

20th January 2025

AGENDA

Dear Councillor,

You are summoned to a meeting of the:

Parks and Estate Committee
on Monday 27th January 2025 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 21st October 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 21st October 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 December 2024 (**see attached**).

9. **Play Equipment**

As part of the annual play areas review presented to the committee in October officers highlighted the need for the replacement of equipment in Queensway play area and The Lake Pleasure Grounds. Officers went to the market for ideas and quotes (**see attached**).

Members are asked to accept the quote from Company A with the cost of £34,302 to be paid for from EMR capital projects.

10. **Provision of Grit Bins**

The town council has received several requests for grit bins. These requests have been submitted to the Town Clerk and individual councillors. In response, officers have reviewed the town council's winter weather procedures (**see attached**).

Members are asked to decide if they wish to:

- i) provide and maintain grit bins and adopt the criteria for new grit bins,**
- ii) routinely grit the town centre and car parks, and**
- iii) agree that funding is to come from the Earmarked Reserves Outside Services.**

11. 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 10th March 2025.

Parks and Estate Manager's Report: Parks and Estate Committee 27/01/2025

Lake Pleasure Grounds

- 1 **Lake:** See agenda.
- 2 **Pavilion Café:** Is closed for the winter. All products stocked and all prices have been reviewed in preparation for reopening. The recruitment process for a manager is underway.
- 3 **Play area:** See agenda.
- 4 **Skatepark:** Still being used when weather conditions allow.
- 5 **Lake Pleasure Grounds public conveniences:** Boat House toilets are open and working well. The temporary toilets are closed for the winter.
- 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 have removed. Replanting will begin in the spring.
- 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 is closed for the winter.
- 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:** A tree survey has been instructed and once carried out any required works will be brought to committee.

Outside Services

- 15 **Play Areas:** see agenda.
- 16 **Public Toilets: Central Car Park public conveniences:** All toilets are open.
- 17 **War Memorial:** A new flagpole has been installed.
- 18 **Yeates meadow:** Additional small Community Orchard notice boards have been erected at the less used entrances.
- 19 **Closed churchyards:** Nothing to report.
- 20 **Hanging baskets and tubs:** Nothing to report.
- 21 **Sweeper (Basil Brushes):** Has been clearing the leaves.
- 22 **Street Furniture:** Bus shelters have been cleaned.

Stuart Legg 20.01.2025

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

December 24

	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	26	4,963	6,000	1,037		1,037	82.7%	
4014 Electricity and Gas	53	11,998	12,500	502		502	96.0%	
4020 Consumables & Other Expenses	16	1,480	1,200	(280)		(280)	123.3%	
4022 Postage & Telephone	0	40	200	160		160	20.0%	
4036 Repairs and Renewals	0	2,774	4,000	1,226		1,226	69.4%	
4037 Maintenance Contracts	0	5,568	7,500	1,932		1,932	74.2%	
4040 Equipment/Furniture	0	170	0	(170)		(170)	0.0%	
Town Park Splashpad :- Indirect Expenditure	95	26,993	31,400	4,407	0	4,407	86.0%	0
Net Expenditure	(95)	(26,993)	(31,400)	(4,407)				

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

December 24

	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>								
1193 Miscellaneous Income	0	7	0	(7)			0.0%	
<u>Outside Services :- Income</u>	<u>0</u>	<u>7</u>	<u>0</u>	<u>(7)</u>				<u>0</u>
4001 Salaries	29,458	189,766	258,350	68,584		68,584	73.5%	
4007 Uniform	0	1,312	1,000	(312)		(312)	131.2%	
4008 Training & Team Building	1,577	2,321	3,500	1,179		1,179	66.3%	
4018 Rent	0	770	650	(120)		(120)	118.5%	
4020 Consumables & Other Expenses	27	2,352	3,000	648		648	78.4%	
4022 Postage & Telephone	424	1,610	2,400	790		790	67.1%	
4025 IT (Website & Email)	172	1,547	1,200	(347)		(347)	128.9%	
4028 Insurance	0	695	950	255		255	73.1%	
4035 Refuse Collection\Bin Emptying	1,385	9,726	7,000	(2,726)		(2,726)	138.9%	
4036 Repairs and Renewals	221	4,114	5,000	886		886	82.3%	
4038 Grounds Maintenance	0	35	0	(35)		(35)	0.0%	
4040 Equipment/Furniture	178	3,987	6,500	2,513		2,513	61.3%	
4041 Equipment Costs	480	5,994	4,000	(1,994)		(1,994)	149.9%	
4042 Vehicle Costs	2,135	21,952	30,000	8,048		8,048	73.2%	
4044 Tree Works	0	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	0	3,382	4,000	619		619	84.5%	
5359 Tfr from EMR Market Towns	0	(10,518)	0	10,518		10,518	0.0%	
<u>Outside Services :- Indirect Expenditure</u>	<u>36,059</u>	<u>250,010</u>	<u>333,750</u>	<u>83,740</u>	<u>0</u>	<u>83,740</u>	<u>74.9%</u>	<u>0</u>
<u>Net Income over Expenditure</u>	<u>(36,059)</u>	<u>(250,003)</u>	<u>(333,750)</u>	<u>(83,747)</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

December 24

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Town Park</u>								
1006 Rent - 23 Weymouth St	415	3,704	4,620	916			80.2%	
1020 Town Park Events Income	0	6,267	3,000	(3,267)			208.9%	
1179 Donations Received	0	200	0	(200)			0.0%	
1193 Miscellaneous Income	0	786	0	(786)			0.0%	
1550 Boats Income	0	7,454	8,000	546			93.2%	
1601 Putting Green Income	0	1,731	0	(1,731)			0.0%	
Town Park :- Income	415	20,143	15,620	(4,523)			129.0%	0
4001 Salaries	0	11,391	13,800	2,409		2,409	82.5%	
4012 Water Rates	2,303	20,144	13,000	(7,144)		(7,144)	155.0%	
4014 Electricity and Gas	406	3,027	3,000	(27)		(27)	100.9%	
4020 Consumables & Other Expenses	0	1,405	2,500	1,095		1,095	56.2%	
4028 Insurance	0	733	1,400	667		667	52.3%	
4036 Repairs and Renewals	5,919	20,366	14,000	(6,366)		(6,366)	145.5%	
4037 Maintenance Contracts	0	740	1,500	760		760	49.3%	
4040 Equipment/Furniture	0	939	4,000	3,061		3,061	23.5%	
4041 Equipment Costs	0	0	1,000	1,000		1,000	0.0%	
4085 Town Park Events	0	34,798	30,000	(4,798)		(4,798)	116.0%	
5316 Tfr frm Services to be Devolve	0	(290)	0	290		290	0.0%	
5318 Tfr from EMR Outside Services	0	(5,605)	0	5,605		5,605	0.0%	
5359 Tfr from EMR Market Towns	0	(8,252)	0	8,252		8,252	0.0%	
Town Park :- Indirect Expenditure	8,628	79,394	84,200	4,806	0	4,806	94.3%	0
Net Income over Expenditure	(8,213)	(59,252)	(68,580)	(9,328)				

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

December 24

	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	576	1,000	424			57.6%	
Cemetery and Churchyard :- Income	0	576	1,000	424			57.6%	0
4011 Rates	31	283	350	67		67	81.0%	
4028 Insurance	0	576	1,100	524		524	52.3%	
Cemetery and Churchyard :- Indirect Expenditure	31	859	1,450	591	0	591	59.3%	0
Net Income over Expenditure	(31)	(283)	(450)	(167)				

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

December 24

	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	225	1,977	4,200	2,223		2,223	47.1%	
4014 Electricity and Gas	982	5,587	4,000	(1,587)		(1,587)	139.7%	
4020 Consumables & Other Expenses	281	2,277	2,000	(277)		(277)	113.8%	
4028 Insurance	0	105	200	95		95	52.4%	
4036 Repairs and Renewals	0	619	3,000	2,381		2,381	20.6%	
Public Conveniences (TP & CCP) :- Indirect Expenditure	1,488	10,564	13,400	2,836	0	2,836	78.8%	0
Net Expenditure	(1,488)	(10,564)	(13,400)	(2,836)				

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>216 Pavilion Cafe</u>								
1600 Pavillion Cafe Sales	0	92,187	100,000	7,813			92.2%	
Pavilion Cafe :- Income	0	92,187	100,000	7,813			92.2%	0
3540 Pavilion Purchases	(265)	29,963	35,000	5,037		5,037	85.6%	
Pavilion Cafe :- Direct Expenditure	(265)	29,963	35,000	5,037	0	5,037	85.6%	0
4001 Salaries	137	18,863	47,100	28,237		28,237	40.0%	
4007 Uniform	0	74	150	76		76	49.5%	
4008 Training & Team Building	0	36	250	214		214	14.4%	
4011 Rates	0	2,295	2,950	655		655	77.8%	
4014 Electricity and Gas	160	4,190	4,000	(190)		(190)	104.8%	
4020 Consumables & Other Expenses	0	2,162	3,000	838		838	72.1%	
4022 Postage & Telephone	31	268	300	32		32	89.4%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4025 IT (Website & Email)	0	28	150	122		122	18.9%	
4029 Licences	0	88	0	(88)		(88)	0.0%	
4036 Repairs and Renewals	0	187	2,000	1,813		1,813	9.3%	
4040 Equipment/Furniture	0	1,005	250	(755)		(755)	402.1%	
4055 Stocktaking Fees	0	60	240	180		180	25.0%	
4061 Streamline Charges	15	1,190	1,400	210		210	85.0%	
Pavilion Cafe :- Indirect Expenditure	343	30,446	61,890	31,444	0	31,444	49.2%	0
Net Income over Expenditure	(78)	31,778	3,110	(28,668)				

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

December 24

	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	159	250	91		91	63.6%	
4036 Repairs and Renewals	0	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	16	1,095	15,250	14,155	0	14,155	7.2%	0
Net Expenditure	(16)	(1,095)	(15,250)	(14,155)				

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

December 24

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>219 Sweeper</u>								
4007 Uniform	0	0	50	50		50	0.0%	
4036 Repairs and Renewals	6	5,077	5,000	(77)		(77)	101.5%	
4090 Sweeper Leasing	2,056	18,506	24,675	6,169		6,169	75.0%	
4091 Sweeper Consumables	0	143	2,500	2,357		2,357	5.7%	
4092 Sweeper Fuel	720	5,886	7,000	1,114		1,114	84.1%	
4093 Sweeper Waste Disposal	2,871	14,035	20,000	5,965		5,965	70.2%	
Sweeper :- Indirect Expenditure	<u>5,653</u>	<u>43,648</u>	<u>59,225</u>	<u>15,577</u>	<u>0</u>	<u>15,577</u>	<u>73.7%</u>	<u>0</u>
Net Expenditure	<u>(5,653)</u>	<u>(43,648)</u>	<u>(59,225)</u>	<u>(15,577)</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

December 24

	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	0	1,700	0	(1,700)			0.0%	
Depot :- Income	0	1,700	0	(1,700)				0
4011 Rates	413	3,718	4,000	282		282	92.9%	
4014 Electricity and Gas	171	1,256	1,000	(256)		(256)	125.6%	
4018 Rent	0	16,619	16,000	(619)		(619)	103.9%	
4025 IT (Website & Email)	58	520	700	180		180	74.4%	
4036 Repairs and Renewals	0	1,320	1,000	(320)		(320)	132.0%	
4037 Maintenance Contracts	0	123	1,000	877		877	12.3%	
4040 Equipment/Furniture	0	0	100	100		100	0.0%	
Depot :- Indirect Expenditure	642	23,556	23,800	244	0	244	99.0%	0
Net Income over Expenditure	(642)	(21,856)	(23,800)	(1,944)				

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

December 24

	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>								
1602 Tennis Court Income	155	7,679	0	(7,679)			0.0%	
Tennis Courts :- Income	155	7,679	0	(7,679)				0
4037 Maintenance Contracts	0	626	0	(626)		(626)	0.0%	
4062 Stripe Fees	5	319	0	(319)		(319)	0.0%	
4063 Go Cardless Fees	2	55	0	(55)		(55)	0.0%	
5323 Tfr from Tennis Courts	0	(113)	0	113		113	0.0%	
6323 Tfr to Tennis Courts	148	6,792	0	(6,792)		(6,792)	0.0%	
Tennis Courts :- Indirect Expenditure	155	7,679	0	(7,679)	0	(7,679)		0
Net Income over Expenditure	0	0	0	0				

Parks and Estate Committee meeting 27th January 2025

Play equipment

Recommendation

Members are asked to accept the quote from Company A, with the cost of £34,302 to be paid for from EMR capital projects.

Purpose of the Report

To provide members with the information required to make an informed decision.

Background

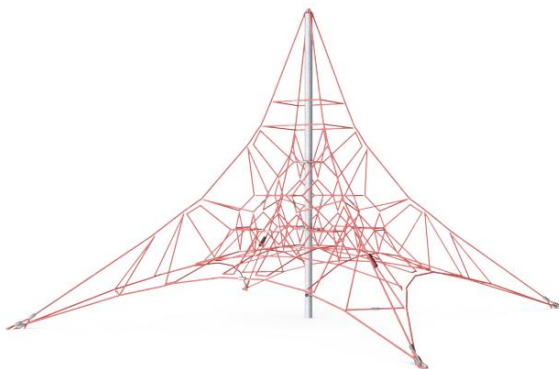
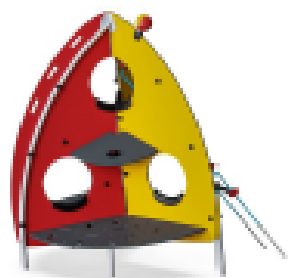
As part of the annual play areas review presented to the committee in October officers highlighted the need for replacement of equipment in Queensway play area and The Lake Pleasure Grounds. Officers went to the market for ideas and quotes.

Findings

Companies were requested to provide supply and install costs for a replacement play area gate and replacement climber at Queensway and a replacement to the blue tyre swing in the Lake Pleasure Grounds.

Officers had interest from four play area companies with site meetings taking place in October 2024, with three submitting quotes.

Company A submitted quotations for an under 5s climber and play area gate for Queensway and a Spacenet climber for the Lake Pleasure Grounds.



Company B submitted quotations for a play area gate and under 5s play den for Queensway and a pendulum swing for The Lake Pleasure Grounds.



Company C submitted quotations for a play area gate and small four-feature trim trail for Queensway and a low net climber for the Lake Pleasure Grounds.



All three companies who submitted quotes are known to the town council. All are reputable play area companies and the first two have carried out work for the town council before.

The below table shows the cost breakdown for each site and officers' assessment of play value for each proposed site taking into account what equipment is already present.

Company	Equipment	Equipment cost	Surfacing cost	Overall cost	Play value (0= no play value 10=maximum play value) officer assessment
A	Under 5s climber/ Gate	£7,659	£4,572	£12,231	7
	Spacenet Climber	£14,259	£7,812	£22,071	8
				£34,302	
B	Under 5s Play den/Gate	No breakdown given	No breakdown given	£18,400	7.5
	Pendulum swing	No breakdown given	No breakdown given	£22,120	7
				£40,520	
C	Trim trail/Gate	£6,760	£7,545	£14,305	5
	Low net Climber	£19,934	£8,518	£28,453	7
				£42,758	

Conclusion

Given the cost and play value of each quote officers believe that company A offer the best value for money.

Financial and Resource Implications

The cost of £34,302 was budgeted for and can be paid for from EMR capital projects.

Legal Implications and Legislative Powers

The Council has the power to provide this service under the General Power of Competence. Any permissions required can be sourced from Wiltshire Council.

Environmental Implications

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

Risk Assessment

The appointed contractor will provide RAMs prior to any works being carried out.

Crime and Disorder

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

Parks and Estate Committee meeting 27th January 2025**Winter procedures/ Grit bins****Recommendation**

That the committee decides if they wish to:

- A. provide and maintain grit bins and adopt the criteria for new grit bins.
- B. routinely grit the town centre and car parks.

Purpose of the Report

To provide members with the information required to make an informed decision.

Background

The town council has received several requests for grit bins. These requests have been submitted to the Town Clerk and individual councillors. In response, officers have reviewed the town council's winter weather procedures.

Findings**Grit Bins:**

There are currently 35 grit bins within the town, maintained by Wiltshire Council. Wiltshire Council's policy does not permit the installation of new grit bins; however, they will allow the town council to purchase, install, and maintain new bins if a need is identified and a suitable site is available.

If the town council decides to provide and maintain additional grit bins, there will be associated costs. The approximate cost of a grit bin, including installation and initial filling, is £310. Annual top-up costs are estimated at £60 per bin.

The council would need to adopt a grit bin policy and establish assessment criteria to determine which requests to approve. A draft assessment criterion is attached to this report. See Appendix A.

Winter Weather Response:

Historically, Warminster Town Council has relied on Wiltshire Council, as the responsible authority, to lead gritting and winter response efforts on highways as they are best equipped to do so.

The town council has agreed it will assist Wiltshire Council in cases of very heavy snowfall.

Recently, complaints have been received from residents and businesses in the town centre about unsafe conditions on footpaths and car parks due to untreated surfaces. The grounds team has occasionally gritted the worst-affected areas.

The town council has prioritised town centre regeneration and gritting would assist shops and businesses and the public.

Should the town council opt to regularly grit the footways and car parks in the town centre, permission would be obtained from Wiltshire Council. This would incur budget implications, including a capital cost of up to £4,500 and recurring annual costs of approximately £5,000 to cover grit and staff hours.

Financial and Resource Implications

The capital costs could be met from EMR Outside Services with any additional revenue costs budgeted for.

Legal Implications and Legislative Powers

The council has the power to provide this service under the General Power of Competence. Any permissions required can be sourced from Wiltshire Council.

Environmental Implications

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

Risk Assessment

Gritting slippery areas mitigates risks to Warminster residents.

Crime and Disorder

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

Appendix A

Grit bins: Assessment process and criteria

Once a request for a new grit bin is received the council will undertake an assessment of the requested Grit Bin location against the assessment criteria.

The request must be signed by at least six households in the relevant road.

Only when the required criteria are met will a grit bin be provided.

The grit bin assessment criteria will cover 11 areas of assessment, and the requested location will be assessed against these criteria.

For any grit bin to be approved and accepted at least one of the three top criteria need to be met and the remaining eight must all be met.

The assessment threshold for acceptance and approval is that at least nine of the 11 criteria areas must be met.

All assessments will be undertaken by a designated officer.

DRAFT

Appendix A

	Criteria (9 from 11 must be met)		Yes	No
1	The gradient is greater than one in ten	At least one of these criteria must be met		
2	Located on a junction with a known history of accidents			
3	Area containing a number of disabled or elderly residents			
4	Must be for use on the public highway (road and footway)	Criteria must be met		
5	Not on a route already gritted by Wiltshire Council	Criteria must be met		
6	The location is not within 200m of another grit bin location	Criteria must be met		
7	The location shall not obstruct the passage of pedestrians, a minimum of 1.5m clearance on the footway is required	Criteria must be met		
8	The location should not obstruct sight lines	Criteria must be met		
9	The location is within a populated urban area	Criteria must be met		
10	The location is within the boundary of the public road	Criteria must be met		
11	Located where they can be easily filled from a maintenance vehicle	Criteria must be met		