



Delivering a brighter, greener future for all

19th January 2026

AGENDA

Dear Councillor,

You are summoned to a meeting of the:

Parks and Estate Committee
on Monday 26th January 2026 at 7.00pm,
to be held at the
Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Allensby (West) Vice Chairman	Cllr S Kirkwood (Broadway) Chairman
Cllr Carter (West)	Cllr Parks (North)
Cllr Cooper (Broadway)	Cllr Robbins (East)
Cllr Jones (North)	

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 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 20th October 2025 and the EO meeting on Tuesday 18th November 2025; 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 7th July 2025.

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.

Standing Orders will be reinstated following public participation.

6. Reports from Unitary Authority Members

To note any reports provided which are relevant to this committee.

7. Estates Managers' report

Members to note the Estate Managers' report (see attached).

8. Accounts

Members to note the accounts for the Parks and Estate Committee up to 31st December 2025 (see attached).

9. 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 30th March 2026.

Date of Report	16/01/2026
Committee	Park and Estate Committee, 26/01/26
Author:	Kevin Whitehorn, Estate Manager

Lake Pleasure Grounds Overview

Site and Grounds

- **Green Flag Application:** Submitted.
- **Tree Works:** All recommended tree work has been completed.
- **Compost Bays:** Works commences: 19/01/26
- **Tree Roots:** Remedial works commences: 19/01/26

Lake, Boathouse & Toilets

- **Duck Boards:** Kingsdown School has agreed to replace them.
- **Lake Management Plan:** Investigation in progress to develop a formal plan.
- **Algae Control and Water Quality Improvement:** One quote has been received from AWE Environment Service
 - £1,376.00 plus VAT for Speciation Survey to identify which Blue/green algae species we are dealing with.
 - £1,800.00 plus VAT to conduct a site survey to quantify all factors driving the water quality.
- **Electrical Compliance:** Five-Year Electrical Certificate completed; remedial works to be quoted and completed accordingly.
- **Toilet Cleaning:** Top Mop appointed as external toilet cleaners for Warminster Town Council.
- **Asbestos Survey:** Quote received

Pavilion Café

- **Refurbishment:** New flooring installed in storeroom and kitchen, on track for completion by end of January.
- **Lighting:** Quotes received to convert the remaining non-LED lighting to LED.
- **Asbestos Survey:** Booked for January.
- **Electrical Safety:** Five-Year Electrical Certificate and remedial works completed.
- **Water Safety:** Legionella Risk Assessment and chlorination scheduled.

Tennis Courts

- **Junior Tennis Programme:**
 - **Launch Date:** Tuesday, 14 April, running for 20 weeks.
 - **Age Groups:** 3.5 years to 11 years and over.
 - **Additional Offer:** Private one-to-one coaching available.
 - **Funding:** *Sport England* application submitted (£4,400) to cover coach, equipment, and publicity costs.

Multi-Use Games Area

- Exploring the establishment of a Ladies and Women's Walking Football Group, to run alongside the existing Men's Walking Football Group.

Author: Kevin Whitehorn, Head of Estate
Date: 21/01/26

Community Involvement

Kingsdown School Students:

- **22 January:** General Park maintenance.
- **29 January:** Construction of bird boxes from locally sourced wood.
- **12 February:** Building a bug hotel at the Community Orchard.

Splash Pad

- **Opening times:** Currently investigating revised opening times for this summer, with a view to extending weekday opening hours until 18:00.
- **Maintenance Agreement:** Ongoing discussions with Splash regarding the 2026 maintenance contract and the planned opening of the splash pad in May.
- **Donation:** Investigating the possibility of adding a card donation point near the splash to raise funds to purchase new/replacement park equipment



Some Park Equipment Ideas

Flower Beds

- Nothing to report.

Skate Park

- **The annual ROSPA:** Play Safety Inspection is due at the end of January.
- **Weekly inspections:** are carried out in-house by the Parks and Open Spaces Manager.
- **Remedial Works:** Topping is required around the edges of the skate park

River Swam

- **Erosion Protection:** A meeting is being arranged with Wessex Water and the Environment Agency to discuss the riverbank Erosion Protection
 - Quotes received from Five Rivers for the sum of £17,998.74 plus VAT. This quote does not include any ecological surveys.

Play Area

- **The annual ROSPA:** Play Safety Inspection is due at the end of January.
- **Weekly Inspections:** are carried out in-house by the Parks and Open Spaces Manager.

Putting Green / Picnic Area

- Nothing to report.

Elizabeth Collyns Garden

- Kingsdown School has begun sending a group of pupils once a week to work alongside council grounds staff.

Outside Services

Play Areas

- **Annual ROSPA Play Safety Inspection:** Due at the end of January.
- **Weekly in-house inspections:** Carried out by the Parks and Open Spaces Manager.
- **Installation of new play equipment:** Work commenced at Fore Street Play Park to replace the wire and other play equipment

War Memorial

- Nothing to report.

Closed Churchyards

- Nothing to report.

Hanging Baskets

- Hanging baskets scheduled for installation at the beginning of June, with watering to commence at that time.

Community Orchard

- Meeting held with Jennie Gilling to discuss:
 - Repairs to the handrail by the steps.
 - Installation of new dog fouling signage.
 - Updating existing signage and investigating new information boards.
 - Training opportunities for volunteers.

Street Furniture

- Nothing to report.

Smallbrook Volunteers

- Meeting arranged with Nigel Linge to clarify areas of responsibility.
- Meeting scheduled with the Smallbrook volunteers on Tuesday 3 February.

Public Toilets – Central Car Park

- All toilets currently open and operational.
- Ongoing issues with minor vandalism.
- Installation of a new fixed CCTV camera planned in the coming weeks to address this.

Yeates Meadow

- Nothing to report.

Civic Centre

- **Asbestos Survey:** Booked for January.
- **Electrical Safety:** Five-Year Electrical Certificate and remedial works completed.
- **New Initiatives:** Introduction for Children's Birthday Packages

Community Hub

- Nothing to report

Health and Safety

- **Worknest:** New Health and Safety Platform,
- An efficient process for recording accident and nr misses
- Development of staff Health and Safety Handbook
- Risk Assessment overview

Kevin Whitehorn 16/01/26

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

December 25

	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	0	0	15,000	15,000		15,000	0.0%	
4014 Electricity and Gas	58	15,858	13,000	(2,858)		(2,858)	122.0%	
4020 Consumables & Other Expenses	0	1,756	1,500	(256)		(256)	117.0%	
4022 Postage & Telephone	0	0	200	200		200	0.0%	
4036 Repairs and Renewals	0	1,018	4,000	2,982		2,982	25.5%	
4037 Maintenance Contracts	0	1,625	7,500	5,875		5,875	21.7%	
Town Park Splashpad :- Indirect Expenditure	58	20,257	41,200	20,943	0	20,943	49.2%	0
Net Expenditure	(58)	(20,257)	(41,200)	(20,943)				

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

December 25

	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>								
1179 Donations Received	0	30,000	0	(30,000)			0.0%	
1193 Miscellaneous Income	0	425	0	(425)			0.0%	
Outside Services :- Income	0	30,425	0	(30,425)				0
4001 Salaries	25,813	211,496	341,671	130,175	130,175		61.9%	
4007 Uniform	39	1,422	1,200	(222)	(222)		118.5%	
4008 Training & Team Building	370	2,282	3,000	718	718		76.1%	
4012 Water Rates	0	51	0	(51)	(51)		0.0%	
4018 Rent	0	770	650	(120)	(120)		118.5%	
4020 Consumables & Other Expenses	1,287	5,601	3,000	(2,601)	(2,601)		186.7%	
4022 Postage & Telephone	317	2,744	2,400	(344)	(344)		114.3%	
4025 IT (Website & Email)	18	901	1,200	299	299		75.0%	
4028 Insurance	0	398	500	102	102		79.5%	
4035 Refuse Collection\Bin Emptying	452	10,670	7,000	(3,670)	(3,670)		152.4%	
4036 Repairs and Renewals	34	1,824	5,000	3,176	3,176		36.5%	
4040 Equipment/Furniture	463	3,336	6,500	3,164	3,164		51.3%	
4041 Equipment Costs	480	4,662	9,000	4,338	4,338		51.8%	
4042 Vehicle Costs	(1,256)	36,868	30,000	(6,868)	(6,868)		122.9%	
4044 Tree Works	0	1,064	6,000	4,936	4,936		17.7%	
4045 Flood Wardens	0	0	200	200	200		0.0%	
4047 Maint. Street Furniture	0	0	3,000	3,000	3,000		0.0%	
4803 Baskets & Tubs	0	3,706	4,000	295	295		92.6%	
5364 Tfr from Copheap Reserve	0	(2,000)	0	2,000	2,000		0.0%	
6364 Tfr To Copheap Memorial Reserv	0	30,000	0	(30,000)	(30,000)		0.0%	
Outside Services :- Indirect Expenditure	28,016	315,793	424,321	108,528	0	108,528	74.4%	0
Net Income over Expenditure	(28,016)	(285,368)	(424,321)	(138,953)				

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

December 25

		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	3,734	4,720	986			79.1%	
1020 Town Park Events Income		0	7,622	5,000	(2,622)			152.4%	
1193 Miscellaneous Income		0	221	0	(221)			0.0%	
1550 Boats Income		0	3,218	8,000	4,782			40.2%	
1601 Putting Green Income		0	3,423	1,500	(1,923)			228.2%	
Town Park :- Income		415	18,218	19,220	1,002			94.8%	0
4001 Salaries		0	6,688	15,060	8,372		8,372	44.4%	
4012 Water Rates		796	6,744	20,000	13,256		13,256	33.7%	
4014 Electricity and Gas		209	(179)	4,000	4,179		4,179	(4.5%)	
4020 Consumables & Other Expenses		0	1,762	2,500	738		738	70.5%	
4022 Postage & Telephone		10	10	0	(10)		(10)	0.0%	
4028 Insurance		0	0	750	750		750	0.0%	
4036 Repairs and Renewals		0	8,995	14,000	5,005		5,005	64.3%	
4037 Maintenance Contracts		0	809	200	(609)		(609)	404.6%	
4040 Equipment/Furniture		0	268	2,000	1,732		1,732	13.4%	
4041 Equipment Costs		0	0	1,000	1,000		1,000	0.0%	
4064 SumUp Fees		0	67	0	(67)		(67)	0.0%	
4085 Town Park Events		0	2,852	15,000	12,148		12,148	19.0%	
Town Park :- Indirect Expenditure		1,016	28,016	74,510	46,494	0	46,494	37.6%	0
Net Income over Expenditure		(601)	(9,799)	(55,290)	(45,492)				

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

December 25

	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	295	1,000	705			29.5%	
Cemetery and Churchyard :- Income	0	295	1,000	705			29.5%	0
4011 Rates	31	283	350	67		67	81.0%	
4028 Insurance	0	0	600	600		600	0.0%	
Cemetery and Churchyard :- Indirect Expenditure	31	283	950	667	0	667	29.8%	0
Net Income over Expenditure	(31)	12	50	38				

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

December 25

	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	362	3,398	4,200	802		802	80.9%	
4014 Electricity and Gas	236	(14,138)	10,000	24,138		24,138	(141.4%)	
4020 Consumables & Other Expenses	314	2,507	3,000	493		493	83.6%	
4028 Insurance	0	0	105	105		105	0.0%	
4036 Repairs and Renewals	0	4,368	3,000	(1,368)		(1,368)	145.6%	
4037 Maintenance Contracts	0	546	0	(546)		(546)	0.0%	
Public Conveniences (TP & CCP) :- Indirect Expenditure	<u>912</u>	<u>(3,319)</u>	<u>20,305</u>	<u>23,624</u>	<u>0</u>	<u>23,624</u>	<u>(16.3%)</u>	<u>0</u>
Net Expenditure	<u>(912)</u>	<u>3,319</u>	<u>(20,305)</u>	<u>(23,624)</u>				

Month No: 9

December 25

		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 Pavilion Cafe Sales		0	115,216	95,000	(20,216)			121.3%	
	Pavilion Cafe :- Income	0	115,216	95,000	(20,216)			121.3%	0
3540 Pavilion Purchases		(532)	44,308	33,250	(11,058)		(11,058)	133.3%	
	Pavilion Cafe :- Direct Expenditure	(532)	44,308	33,250	(11,058)	0	(11,058)	133.3%	0
4001 Salaries		(1,124)	44,609	44,785	176		176	99.6%	
4007 Uniform		0	0	150	150		150	0.0%	
4008 Training & Team Building		0	24	250	226		226	9.6%	
4011 Rates		287	2,582	2,950	368		368	87.5%	
4014 Electricity and Gas		174	4,898	4,000	(898)		(898)	122.4%	
4020 Consumables & Other Expenses		0	1,899	2,500	601		601	76.0%	
4022 Postage & Telephone		19	200	300	100		100	66.6%	
4025 IT (Website & Email)		0	19	0	(19)		(19)	0.0%	
4027 Subscriptions and Publications		0	29	0	(29)		(29)	0.0%	
4029 Licences		0	365	100	(265)		(265)	365.2%	
4036 Repairs and Renewals		0	4,101	2,000	(2,101)		(2,101)	205.1%	
4037 Maintenance Contracts		0	455	0	(455)		(455)	0.0%	
4040 Equipment/Furniture		0	527	250	(277)		(277)	210.8%	
4055 Stocktaking Fees		0	0	240	240		240	0.0%	
4061 Streamline Charges		0	1,814	1,400	(414)		(414)	129.6%	
	Pavilion Cafe :- Indirect Expenditure	(644)	61,521	58,925	(2,596)	0	(2,596)	104.4%	0
	Net Income over Expenditure	1,177	9,386	2,825	(6,561)				

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

December 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
217 Play Areas								
4020 Consumables & Other Expenses	0	92	250	158		158	36.6%	
4036 Repairs and Renewals	0	1,883	10,000	8,117		8,117	18.8%	
Play Areas :- Indirect Expenditure	0	1,975	10,250	8,275	0	8,275	19.3%	0
Net Expenditure	0	(1,975)	(10,250)	(8,275)				

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

December 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
219 Sweeper								
4036 Repairs and Renewals	0	199	5,000	4,801		4,801	4.0%	
4090 Sweeper Leasing	5,156	31,724	35,000	3,276		3,276	90.6%	
4091 Sweeper Consumables	0	2,614	2,500	(114)		(114)	104.6%	
4092 Sweeper Fuel	789	5,576	7,000	1,424		1,424	79.7%	
4093 Sweeper Waste Disposal	2,296	17,519	20,000	2,481		2,481	87.6%	
Sweeper :- Indirect Expenditure	8,241	57,633	69,500	11,867	0	11,867	82.9%	0
Net Expenditure	(8,241)	(57,633)	(69,500)	(11,867)				

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

December 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220 Depot								
1193 Miscellaneous Income	0	1,450	0	(1,450)			0.0%	
Depot :- Income	0	1,450	0	(1,450)				0
4011 Rates	457	4,233	4,230	(3)		(3)	100.1%	
4014 Electricity and Gas	127	1,318	2,000	682		682	65.9%	
4018 Rent	0	18,547	16,000	(2,547)		(2,547)	115.9%	
4025 IT (Website & Email)	41	370	700	330		330	52.8%	
4028 Insurance	0	889	0	(889)		(889)	0.0%	
4036 Repairs and Renewals	0	2,891	1,000	(1,891)		(1,891)	289.1%	
4037 Maintenance Contracts	0	525	500	(25)		(25)	105.0%	
Depot :- Indirect Expenditure	625	28,772	24,430	(4,342)	0	(4,342)	117.8%	0
Net Income over Expenditure	(625)	(27,322)	(24,430)	2,892				

Month No: 9

December 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
221 Tennis Courts								
1601 Putting Green Income	160	160	0	(160)			0.0%	
1602 Tennis Court Income	105	7,648	7,000	(648)			109.3%	
Tennis Courts :- Income	265	7,808	7,000	(808)			111.5%	0
4037 Maintenance Contracts	0	651	750	99		99	86.8%	
4062 Stripe Fees	7	384	400	16		16	96.0%	
4063 Go Cardless Fees	3	103	100	(3)		(3)	103.1%	
6323 Tfr to Tennis Courts	254	6,670	5,750	(920)		(920)	116.0%	
Tennis Courts :- Indirect Expenditure	265	7,808	7,000	(808)	0	(808)	111.5%	0
Net Income over Expenditure	0	0	0	0				

Detailed Income & Expenditure by Budget Heading 31/12/2025

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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>222 Heritage Lottery</u>								
6366 Tfr to EMR Heritage Lottery Bi	0	20,000	0	(20,000)		(20,000)	0.0%	
Heritage Lottery :- Indirect Expenditure	<u>0</u>	<u>20,000</u>	<u>0</u>	<u>(20,000)</u>	<u>0</u>	<u>(20,000)</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>(20,000)</u>	<u>0</u>	<u>20,000</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

December 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>223 The Warehouse</u>								
4018 Rent	0	4,636	0	(4,636)		(4,636)	0.0%	
4058 Legal Fees	0	1,894	0	(1,894)		(1,894)	0.0%	
The Warehouse :- Indirect Expenditure	0	6,530	0	(6,530)	0	(6,530)		0
Net Expenditure	0	(6,530)	0	6,530				

Detailed Income & Expenditure by Budget Heading 31/12/2025

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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
299 Services to be devolved								
5316 Tfr frm EMR Assets	0	(10,000)	(10,000)	0		0	100.0%	
6362 Tfr to EMR LHFIG	0	10,000	10,000	0		0	100.0%	
Services to be devolved :- Indirect Expenditure	0	0	0	0	0	0		0
Net Expenditure	0	0	0	0				