

**Minutes of the
Devolved Services Sub-Committee
held on Thursday 14th December 2017 at 10am
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

Committee Membership:

Cllr Brett (East) Chairman	*	Cllr Macdonald (East)	*
Cllr Fraser (West)	*	Cllr Ridout (West)	*
Cllr Fryer (West)	*	Mr Peter Hewitt (Volunteer)	A
Cllr Jolley (Broadway)	*		

Key: *Present **A** Apologies received **Ab** Absent

In attendance:

Officers: Fiona Fox, Stuart Legg and Veronica Mills

Public and press: Cllr Tony Nicklin, 0 members of the press

DS/17/027 Apologies
Apologies were received from Peter Hewitt.

DS/17/028 Declarations of Interest
None.

DS/17/029 Minutes
DS/17/029.1 The minutes and all actions agreed at the meeting held on 12th October 2017 were approved.

DS/17/029.2 There were no matters arising.

DS/17/030 Chairman's Announcements
None.

Standing Orders were suspended at 10.08am to allow for public participation

DS/17/031 Public Participation
Councillor Nicklin spoke on three items on the agenda:

1. Civic Trust Garden: Councillor Nicklin had been Vice Chairman of the Civic Trust in the 1990s and was aware of the level of effort and fundraising that had gone into the creation of the garden, in particular by Elisabeth Collyns, a member of

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the trust. He suggested the garden should be renamed the Elisabeth Collyns Civic Trust Garden.

2. Recycling bins: If Wiltshire Council were removing their help with recycling, Councillor Nicklin asked where the bins would be emptied.
3. Park signage: Councillor Nicklin felt that the difference between the three quotations received suggested that the companies were working from different specifications. He asked whether an equal specification had been issued to each company and whether there was a budget line for this expenditure or would it come from reserves.

Standing Orders were reinstated at 10.14pm

It was agreed to move forward the agenda items raised by Councillor Nicklin

DS/17/032 Civic Trust Garden

Members felt it was important to recognise individuals who had made a significant contribution in the town. **It was resolved that the garden should be named the Elisabeth Collyns Garden.** It was hoped to reopen the garden in the spring.

DS/17/033 Recycling Bins

As part of its Green Flag status the Town Council has a commitment to increase recycling. There are currently 13 general waste bins in the park and with the Pavilion Café using 100% recyclable products for its takeaway items there was a need to introduce recycling bins. Stuart Legg (SL) had spoken to the two main waste companies in Wiltshire, Hills Waste Solutions and Grist Environmental, who had advised on the location. It was proposed that 10 dual general waste/dry mixed recycling units be purchased (four quotations had been received) and that two enclosed skips should be placed in the compound, one for general waste and one for dry mixed recycling. These would be supplied and emptied by the chosen waste company who would be responsible for the recycling. Idverde would empty the bins into these skips. The Council currently pays £4252 for bin emptying, including removing the waste from the site. SL was waiting for a quote from idverde for bin emptying only. **It was resolved that 10 Broxap dual waste bins be purchased for the locations identified in the park at a cost of £349 per bin.**

The quotation from Hills to provide and empty two skips, based on weekly collections in the summer and fortnightly in the winter, was £4440 per annum. Grist Environmental was £10,080. Dry mixed recycling was half the cost of general waste. There would be flexibility as to the regularity of collection which could be adjusted as necessary. It was estimated that the increased cost to the Council of adopting the recycling scheme would be approximately £1,000. **It was resolved that two skips be hired from Hills Waste Solutions, to be placed in the park compound, for general waste and dry mixed recycling at a cost of £4,440 per annum.**

DS/17/034 Reports from Unitary Authority Members

Councillor Ridout said this would come under the Devolution of Assets and Services.

DS/17/035 Sub-Committee Constitution

DS/17/035.1 It was resolved that the sub-committee be renamed Devolved Services and Assets Sub-Committee, to be ratified by Finance and Assets.

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DS/17/035.2 The draft terms of reference had been circulated at the meeting. They were as follows:

1. To monitor the devolved services and assets budget.
2. To receive the list of work required on the devolved assets and services, and to approve for ratification at Finance and Assets.
3. To discuss and agree recommendations on any potential service or asset delegation from Wiltshire Council.
4. To monitor those services and assets already devolved.

It was resolved to accept the draft terms and conditions for ratification at Finance and Assets.

DS/17/036 **Devolution of Assets and Services**

Councillor Ridout reported back on a meeting held on Monday 11th December between Councillors Ridout and Brett, the Town Clerk, the Park and Open Spaces Manager (POSM) and the heads of services from Wiltshire Council's Highways and Streetscene respectively. It was clear from this that Wiltshire Council would no longer be maintaining play areas as there had been no budget in place since 1st April 2017. Once a play area failed a safety check it would close. Any towns or parishes agreeing to a service delegation would receive £1,000 per play area. There were ten play areas but as there was an ongoing dispute over the Grovelands play area it would not be recommended to include this one.

There was a possibility that that the barrow man on street bin collection and street cleaning service may be reduced or cut. At present the contract was with idverde for a set number of hours but with no apparent cover for sickness. It would be possible to enhance the contract by increasing hours but this was a resource-based contract and there would be increased costs for monitoring any enhancements. The Town Council may also wish to enhance the contracts for grass and hedge cutting which were also being done less frequently.

Members were unhappy about Wiltshire Council decisions being forced on the Town Council. They felt the Town Council should take on the play areas but should also take ownership of the land. The Town Clerk advised that the majority of play areas sit within other areas not owned by Wiltshire Council so it would not be possible to transfer the land as the ownership was unclear. In addition, where play areas sat within grassed areas the maintenance would need to include cutting the surrounding area if Wiltshire Council were not doing this regularly enough. Members thought the majority of play areas had been in existence for a long time so the land probably did belong to Wiltshire Council and should be transferred. This would incur legal costs and could take several years. Of the nine playgrounds three would need renewals in the next three years but the remainder were in relatively good condition.

It was resolved to endorse the Town Council entering into a delegation of service agreement with Wiltshire Council for nine of the playgrounds, novating the current contracts. A budget line would need to be put in for the play areas. It was estimated that it would cost approximately £200,000 to take on ten play areas; the amount covered both capital and revenue expenditure.

It was not yet known exactly what other services Wiltshire Council were going to cut, as their decision would be made in May, but the level of service would

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definitely decrease. There was money in the Town Council's earmarked reserves for devolved services which could be used if necessary. **It was resolved not to enhance the current Wiltshire Council contract at this time but to place £40,000 in earmarked reserves to replace what had been used for the park this year.**

DS/17/037 Green Flag: Lake Pleasure Grounds (LPG)

The POSM explained that the quotations for signage had been sought from companies recommended by Green Flag. As the Town Council had no expertise on this they had wanted to be guided by the companies as to what they believed was needed in the way of signage. Each company had been given the same documentation as to the heritage requirements being considered. It had been decided not to undertake a signage project of this magnitude at this time but to commission a logo from a local designer and update the current park signage with this brand and the Town Council logo. Members approved the logo in principle but asked for some alterations and new proofs to be supplied. **It was resolved to approve the figure so far of £600 for the logo designs plus the additional costs of alterations and new proofs. The decisions on sign production to be devolved to the Town Clerk and Park and Open Spaces Manager.**

DS/17/038 Lake Pleasure Grounds and Associated Land

DS/17/038.1 Skatepark A main drain runs under the area that the skatepark was originally covering, so Maverick need to redesign the plans to avoid this.

DS/17/038.2 Park and Central Car Park Public Conveniences The utilities had not been transferred to the Town Council at the time of the asset transfer. This had now been resolved.

DS/17/038.3 Tennis Courts The terms of the LTA grant had now changed to be half grant and half interest-free loan for the 50% cost of refurbishing the courts. The Council would not wish to take on a loan so would now have to raise 75% of the refurbishment costs. The goal would be to have this completed in 2018.

DS/17/038.4 Boats on the Lake It was believed that a grant had been approved by the Fudge Trust and an application had been made to the One Stop carrier bag fund. **It was agreed to put this item on the agenda for the next meeting with the balancing figure needed.**

DS/17/038.5 Benches in the LPG Six benches need to be replaced in the park. SL wants to establish a standard design to be used for all replacements. Three designs were submitted and members approved the Glasdon Phoenix as the standard design for the park and the Glasdon Lowther for the Elisabeth Collyns Garden. **It was agreed to purchase six Glasdon Phoenix benches at a cost of £375 per bench.** SL would advertise on the LPG website that memorial benches can be purchased.

DS/17/039 Budget implications

The Clerk outlined the following budget implications which will be presented to the next Finance and Assets committee:

Purchase of 10 Broxap bins at £349 per bin = £3490 + VAT.

Purchase of 6 Glasdon Phoenix benches at £375 per bench = £2,250 + VAT.

Meeting ended: 12.40pm

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