



## **RECREATION AND PROPERTIES** **COMMITTEE**

You are summonsed to attend a meeting of the Recreation & Properties Committee at the following, place and date.

**Date:** 15 September 2009

**Time:** Immediately following the Special Community & Civic Resources Committee Meeting

**Venue:** Council Chamber, Town Hall, Devizes

**Enquiries:** 01380 722160

The Town Mayor (Councillor Leighton)

Councillors: Mrs Burton Callow Mrs S Evans  
Gudgeon Hopkins Parsons  
Smith A R Taylor Mrs Winchcombe

## **AGENDA**

### **1. MINUTES**

To approve as a correct record and authorise the Chairman to sign the minutes of the meetings held on the 4 August 2009, which have been circulated with the agenda.

### **2. APOLOGIES FOR ABSENCE**

### **3. DISCLOSURES OF INTEREST**

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

### **4. PUBLIC PARTICIPATION**

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the Council upon a matter of concern to that person which is relevant to the Council.

A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Council for this item of business

**5. REPORT FOR INFORMATION – VENUES INCOME FIGURES**

Income figures for the Council's venues for the period April 2009 to July 2009 are attached (doc 5/1-5/5). These figures indicate the monthly income and cumulative income against budget. Free use and Grace & Favour income figures since the beginning of April, 2009 were not included in previous reports. These are now included and are reflected in the relevant month.

**6. REPORT FOR INFORMATION – VENUES – CUSTOMER SATISFACTION FEEDBACK**

Attached to this agenda (doc 6/1) is the Venues Customer Feedback information received up to the end of August 2009. The figures are consistently high, although there is a slight reduction to 96% from 100% in August 2009. This is due to a score of average for a sandwich buffet. Venues have spoken with the customer, who felt that this was a fair score, although they rated us as excellent in all other categories.

**7. REPORT FOR INFORMATION – VENUES – OCCUPANCY FIGURES & WEDDING CEREMONIES AND RECEPTIONS**

As requested by this committee, officers have prepared monthly occupancy figures for all hireable areas. In addition there is a summary of last years performance.

An analysis of Wedding Ceremonies and receptions from 2006 forward to 2010 is attached (Doc 7/2-7/5)

The report summaries are as follows

Room Usage Summary - June/July/August & YTD 2008  
Room Usage Summary - June/July/August & YTD 2009  
(Doc 7/1)

**8. REPORT FOR INFORMATION – GREEN LANE PLAYING FIELDS**

Following the committee's agreement at its last meeting, the changing rooms at Green Lane have been removed and the site cleared.

There are now currently no changing facilities on site. Officers are currently investigating the possibility of placing another temporary structure on site and once some options are available this will be a matter for further decision.

**9. REPORT FOR INFORMATION - LEIPZIG PLANTATION**

It has not been possible to contact the proposed Volunteer Warden for Leipzig Plantation and so the project has been suspended for the time being.

However, the Town Council has entered into an agreement with the Probation Service from 17 September 2009 until further notice to provide a team of supervised litter-pickers, which will assist in monitoring the site.

The Parks Team will continue with the tree surveys.

#### **10. REPORT FOR INFORMATION – CATERING CONTRACT**

The present Catering Contract of nominated caterers to Devizes Town Council expires at the end of this month.

Letters were sent to existing nominated caterers and interested parties in October 2008 and again in May 2009 to invite applications to be included in the new contract.

An advertisement was placed in the Gazette & Herald in May. A total of 14 information packs and application forms were sent out, 5 applications were sent back and of these, 3 were short listed and invited to interview.

Interviews were held on 11 August and candidates were invited to bring along samples of their food so that it could be compared like for like. The standard was high in all cases and it was decided that all 3 candidates would be appointed as nominated caterers.

The three caterers chosen are: Devizes Catering (existing), Annie's Catering (existing) and Sweet Pea Caterers of Bowerhill (new). The Venues Booking Administrator will offer all three options to customers unless they have previously specified a preferred caterer. The new contract will commence on 1 October 2009.

#### **11. REPORT FOR DECISION – COMMUNITY BUILDING WINDSOR DRIVE**

##### **Recommendation**

That the committee considers a complaint by an allotment holder (doc 11/1, issued alongside this report) at Windsor Drive concerning the arrangements for the use of the community building on the site.

##### **Purpose of the Report**

To consider a complaint made to elected members during a Council Surgery on the 18 August 2009.

### **Background**

At its meeting on the 23 June 2009 this committee resolved that the Allotment Association could have the ongoing use of the community building at Windsor Drive, provided that they kept it clean.

The Allotment Association accepted this offer but in doing so have only been prepared to take responsibility for the action of its own members. This has resulted in non-members on the site not being given access to the building.

At a Council surgery on the 18 August, a non Allotment Association member explained to the Councillors present that he believed that he has as much right as association members to use the facilities and the decision by the Allotment Association to only allow association members to use it was wrong.

It is the complainant's view that the building on the Windsor Drive allotment site is an integral part of the facilities and therefore as everyone pays to have an allotment on the site, it is not unreasonable that all allotment holders should be able to use it.

Officers have discussed the issue with the Allotment Association and they have explained that, in using the building they recognise that should there be any damage or that the premises are not cleaned properly they will have to take some responsibility and, not unreasonably, they are not prepared to take on the responsibility when it is shared between members and non members.

It has always been officers' view that the building itself does not form an integral part of the facilities on the allotment site as it was provided for separately under the section 106 agreement as a Community Building.

Currently the Town Council has no budgeted resources to clean the building and therefore any arrangement for its use needs to include the management of its cleaning.

### **Options Considered**

The Committee needs to decide if they wish to ask the Allotment Association to reconsider their decision not to allow non association members to use the facilities and should the Allotment Association decline the request, what action the committee will take.

### **Implications & Risks**

#### **Financial and Resource Implications**

There are limited resource implications associated with the current arrangements, however should the responsibility for the cleaning of the community building fall back for its free use then there are significant resources and financial implications.

#### **Legal Implications and Legislative Powers**

Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 provided the Council with the power to provide Community Buildings for social and educational objectives.

**Environmental Implications**

Officers are not aware of any environmental implication associated with this decision.

**Risk Assessment**

Officers are not aware of any significant risk implication associated with this decision.

**Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

**12. REPORT FOR DECISION – VENUES MARKETING**

**Recommendation**

That the Committee agree the production of the Venues Marketing folders and tri-fold leaflet produced by Resolution graphic designers as approved by the working party.

**Purpose of the Report**

To agree the production of the new marketing material..

**Background**

The marketing material for Devizes Town Council Venues has been redesigned to bring a fresh new look to the Venues.

In consultation with design consultants, it was decided to redesign the logo to make it cleaner and more modern. The tri-fold leaflet has also been redesigned and a new Venues Folder will provide liveried packaging for professional material.

A working party was selected and has approved the new designs.

The marketing material needs to be reviewed on a regular basis to remain current in a competitive market. The venues and logo have been modernised and this is reflected in the new material and photographs

**Options Considered**

To agree the new designs for production, approved by the working party,

**Implications & Risks**

**Financial and Resource Implications**

Costs are in accordance with the present budget for marketing and promotion.

**Legal Implications and Legislative Powers**

Power is provided to encourage the use of facilities under the Local Government Act 1972 s144. Officers are not aware of any legal implications.

**Environmental Implications**

The paper being used is from a sustainable source.

**Risk Assessment**

Failure to produce quality marketing material may result in a reduction in the success performance of the venues service.

**Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

13. **EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES**
14. **EXEMPT REPORT FOR INFORMATION – RECREATION FACILITY**
15. **QUESTION TIME**

Members will be allowed a short period in which to put questions on matters within the remit of this Committee which are not contained in the reports of matters formally considered by the Committee at this meeting. The question may be answered at the meeting or may be referred back to the Committee at a later date. The question may not be the subject of any further details.