



Delivering a brighter, greener future for all

13th October 2025

AGENDA

Dear Councillor,

You are summoned to a meeting of the:

Parks and Estate Committee
on Monday 20th October 2025 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 7th July 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. The chairperson may 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 Open Spaces Manager's report

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

8. Accounts

Members to note the accounts for the Parks and Estate Committee up to 30th September 2025 **(see attached)**.

9. Play area works plan

The Parks and Estate Manager and Park and Open Spaces Manager carried out the annual audit of play area equipment. The officers considered which items would need replacing within the next three years. These are listed with approximate replacement costs. **(see attached)**

The committee is asked to endorse the report and the schedule of work.

10. Fore Street Play Area

After a recent inspection, due to significant rot at its base, the cableway at Fore Street has been closed. This is a well-used piece of equipment that is over 20 years old and has undergone numerous repairs throughout its lifespan. Because of its age and condition, officers believe it is prudent to replace it as soon as practicable. Officers reviewed the current replacement schedule and reprioritized some other equipment to ensure the new cableway installed as soon as possible.

Members are asked to accept the quote from Company A, with the cost of £22,775.93 + VAT to be paid for from EMR Play Areas.

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 26th January 2026.

Parks and Opens Spaces Manager's Report: Parks and Estate Committee 20/10/2025

Lake Pleasure Grounds

- 1 **Lake:** Due to the lack of rain, the water remained very low on the lake.
- 2 **Pavilion Café:** Sales have been good over the summer. The tender document for exploring leasing the café has been sent out. Tenders will be reviewed and presented to committee.
- 3 **Play area:** See agenda
- 4 **Skatepark:** Is seeing very high usage thanks to the great weather. The skate events were not as successful as last year. Officers are reviewing youth service provision for next year and will present to committee in due course.
- 5 **Lake Pleasure Grounds public conveniences:** All toilets are open and working. Officers are considering how to raise the look of cleanliness in the toilets.
- 6 **Splash Pad:** The splash pad is now closed after a very successful year. The grounds team have done a wonderful job keeping the pad open through a very hot summer period.
- 7 **Elizabeth Collyns Garden:** Kingdown School have restarted their work after the summer holiday break.
- 8 **Flower Beds:** The flower beds will be taken out over the coming weeks with new planters due to be installed.
- 9 **Boats on the lake:** Unfortunately, due to the lack of rain the boats could not go on the lake for the summer holidays. Officers are considering how to stop this happening again next year.
- 10 **MUGA area:** Nothing to report.
- 11 **Boat House:** Nothing to report.
- 12 **Putting green/Picnic area:** Putting is now closed after good usage of the facility.
- 13 **Tennis Courts:** The 'social tennis' sessions continue once a week. Uptake has increased and we now have a small group regularly using the courts. Pickleball courts
- 14 **Tree works:** The tree survey recommendations will be carried out in due course.

Outside Services

- 15 **Play Areas:** Weekly inspections and maintenance continue. See agenda
- 16 **Public Toilets: Central Car Park public conveniences:** All toilets are open. See agenda.
- 17 **War Memorial:** Nothing to report.
- 18 **Yeates Meadow:** Nothing to report
- 19 **Closed churchyards:** Nothing to report.
- 20 **Hanging baskets and tubs:** Hanging baskets are due to be bought down. Officers are in the process of installing more planters, some to aid with counter terrorism risks at events and others to discourage inappropriate parking in the Lake Pleasure Grounds.
- 21 **Sweeper (Meryl Sweep)** has now started working and is doing a great job.
- 22 **Street Furniture:** Nothing to report.

Adrian Rogers 13.10.2025

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

September 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	866	10,164	13,000	2,836		2,836	78.2%	
4020 Consumables & Other Expenses	81	1,439	1,500	61		61	95.9%	
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	<u>946</u>	<u>14,245</u>	<u>41,200</u>	<u>26,955</u>	<u>0</u>	<u>26,955</u>	<u>34.6%</u>	<u>0</u>
Net Expenditure	<u>(946)</u>	<u>(14,245)</u>	<u>(41,200)</u>	<u>(26,955)</u>				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

September 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
209 Outside Services								
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	24,448	141,967	341,671	199,704		199,704	41.6%	
4007 Uniform	238	1,163	1,200	37		37	96.9%	
4008 Training & Team Building	0	201	3,000	2,799		2,799	6.7%	
4012 Water Rates	0	51	0	(51)		(51)	0.0%	
4018 Rent	0	770	650	(120)		(120)	118.5%	
4020 Consumables & Other Expenses	1,008	2,682	3,000	318		318	89.4%	
4022 Postage & Telephone	291	1,754	2,400	646		646	73.1%	
4025 IT (Website & Email)	194	600	1,200	600		600	50.0%	
4028 Insurance	0	1,524	500	(1,024)		(1,024)	304.9%	
4035 Refuse Collection\Bin Emptying	1,215	7,861	7,000	(861)		(861)	112.3%	
4036 Repairs and Renewals	1,125	1,778	5,000	3,222		3,222	35.6%	
4040 Equipment/Furniture	1,071	1,963	6,500	4,537		4,537	30.2%	
4041 Equipment Costs	0	3,301	9,000	5,699		5,699	36.7%	
4042 Vehicle Costs	13,924	33,121	30,000	(3,121)		(3,121)	110.4%	
4044 Tree Works	0	425	6,000	5,575		5,575	7.1%	
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%	
6364 Tfr To Copheap Memorial Reserv	0	30,000	0	(30,000)		(30,000)	0.0%	
Outside Services :- Indirect Expenditure	43,515	232,867	424,321	191,454	0	191,454	54.9%	0
Net Income over Expenditure	(43,515)	(202,442)	(424,321)	(221,879)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

September 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	2,489	4,720	2,231			52.7%	
1020 Town Park Events Income	0	7,205	5,000	(2,205)			144.1%	
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	0	1,500	1,500			0.0%	
Town Park :- Income	415	13,134	19,220	6,086			68.3%	0
4001 Salaries	1,471	6,688	15,060	8,372		8,372	44.4%	
4012 Water Rates	710	3,463	20,000	16,537		16,537	17.3%	
4014 Electricity and Gas	(1,964)	(852)	4,000	4,852		4,852	(21.3%)	
4020 Consumables & Other Expenses	284	1,002	2,500	1,498		1,498	40.1%	
4028 Insurance	0	0	750	750		750	0.0%	
4036 Repairs and Renewals	253	7,700	14,000	6,300		6,300	55.0%	
4037 Maintenance Contracts	0	150	200	50		50	75.0%	
4040 Equipment/Furniture	0	223	2,000	1,777		1,777	11.1%	
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	748	2,830	15,000	12,170		12,170	18.9%	
Town Park :- Indirect Expenditure	1,501	21,271	74,510	53,239	0	53,239	28.5%	0
Net Income over Expenditure	(1,087)	(8,137)	(55,290)	(47,153)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

September 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	590	1,000	410			59.0%	
Cemetery and Churchyard :- Income	0	590	1,000	410			59.0%	0
4011 Rates	31	190	350	160		160	54.4%	
4028 Insurance	0	0	600	600		600	0.0%	
Cemetery and Churchyard :- Indirect Expenditure	31	190	950	760	0	760	20.0%	0
Net Income over Expenditure	(31)	400	50	(350)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

September 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
214 Public Conveniences (TP & CCP)								
4012 Water Rates	287	1,806	4,200	2,394		2,394	43.0%	
4014 Electricity and Gas	(16,707)	(14,717)	10,000	24,717		24,717	(147.2%)	
4020 Consumables & Other Expenses	0	2,062	3,000	938		938	68.7%	
4028 Insurance	0	0	105	105		105	0.0%	
4036 Repairs and Renewals	0	4,360	3,000	(1,360)		(1,360)	145.3%	
Public Conveniences (TP & CCP) :- Indirect Expenditure	(16,420)	(6,489)	20,305	26,794	0	26,794	(32.0%)	0
Net Expenditure	16,420	6,489	(20,305)	(26,794)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

September 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 Pavillion Cafe Sales	6,802	112,038	95,000	(17,038)			117.9%	
Pavilion Cafe :- Income	6,802	112,038	95,000	(17,038)			117.9%	0
3540 Pavilion Purchases	942	44,100	33,250	(10,850)		(10,850)	132.6%	
Pavilion Cafe :- Direct Expenditure	942	44,100	33,250	(10,850)	0	(10,850)	132.6%	0
4001 Salaries	6,706	34,425	44,785	10,360		10,360	76.9%	
4007 Uniform	0	0	150	150		150	0.0%	
4008 Training & Team Building	0	24	250	226		226	9.6%	
4011 Rates	287	1,721	2,950	1,229		1,229	58.3%	
4014 Electricity and Gas	24	3,123	4,000	877		877	78.1%	
4020 Consumables & Other Expenses	154	1,899	2,500	601		601	76.0%	
4022 Postage & Telephone	27	144	300	156		156	48.1%	
4025 IT (Website & Email)	0	19	0	(19)		(19)	0.0%	
4029 Licences	0	249	100	(149)		(149)	249.2%	
4036 Repairs and Renewals	600	3,886	2,000	(1,886)		(1,886)	194.3%	
4040 Equipment/Furniture	0	527	250	(277)		(277)	210.8%	
4055 Stocktaking Fees	0	0	240	240		240	0.0%	
4061 Streamline Charges	98	1,707	1,400	(307)		(307)	122.0%	
Pavilion Cafe :- Indirect Expenditure	7,896	47,725	58,925	11,200	0	11,200	81.0%	0
Net Income over Expenditure	(2,036)	20,213	2,825	(17,388)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

September 25

	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>								
4020 Consumables & Other Expenses	15	92	250	158		158	36.6%	
4036 Repairs and Renewals	0	457	10,000	9,543		9,543	4.6%	
Play Areas :- Indirect Expenditure	15	549	10,250	9,701	0	9,701	5.4%	0
Net Expenditure	(15)	(549)	(10,250)	(9,701)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

September 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>219</u> <u>Sweeper</u>								
4036 Repairs and Renewals	0	141	5,000	4,859		4,859	2.8%	
4090 Sweeper Leasing	5,156	20,161	35,000	14,839		14,839	57.6%	
4091 Sweeper Consumables	736	2,564	2,500	(64)		(64)	102.6%	
4092 Sweeper Fuel	656	3,506	7,000	3,494		3,494	50.1%	
4093 Sweeper Waste Disposal	5,602	10,420	20,000	9,580		9,580	52.1%	
Sweeper :- Indirect Expenditure	12,151	36,793	69,500	32,707	0	32,707	52.9%	0
Net Expenditure	(12,151)	(36,793)	(69,500)	(32,707)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

September 25

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220</u>	<u>Depot</u>								
1193	Miscellaneous Income	150	1,450	0	(1,450)			0.0%	
	Depot :- Income	150	1,450	0	(1,450)				0
4011	Rates	457	2,747	4,230	1,483		1,483	64.9%	
4014	Electricity and Gas	175	802	2,000	1,198		1,198	40.1%	
4018	Rent	0	13,734	16,000	2,266		2,266	85.8%	
4025	IT (Website & Email)	41	246	700	454		454	35.2%	
4036	Repairs and Renewals	0	0	1,000	1,000		1,000	0.0%	
4037	Maintenance Contracts	0	315	500	185		185	63.0%	
	Depot :- Indirect Expenditure	673	17,845	24,430	6,585	0	6,585	73.0%	0
	Net Income over Expenditure	(523)	(16,395)	(24,430)	(8,035)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

September 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	0	800	0	(800)			0.0%	
1602 Tennis Court Income	459	7,135	7,000	(135)			101.9%	
Tennis Courts :- Income	459	7,935	7,000	(935)			113.4%	0
4037 Maintenance Contracts	0	651	750	99		99	86.8%	
4062 Stripe Fees	0	359	400	41		41	89.8%	
4063 Go Cardless Fees	3	97	100	3		3	97.1%	
6323 Tfr to Tennis Courts	456	6,827	5,750	(1,077)		(1,077)	118.7%	
Tennis Courts :- Indirect Expenditure	459	7,935	7,000	(935)	0	(935)	113.4%	0
Net Income over Expenditure	0	0	0	0				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

September 25

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>222</u>	<u>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>				

REPORT

Parks and Estate Committee meeting 20th October 2025

Play area works plan

Recommendation

That the committee endorse the report and the schedule of work.

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 Manager 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	£2,000.00	1
Pound street	Chainlink fencing	Replace	£4,000.00	2
Queensway	Gate x2	Replace	£4,000.00	3
		Removed, replace with climber/spinner plus surfacing		
The Dene	Rocker		£7,000.00	1
	Gate	Replace	£2,000.00	1
Lake Pleasure Grounds	Tube slide	Replace	£15,000.00	3
	Gate	Replace	£2,000.00	1
	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
Rocker	£7,000.00
Gate	£6,000.00

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.

Parks and Estate Committee meeting 20th October 2025**Play equipment****Recommendation**

Members are asked to accept the quote from Company A, with the cost of £22,775.93 + vat to be paid for from EMR Play Areas.

Purpose of the Report

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

Background

As part on the annual play areas review presented to the committee in October 2024 officers highlighted the need for replacement of equipment in Fore street play area. Officers went to the market for ideas and quotes with the intention of the equipment to be installed ready for spring 2026.

After a recent inspection, due to significant rot at its base, the cableway at Fore Street has been closed. This is a well-used piece of equipment that is over 20 years old and has undergone numerous repairs throughout its lifespan. Because of its age and condition, officers believe it is prudent to replace it as soon as practicable. Officers reviewed the proposed replacement schedule and reprioritized some other equipment to ensure the new cableway installed as soon as possible. In addition the trim trail needs replacing.

Findings

Companies were requested to provide supply and install costs for a replacement trim trail and safety surface as one cost and the cableway separately. Company B provided a breakdown, but the price reflected doing both sets of work at the same time.

Officers had interest from two play area companies with site meetings taking place in September 2025, with quotes submitted.

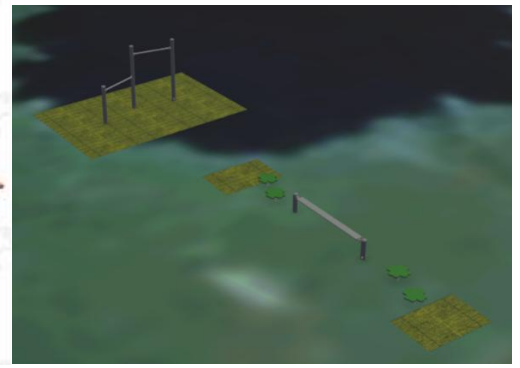
Both companies are known to the town council. They are reputable play area companies and have carried out work for the town council before.

The below table shows the cost breakdown for each site and officers' assessment of play value for each proposed trim trail.

Company	Equipment	Cost	Play value (0= no play value 10=maximum play value) officer assessment
A	Trim Trail, surfacing	£14,599 + vat	9
A	Cableway	£8,176.93 + vat	9
Total A		£22,775.93 + vat	
B	Trim Trail, surfacing	£10, 973 + vat	6
B	Cableway	£14, 297.15 + vat	9
Total B		£25,270.15 + vat	



Above: Company A Trim Trail



Above: Company B Trim Trail

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 £22,775.93 + vat was budgeted for and can be paid for from EMR Play Areas.

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.