

**MINUTES**  
**of the**  
**Devolved Services and Assets Sub-Committee**  
**held on Thursday 8<sup>th</sup> February 2018 at 10am**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Committee Membership:**

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

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

**In attendance:**

Officers: Stuart Legg and Veronica Mills

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

**DS/17/040    Apologies**  
Apologies were received from Councillor Brett.

**DS/17/041    Declarations of Interest**  
None.

**DS/17/042    Minutes**  
**DS/17/042.1** The minutes of the meeting held on 14<sup>th</sup> October 2017 were approved as a true record and signed by the chairman.  
**DS/17/042.2 (DS/17/038.1 Skatepark refers)** Councillor Ridout reported on the progress of the skatepark. This would come under Friends of Warminster Park (FoWP) as the Council would not be eligible for the grants being applied for. Planning permission had been sought and the bid funding had started. The Skatepark Group were meeting FoWP in the Easter holidays and they would like a stall at the Spring in the Park event on 6<sup>th</sup> May.

**DS/17/043    Chairman's Announcements**  
None.

Signed.....Date.....

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

### **DS/17/044 Public Participation**

Councillor Nicklin spoke on agenda item 12, the Elisabeth Collyns Garden. He felt that the old sign for the Civic Trust Garden should be retained as an historical record rather than being replaced, and he requested that the new sign for the garden be erected separately.

## ***Standing Orders were reinstated at 10.10am***

*It was agreed to move forward agenda item 12 raised by Councillor Nicklin*

### **DS/17/045 Elisabeth Collyns Garden**

**DS/17/045.1** The Park and Open Spaces Manager explained that it was the intention to replace the Civic Trust Garden sign with the new Elisabeth Collyns Garden sign which would acknowledge the recent contributions from Longleat Lodge and Fairfield Farm College. Some of the historical information on the present sign would be retained as an acknowledgement to the earlier involvement of the Civic Trust. **It was resolved to purchase a new sign for the Elisabeth Collyns Garden to replace the existing sign.**

**DS/17/045.2** Members were concerned that two benches in the original garden had been memorial benches with plaques. These benches had been removed and it was not known what had happened to the plaques. The Park and Open Spaces Manager would see if he could obtain any information. **It was resolved that two Glasdon Lowther benches be purchased for the Elisabeth Collyns Garden at a cost of £450 each plus VAT, and that if the memorial plaques can be located they should be transferred to the new benches.**

### **DS/17/046 Reports from Unitary Authority Members**

Councillor Ridout had already spoken on the planning application for the skatepark.

### **DS/17/047 Devolution of Assets and Services**

**DS/17/047.1** It was resolved that a **Play Areas Working Group be set up with Councillor Brett as Chairman and Councillor Macdonald, Mr Peter Hewitt and the Park and Open Spaces Manager as members.** This would be a task and finish group to establish the condition of the nine play areas and garner any other relevant information. The group to report their findings to the Devolved Services and Assets Sub-Committee, following which a public meeting would be convened. Wiltshire Council officers would be invited to discuss the devolution of these assets. Terms of reference would be drawn up for the working group.

**DS/17/047.2** It was resolved to approve expenditure of **£538.65 for RoSPA inspections of nine play areas at £59.85 per inspection.**

### **DS/17/048 Signage**

The proofs of the park logo were noted.

Signed.....Date.....

- DS/17/049**    **Recycling Bins**  
 The recycling bins had been ordered and would have the park and Town Council logos on them. The bins were due in mid March and recycling would commence from April. The Park and Open Spaces Manager was still awaiting a price from idverde for emptying the bins only. The old bins would be kept for the time being as they may be needed elsewhere.
- DS/17/050**    **Boats on the Lake**  
 The approval of expenditure for the boats and associated equipment was noted. The Model Boat Club would be attending the Spring in the Park event.
- DS/17/051**    **Benches**  
 The installation of the six replacement benches in the park was noted.
- DS/17/052**    **Tree Survey**  
 It had been at least five years since Wiltshire Council had carried out a tree survey and only emergency work had been undertaken, hence the amount of work that was necessary following the recent survey. There were no tree preservation orders in the park but planning permission would be needed for work on the trees at the War Memorial, which is in a conservation area. **It was resolved that the contract for the work should be given to Downlands at a cost of £6,390.00.**
- DS/17/053**    **Toilets in the Park**  
 The replacement hinges had been sourced by idverde and should be fitted on 8<sup>th</sup> February 2018. Spare hinges had been bought because the company who provided the doors was no longer in business. The repairs to the door were noted.
- DS/17/054**    **Advertising Banner Frame for LPG**  
 It was agreed that it was necessary to make the park and its events more visible. The Neighbourhood Plan had included the suggestion of opening up the vista of the park from Weymouth Street. This would mean removing the hedge. The Park and Open Spaces Manager was asked to look at whether this was a feasible option. It may not be appropriate to introduce a banner frame if this course of action were taken. **It was agreed to defer this item until the next meeting pending the quotation from Warminster Metalworkers and the feasibility study on the removal of the hedge.**
- DS/17/055**    **Smallbrook Meadows**  
 The homeless young man camping in Smallbrook Meadows had been asked to move by the PCSOs. The amount of litter and human waste at the site were of concern to users of the meadows. The Park and Open Spaces Manager had contacted the Enforcement Officer at Wiltshire Council who had advised putting a notice on the tent notifying the occupant that the tent would be removed after a period of four days. A contact number would be provided. If he refuses to leave the next option would be to go to a magistrate's court to serve an eviction notice. It was believed that the tent was rarely occupied. **It was resolved that the Council should not enter into a legal dispute but that the Park and Open Spaces Manager should provide a notice requesting removal of the tent based on the Wiltshire Council template.**

Signed.....Date.....

**DS/17/056 Budget implications**

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

**£950.00 + VAT for two Glasdon Lowther benches for the Elisabeth Collyns Garden**

**£538.65 for RoSPA inspections of nine play areas**

**£6,390.00 for necessary work on trees following the tree survey**

**DS/17/057 Communications**

Members asked that the repairs to the toilet door be advertised on the Council's Facebook pages to emphasise the damage was a result of severe weather and not vandalism.

**Meeting ended: 10.50pm**

Signed.....Date.....