

20th January 2025

AGENDA

Dear Councillor,

You are summoned to a meeting of the:

Parks and Estate Committee
on Monday 10th March 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 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 27th January 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 27th January 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 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 January 2025 **(see attached)**.

9. Skate Series

Building on the success of last year's events it is proposed to hold further events in 2025 **(see attached)**.

Members to approve the skate competition series to be held in the Lake Pleasure Grounds over the summer at a cost of £2,280. Funding to come from EMR Youth Provision.

10. Pickleball

Officers have been working with the LTA to increase tennis court usage. Pickleball is a fast growing, easy to play sport similar to tennis. It has increased court usage in other areas and officers believe it will do the same in Warminster. Officers propose marking four Pickleball courts on the existing block of two courts in the Lake Pleasure Grounds and purchasing four pickleball nets and equipment at a cost of £5,000 (The courts can still be used for tennis when not being used for Pickleball.)

Members to approve the marking of four pickleball courts on the existing tennis courts and the purchase of four pickleball nets at a cost of £5,000 to be funded from general reserves.

11. Grit Bin Policy

At the meeting of the Parks and Estate committee on 27 January 2025, Members resolved to create a working group to explore the options for the provision of a gritting service in Warminster. The working group has concluded its findings **(see attached)** and **Members are asked to approve the council's Grit Bin Policy.**

12. 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 May 2025.

Parks and Estate Manager's Report: Parks and Estate Committee 10/03/2025

Lake Pleasure Grounds

- 1 **Lake:** Preparation work is underway to start the new season with boats and canoes available to hire.
- 2 **Pavilion Café:** Has just reopened for the season with a new manager appointed.
- 3 **Play area:** The new play equipment is booked to be fitted at the beginning of next month.
- 4 **Skatepark:** See agenda
- 5 **Lake Pleasure Grounds public conveniences:** Boat House toilets are open and working well. The temporary toilets will be re-opened soon for the season.
- 6 **Splash Pad:** The splash pad will be commissioned this month for opening in April.
- 7 **Elizabeth Collyns Garden:** The raised beds work has been completed, and the gardens are open.
- 8 **Flower Beds:** Plans are underway to have schools planting again this year.
- 9 **Boats on the lake:** Preparation work is underway to start the new season with boats and canoes available to hire
- 10 **MUGA area:** Nothing to report.
- 11 **Boat House:** Nothing to report.
- 12 **Putting green/Picnic area:** Putting will reopen as soon as conditions allow.
- 13 **Tennis Courts:** Officers are working with our coach to ensure the court utilisation increases again this year with free coaching and tennis sessions planned.
- 14 **Tree works:** A tree survey has been carried out. Quotes for the recommended works are currently being sought.

Outside Services

- 15 **Play Areas:** The new play equipment is booked to be fitted at the beginning of next month.
- 16 **Public Toilets: Central Car Park public conveniences:** All toilets are open. Officers are working to gain quotes to replace several hand driers which are on the way out.
- 17 **War Memorial:** Nothing to report.
- 18 **Yeates meadow:** Hedges have been cut. The agreed replacement orchard trees have been planted.
- 19 **Closed churchyards:** Nothing to report.
- 20 **Hanging baskets and tubs:** Nothing to report.
- 21 **Sweeper (Basil Brushes):** Continues to keep the town tidy with the agreed replacement due in June/July.
- 22 **Street Furniture:** Nothing to report.

Stuart Legg 03.03.2025

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

January 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>109 Youth Provision</u>								
1180 Grants Recieved	0	5,000	0	(5,000)			0.0%	
Youth Provision :- Income	0	5,000	0	(5,000)				0
4067 Youth Provision	0	16,375	0	(16,375)		(16,375)	0.0%	
5360 Tfr from Youth Provision	0	(16,375)	0	16,375		16,375	0.0%	
6339 Tfr to Youth Provision Res.	0	5,000	0	(5,000)		(5,000)	0.0%	
Youth Provision :- Indirect Expenditure	0	5,000	0	(5,000)	0	(5,000)		0
Net Income over Expenditure	0	0	0	0				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

January 2025

	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	23	4,986	6,000	1,014		1,014	83.1%	
4014 Electricity and Gas	73	12,072	12,500	428		428	96.6%	
4020 Consumables & Other Expenses	16	1,496	1,200	(296)		(296)	124.7%	
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	112	27,106	31,400	4,294	0	4,294	86.3%	0
Net Expenditure	(112)	(27,106)	(31,400)	(4,294)				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

January 2025

	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	450	457	0	(457)			0.0%	
<u>Outside Services :- Income</u>	<u>450</u>	<u>457</u>	<u>0</u>	<u>(457)</u>				<u>0</u>
4001 Salaries	21,240	211,005	258,350	47,345	47,345	47,345	81.7%	
4007 Uniform	93	1,405	1,000	(405)	(405)	(405)	140.5%	
4008 Training & Team Building	1,249	3,570	3,500	(70)	(70)	(70)	102.0%	
4018 Rent	0	770	650	(120)	(120)	(120)	118.5%	
4020 Consumables & Other Expenses	(49)	2,303	3,000	697	697	697	76.8%	
4022 Postage & Telephone	435	2,045	2,400	355	355	355	85.2%	
4025 IT (Website & Email)	172	1,719	1,200	(519)	(519)	(519)	143.3%	
4028 Insurance	84	779	950	171	171	171	82.0%	
4035 Refuse Collection\Bin Emptying	644	10,370	7,000	(3,370)	(3,370)	(3,370)	148.1%	
4036 Repairs and Renewals	75	4,189	5,000	811	811	811	83.8%	
4038 Grounds Maintenance	0	35	0	(35)	(35)	(35)	0.0%	
4040 Equipment/Furniture	1,042	5,029	6,500	1,471	1,471	1,471	77.4%	
4041 Equipment Costs	1,662	7,656	4,000	(3,656)	(3,656)	(3,656)	191.4%	
4042 Vehicle Costs	1,609	23,561	30,000	6,439	6,439	6,439	78.5%	
4044 Tree Works	0	774	6,000	5,226	5,226	5,226	12.9%	
4045 Flood Wardens	0	25	200	175	175	175	12.3%	
4047 Maint. Street Furniture	0	10,168	0	(10,168)	(10,168)	(10,168)	0.0%	
4803 Baskets & Tubs	0	3,382	4,000	619	619	619	84.5%	
5359 Tfr from EMR Market Towns	0	(10,518)	0	10,518	10,518	10,518	0.0%	
<u>Outside Services :- Indirect Expenditure</u>	<u>28,256</u>	<u>278,266</u>	<u>333,750</u>	<u>55,484</u>	<u>0</u>	<u>55,484</u>	<u>83.4%</u>	<u>0</u>
<u>Net Income over Expenditure</u>	<u>(27,806)</u>	<u>(277,809)</u>	<u>(333,750)</u>	<u>(55,941)</u>				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

January 2025

	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	4,119	4,620	501			89.2%	
1007 Rent - Pavilion	(0)	(0)	0	0			0.0%	
1020 Town Park Events Income	1,150	7,417	3,000	(4,417)			247.2%	
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	1,565	21,708	15,620	(6,088)			139.0%	0
4001 Salaries	0	11,391	13,800	2,409		2,409	82.5%	
4012 Water Rates	4,833	24,977	13,000	(11,977)		(11,977)	192.1%	
4014 Electricity and Gas	430	3,456	3,000	(456)		(456)	115.2%	
4020 Consumables & Other Expenses	34	1,439	2,500	1,061		1,061	57.5%	
4028 Insurance	0	733	1,400	667		667	52.3%	
4036 Repairs and Renewals	4,292	24,658	14,000	(10,658)		(10,658)	176.1%	
4037 Maintenance Contracts	0	740	1,500	760		760	49.3%	
4040 Equipment/Furniture	872	1,811	4,000	2,189		2,189	45.3%	
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	10,460	89,854	84,200	(5,654)	0	(5,654)	106.7%	0
Net Income over Expenditure	(8,895)	(68,146)	(68,580)	(434)				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

January 2025

	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	314	350	36		36	89.8%	
4028 Insurance	0	576	1,100	524		524	52.3%	
Cemetery and Churchyard :- Indirect Expenditure	31	890	1,450	560	0	560	61.4%	0
Net Income over Expenditure	(31)	(314)	(450)	(136)				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

January 2025

	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	197	2,175	4,200	2,025		2,025	51.8%	
4014 Electricity and Gas	1,039	6,626	4,000	(2,626)		(2,626)	165.7%	
4020 Consumables & Other Expenses	377	2,653	2,000	(653)		(653)	132.7%	
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	1,614	12,178	13,400	1,222	0	1,222	90.9%	0
Net Expenditure	(1,614)	(12,178)	(13,400)	(1,222)				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

January 2025

	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	0	29,963	35,000	5,037		5,037	85.6%	
Pavilion Cafe :- Direct Expenditure	0	29,963	35,000	5,037	0	5,037	85.6%	0
4001 Salaries	0	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	171	2,466	2,950	484		484	83.6%	
4014 Electricity and Gas	24	4,215	4,000	(215)		(215)	105.4%	
4020 Consumables & Other Expenses	0	2,162	3,000	838		838	72.1%	
4022 Postage & Telephone	61	330	300	(30)		(30)	109.8%	
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	206	1,212	250	(962)		(962)	484.6%	
4055 Stocktaking Fees	0	60	240	180		180	25.0%	
4061 Streamline Charges	15	1,205	1,400	195		195	86.1%	
Pavilion Cafe :- Indirect Expenditure	478	30,924	61,890	30,966	0	30,966	50.0%	0
Net Income over Expenditure	(478)	31,300	3,110	(28,190)				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

January 2025

	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	720	720	500	(220)		(220)	144.0%	
4020 Consumables & Other Expenses	16	175	250	75		75	70.0%	
4036 Repairs and Renewals	186	1,122	13,000	11,878		11,878	8.6%	
4040 Equipment/Furniture	0	0	1,500	1,500		1,500	0.0%	
Play Areas :- Indirect Expenditure	922	2,017	15,250	13,233	0	13,233	13.2%	0
Net Expenditure	(922)	(2,017)	(15,250)	(13,233)				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

January 2025

	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	118	5,195	5,000	(195)		(195)	103.9%	
4090 Sweeper Leasing	2,056	20,563	24,675	4,112		4,112	83.3%	
4091 Sweeper Consumables	558	701	2,500	1,799		1,799	28.0%	
4092 Sweeper Fuel	468	6,354	7,000	646		646	90.8%	
4093 Sweeper Waste Disposal	2,255	16,291	20,000	3,709		3,709	81.5%	
Sweeper :- Indirect Expenditure	<u>5,455</u>	<u>49,103</u>	<u>59,225</u>	<u>10,122</u>	<u>0</u>	<u>10,122</u>	<u>82.9%</u>	<u>0</u>
Net Expenditure	<u>(5,455)</u>	<u>(49,103)</u>	<u>(59,225)</u>	<u>(10,122)</u>				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

January 2025

	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	4,131	4,000	(131)		(131)	103.3%	
4014 Electricity and Gas	148	1,404	1,000	(404)		(404)	140.4%	
4018 Rent	0	16,619	16,000	(619)		(619)	103.9%	
4025 IT (Website & Email)	58	578	700	122		122	82.6%	
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	619	24,175	23,800	(375)	0	(375)	101.6%	0
Net Income over Expenditure	(619)	(22,475)	(23,800)	(1,325)				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

January 2025

	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	160	160	0	(160)			0.0%	
1602 Tennis Court Income	51	7,730	0	(7,730)			0.0%	
Tennis Courts :- Income	211	7,890	0	(7,890)				0
4037 Maintenance Contracts	0	626	0	(626)		(626)	0.0%	
4062 Stripe Fees	4	323	0	(323)		(323)	0.0%	
4063 Go Cardless Fees	3	59	0	(59)		(59)	0.0%	
5323 Tfr from Tennis Courts	0	(113)	0	113		113	0.0%	
6323 Tfr to Tennis Courts	204	6,996	0	(6,996)		(6,996)	0.0%	
Tennis Courts :- Indirect Expenditure	211	7,890	0	(7,890)	0	(7,890)		0
Net Income over Expenditure	0	0	0	0				

Members to approve the skate competition series to be held in the Lake Pleasure Grounds over the summer at a cost of £2,280

After the success of the Skate Jam last summer, officers have been approached by users asking for a skate competition series similar to the one organised by Wiltshire Council pre-Covid but based in the Lake Pleasure Grounds. Officers have approached the company who put on the Skate Jam last year to ask if they can facilitate a monthly skate competition in May, June and July with the Finale being a Skate Jam in the August summer holiday.

The cost of this will be £2,280 and will be funded from EMR Youth Provision.



Grit Bin Policy

March 2025 reviewed
Next review May 2026

Delivering a brighter, greener future for all

1. Introduction

The purpose of this policy is to clarify the responsibilities and criteria for the provision, replacement, and maintenance of grit bins by Warminster Town Council (WTC). This policy ensures that residents understand the roles of different authorities in managing winter safety measures and establishes clear guidelines for requests relating to grit bins.

2. Scope and Responsibilities

Highways Responsibility:

WTC is not the responsible authority for highways and does not hold any statutory responsibility for them. The management, maintenance, and safety of highways fall under the responsibility of Wiltshire Council, the designated highways authority.

Use of grit bins:

Grit bins are provided solely for the purpose of treating public highways, including roads and pavements, to help ensure safe passage during icy or snowy conditions. The grit from these bins is available for public use but must not be used for private driveways, paths, or any other non-public areas.

Grit Bins on Unadopted Roads:

WTC will not provide grit bins for unadopted roads. Residents living on roads that have not been adopted by Wiltshire Council are advised to contact the management company of the estate or community responsible for those roads regarding the provision of grit bins.

3. Provision and Replacement of Grit Bins

Replacement of Existing Bins:

Residents who notice that a Wiltshire Council-owned grit bin is damaged should report the issue to the Wiltshire Council so that the bin can be replaced promptly.

Additional Grit Bin Requests:

Requests for grit bins on locations not covered by the above provisions will be considered on a case-by-case basis. In circumstances where the request meets agreed criteria relating to community safety and local needs—WTC may provide and maintain grit bins.

4. 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.

	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		

5. Policy Review

This policy will be reviewed annually to ensure it remains consistent with statutory responsibilities and local safety requirements. Warminster Town Council reserves the right to amend or update this policy as needed.

6. Contact Information

For further information or to submit a request regarding grit bins, please contact:

Warminster Town Council

Telephone: 01985 214847

Email: admin@warminster-tc.gov.uk

Address: Warminster Civic Centre, Sambourne Road, Warminster, BA12 8LB

Date: 07.02.2025

DRAFT