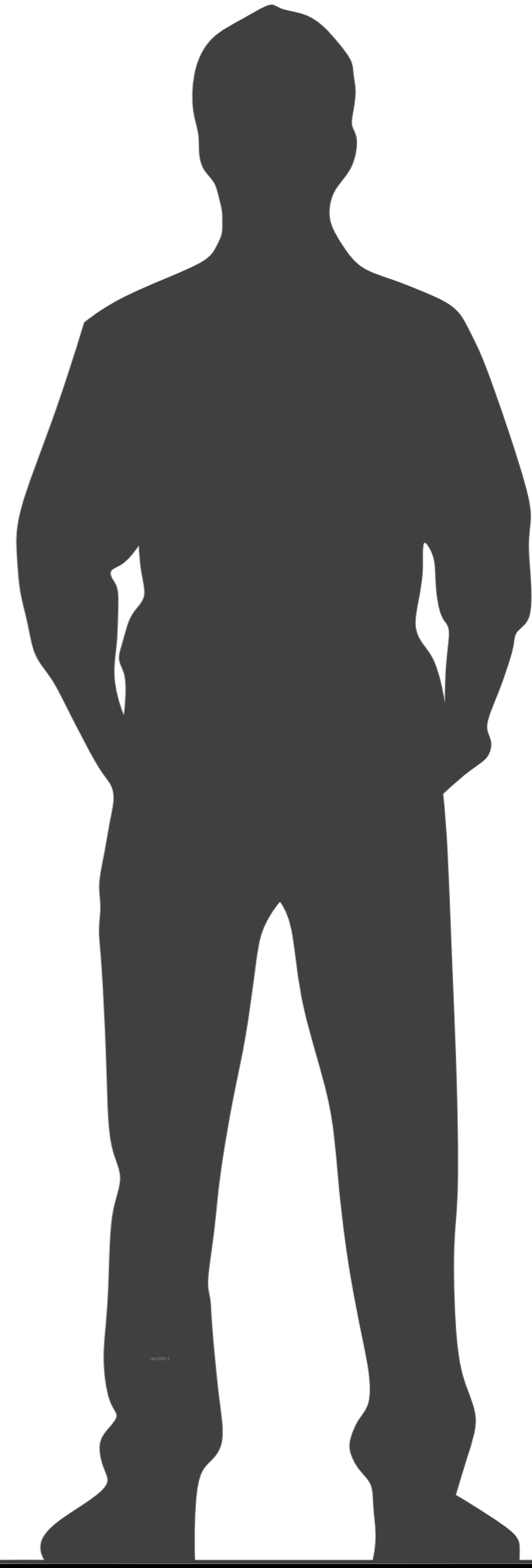
BOREHAM

- Pedestrian access
- Pedestrian access informal
- Vehicle access

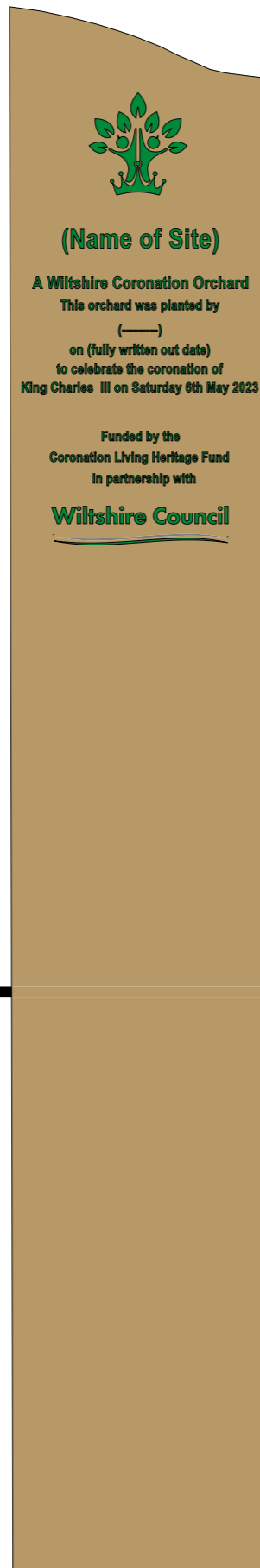




Wiltshire County Council Memorial Monolith



260 mm



1000 mm

600 mm

Height 5' 10" / 1770 mm