

**MINUTES**  
**of the Devolved Services and Assets Committee**  
**held on Tuesday 28th May 2019 at 7.00pm**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Membership:**

<b>Cllr Brett (East)</b>	*	<b>Cllr Macfarlane (West)</b>	<b>A</b>
<b>Cllr Doyle (East)</b>	<b>AB</b>	<b>Cllr Nicklin (West)</b>	*
<b>Cllr Fraser (West) Chairman</b>	*	<b>Cllr Robbins (East)</b>	*
<b>Cllr Fryer (Broadway) Vice Chairman</b>	*		

**Key:** \* Present    A Apologies    AB Absent

**In attendance:** Peter Hewitt, Cllr Jolley

**Officers:** Fiona Fox, Town Clerk and RFO, Tom Dommert, Assistant Town Clerk, Stuart Legg, Parks and Open Spaces Manager

**Public and press:** 0 members of the public 0 press

**DS/19/001    Election of Committee Chair**

Cllr Nicklin proposed Cllr Sue Fraser be elected Chairman, seconded Cllr Fryer, voting in favour 4, abstentions 1, motion carried.

**DS/19/002    Election of Committee Vice Chair**

Cllr Nicklin proposed Cllr Fryer be elected Vice Chairman, seconded Cllr Robbins, voting unanimous in favour.

**DS/19/003    Apologies for Absence**

Cllr Macfarlane.

**DS/19/004    Declarations of Interest**

None.

**DS/19/005    Minutes**

**DS/19/005.1** The minutes of the meeting held on 25<sup>th</sup> April 2019 were approved as a true record and signed by the chairman.

**DS/19/005.2** Matters arising.

None.

**DS/19/006    Chairman's Announcements**

None

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

*Standing Orders were suspended at 7.06 to allow for public participation*

**DS/19/007 Public Participation**

**DS/19/007.1** Cllr Jolley suggested three projects the Committee might like to consider for CIL funding. Decking at the rear of the Pavilion Café across the river, so that parents can use the Café and keep an eye on their children. A pedestrian crossing in Weymouth Street by the entrance to the Lake Pleasure Grounds and a fountain in the Lake to deter people from going near the islands.

*Standing Orders were reinstated at 7.09*

**DS/19/008 Reports from Unitary Authority Members**

None.

**DS/19/009 Working Group Membership**

**DS/19/009.1** Appointed to the play areas working group, working on the transfer of play areas from Wiltshire Council to WTC were: Cllr Brett, Cllr Fryer, Mr Peter Hewitt, the Parks and Open Spaces Manager.

**DS/19/009.2** Appointed to the paddling pool regeneration working group, working on engagement exercise and drawing together regeneration options for members consideration. Including: timescales, costs – revenue and capital, funding options and project planning were: Cllr Brett, Cllr Macfarlane, Cllr Robbins, Cllr Fraser, Mr Peter Hewitt and the Parks and Open Spaces Manager.

**DS/19/009.3** Asset and service transfer from Wiltshire Council Working Group - Cllr Nicklin proposed the Committee declined to make any appointments and referred the matter to Full Council to make the appointments, seconded Cllr Fryer, voting in favour 4, abstentions 1, motion carried.

**DS/19/010 Terms of Reference**

Cllr Fraser proposed members **adopted the proposed committee terms of reference for 2019 – 2020, amended so 2.6. reads** *“To receive and resolve on requests to hold events, which fall outside of the service delivery plain, in devolved buildings and public open spaces respectively, that the town council owns.”* Seconded Cllr Robbins, voting in favour unanimous.

**DS/19/011 Clerk’s Report: Town Park and Associated Land**

The Clerk answered questions on the report, confirming that the Footpath Closure Order for tarmacking in the Lake Pleasure Grounds had been secured and that the japanese knotweed on the Islands in the lake were controlled within a management programme.

**The report was Noted.** (A written copy is to be attached to the Minutes)

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

**DS/19/012** **Putting Green and Paddling Pool Engagement Working Group**  
The report was noted.

**DS/19/013** **Protecting Wildlife on the Lake**  
The update was noted.

**DS/19/014** **CIL Funding**  
No new projects were proposed.

**DS/19/015** **Communications**  
None

**Meeting ended: 8.09pm**

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

## Devolved Assets and Services 24<sup>th</sup> May 2019

### Clerk's Report: DS/19/11 refers: Lake Pleasure Grounds and Associated Land

- 1 **Lake Pleasure Grounds:** tarmacking the path running parallel to the River Were and the three areas which were agreed at the last meeting. Permissions are currently being sought to close the public footpath FP for the former.
- 1 **Lake:** The Assistant Town Clerk met with a representative from Wiltshire Wildlife Trust on 21<sup>st</sup> May to discuss the best method of protecting the islands from the rowing boats. A concerned member of the public who had contacted the office regarding the swan was also invited. The Assistant Town Clerk apprise both present, of the members resolution and that as per that resolution they were meeting to explore the options for protecting the islands from rowing boats. **(See agenda item and corresponding report).**
- 2 **Pavilion Café:** Nothing to report.
- 3 **Skatepark:** Further to full council report back, the plate load testing has now been completed. We are still aiming for construction to begin July 2019. Yet to be confirmed.
- 4 **Putting green:** see agenda
- 5 **Central Car Park public conveniences**  
The cubical locks in the men's public conveniences at the central car park have now been repaired.  
  
**Lake Pleasure Grounds public conveniences:** A claim has been sent to the insurers for the damaged door, but has yet to be determined. The quote from Healthmatic for replacing the door and locking system is £4,130 +VAT: to remove the current door and dispose and install a new door, two men, two days on site including travel, timing system for the door and external Radar box (disabled access) with proximity switch. The cost of this door is more than the previous replacement because the company underestimate the labour involved in installation and this door requires Radar box.
- 6 **Tennis courts:** Paul Gerrard from Victoria Park Tennis in Salisbury has undertaken to run tennis coaching on the courts throughout June and during the summer holidays. This has taken place in the past and attracts families and young people to use the courts and the wider park facilities.
- 7 **Boats on the lake:** Nothing to report.
- 8 **MUGA area:** Nothing to report.
- 9 **The Boat House:** Nothing to report.
- 10 **Tree works:** Some additional tree works have taken place in relation to the skate park fore-construction phase.
- 11 **Green Flag:** The Green Flag judging took place on 26<sup>th</sup> April 2019 and we had a brief dry spell during the walkaround. There was excellent support from our

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

community partners including: Colin French (The Wobble), Warminster Model Boat Club, Harriet James, author of The Tree Trail, Ann Hedges Diabetes UK, the Mayor, Chairman of Devolved Services and Assets and Mr Peter Hewitt amongst others. The results are not yet known; however, the post assessment meeting was very positive and informative.

- 12 **Paddling Pool:** The Paddling Pool Working Group will meet on 30<sup>th</sup> May, to include Steve Matthews Project Manager.
- 13 **Elizabeth Collyns Garden:** Fairfield Farm Collage continue to maintain the garden. Idverde are opening and locking the gates daily.
- 14 **Play Areas** – The Play Area Working Group met on 23<sup>rd</sup> May 2019. A review took place of a meeting held earlier in the year with Derek Waddell, Surveyor with Wilshire Council where officers had apprised him of members resolution regarding the play areas, all the area maps had been reviewed and confirmed. Of note: some gardens backing onto the Dene play area have installed gates directly into the play area. This could potentially cause issues in the future. Derek Waddell has written to those with the gates requesting that they are removed without delay. The lease has been reviewed and there is a draft 2019 version which has been sent to the council's solicitors, along with the maps and address details. We await any legal advice which will be reported to members in due course.

**Fiona Fox**  
**Clerk and RFO**  
**24.05.2019**

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