



Devizes Town Council

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RECREATION AND PROPERTIES COMMITTEE

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

Date: 29 OCTOBER 2009

Time: Immediately following the Planning Committee Meeting

Venue: Council Chamber, Town Hall, Devizes

Enquiries: 01380 722160

Chairman: Councillor Mrs Evans
The Town Mayor (Councillor Leighton)

Councillors: Mrs Burton Callow 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 15 September 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

September returns show continued high levels of satisfaction.

More personal comments from customers refer to high levels of service from Gordon and this month from Paul in particular.

One return of "average" has reduced the overall percentage to 97.14%, and this was for a sandwich lunch.

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

The Room Usage Summary shows bookings for September 2009 as compared with September 2008 (doc 7/1).

The number of bookable days in September is 30, with 15 hours available each day.

Average Covers is the average number of people catered for in each room. It is important to record this information because the catering figures impact upon our revenue.

Average Booking Hours is the average number of hours booked for each room.

% Utilized When Booked refers to the room capacity (say 100) in proportion to the number of people actually using the room. We need to ensure that we use the most suitable room in terms of size for each event; for example, an event for 50 people might be booked for a room which could hold 150.

Total Covers is the number of people in total using the room during this period. There may be several functions happening on the same day – for example, a breakfast meeting, training event with lunch, and an evening reception with bar and buffet.

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Total Hours is the number of booked hours – to reflect multiple functions in one room in one 15-hour period.

% Total is calculated from the number of bookable rooms hours in the report. In this instance this would be 7 rooms available for 15 hours per day for 30 days. The total figure is expressed as a percentage of this.

8. REPORT FOR INFORMATION – VENUES – BUSINESS ANALYSIS

The pie-charts attached (doc 8/1) illustrate the proportion of business from various sources – for example the largest proportion of business in the last 3 months (1 July to 30 September) came from repeat business, the smallest proportion from wedding fayres and wedding brochures. There were 233 enquiries in the same period.

The Type of Booking chart shows a full breakdown of the total bookings (255). 55 of these were meetings, 29 training events and 29 charity events.

9. REPORT FOR INFORMATION – DAMAGE TO PLAY AREA ON THE GREEN 2009

Since the Play Area on The Green was opened in February 2009, there have been some incidences where we have called the manufacturers back on site for routine maintenance, ranging from touching up paintwork to replacing nut covers.

Apart from general use, which has resulted in calling back the manufacturers for tightening bolts and replacing bearings, there has been some damage caused by person or persons unknown:

- 1) In June a part of the “stepping stones” feature was found to have been removed by a person or persons unknown. This was taped off until repaired.
- 2) In August it was discovered that a bolt was missing from the “spider swing” and the equipment was removed for safety purposes until it could be repaired. It is now repaired and back in place.

The play area is very popular and has been in constant use since it was opened. The Parks Team continue to monitor the play areas daily to ensure any problems are dealt with promptly.

10. REPORT FOR INFORMATION – OUTCOME FROM BRITAIN IN BLOOM 2009

The Awards Evening for Devizes in Bloom was held on 11 September at the Town Hall. Overall we were delighted with the high standard of entries, although disappointed that more businesses did not take part this year.

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The Regional Awards Ceremony for South West in Bloom was held on 17 September in Yeovil. It was attended by The Mayor, Town Clerk, senior officers, a councillor and a member of the Parks Team as well as volunteers from the Drews Pond Wood Project.

Devizes was awarded Silver Gilt and the Drews Pond Wood Project received a Certificate for Outstanding Achievement.

We are still awaiting the breakdown of points and Judges' comments to guide us in our entry for 2010.

Thornbury won Gold and were put forward for the National Awards. It was clear that community involvement is key to success in this competition, and although Devizes had entered Drews Pond Wood in its Neighbourhood Award Scheme, there were several other projects which would merit an entry next year.

A meeting has been held with the Town in Bloom Committee to agree our strategy for 2010.

11. REPORT FOR INFORMATION – ADDITIONAL MEETING

An additional meeting of this committee is to be called on 24 November 2009 to deal with commercial property issue, which officers considered should in exempt session.

12. REPORT FOR DECISION – VENUES – INCREASE IN CHARGES FOR 2010/2011

Recommendation

It is recommended that the Committee accept the new proposed venues hire tariffs for 2010/2011.

Purpose of the Report

To agree the venue charges for 2010/11.

Background

Venue hire charges are set in April of each year, but should be agreed no later than the previous November as bookings are frequently made 12 months or more in advance and prices are also sent out with marketing literature.

In January 2010, VAT will return to 17.5%, therefore the current charges will need to have the new rate of VAT applied. As there will be a perceived price increase of 2.2% in January, officers are mindful that any further increase in April will need to be limited, therefore the charges that members are asked to agree only have a 1% uplift between January and April 2010.

Costs that affect the venues such as utilities and the business rate are increasing by more than 1%, therefore to be able to achieve the projected growth in income, the number of hiring's will need to be greater than the current year.

Options Considered

The committee needs to decide if they want to accept or amend the Venues Hire tariff for 2010/11.

Implications & Risks

Financial and Resource Implications

Officers are conscience that in these difficult trading times it is not possible to say with any certainty what the financial implications may be.

Legal Implications and Legislative Powers

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

Environmental Implications

Officers are not aware of any environmental implications.

Risk Assessment

There are no risks.

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. REPORT FOR DECISION – LITTER BIN IN POTTERNE ROAD BUS STOP

Recommendation

To consider a request by Councillor East to place a litter bin witting the bus stop in Potterne Road.

Purpose of the Report

To consider a request to provide a new litterbin.

Background

A letter has been received from Councillor East in his capacity as a resident in Potterne Road (doc 13/1).

In his letter Councillor East explains the an original bin provide by the former District Council has subsequently removed following a policy change which resulted on some users of the bus stop dropping their litter.

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The Town Council currently does not have a suitable litterbin and therefore if it is members wish that one is provided the cost will be about £60.00.

Options Considered

The committee needs to decide if they wish to provide a litterbin within the Potterne Road bus stop.

Implications & Risks

Financial and Resource Implications

The cost of the bin would be met for the Council's street furniture budget.

Legal Implications and Legislative Powers

The litter act 1983 ss5, 6 provide the council with the power to provided litter receptacles.

Environmental Implications

Officers are unaware of any environmental implications associated with this decision.

Risk Assessment

Officers are unaware of any environmental implications 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

14. REPORT FOR DECISION – TEMPORARY CHANGING ROOMS ACCOMMODATION FOR PLAYING FIELDS AT GREENLANE

Recommendation

To advise officer on the future provision of changing facilities at playing fields at Green Lane.

Purpose of the Report

To give guidance to officers.

Background

During the summer of 2009, the portacabin changing rooms were removed from the Green Lane playing fields as they had become unsafe as a result of their age and vandalism. There are now no changing room facilities on the site, which has made it unusable for senior matches.

The future of the site is somewhat unclear, although it is recognised that a significant investment is required to provide FA standard facilities and this will need to be undertaken as a partnership arrangement.

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In the short term, a decision needs to be made as to what changing facilities are provided for the site.

During the last year there have only been 18 Adult games compared with 47 youth games.

Set out below is a summary of a quotation received from a local supplier of modular building units, which may meet the short-term needs of hirers. The units themselves are metal clad for security and will offer basic changing and toilet facilities.



The proposed accommodation is second hand and comprise of two main changing rooms which measure 32' X 10' and a toilet facilities which measures 12' X 9'. The units will be painted in Town Council blue. The original facilities comprised of four changing rooms each of which was 30' X 12', a referee changing room and toilets.

If the committee was minded to use this style of temporary accommodation, it would need to decide if it wishes to purchase or hire it at the costs set out below.

| | |
|-----------------|--|
| Hire | £107.00 per week |
| Transport costs | £300.00 delivery and removal from site |
| Purchase | £9415.00 |
| Transport costs | £300.00 delivery to site |

If the committee were to hire the units the cost would equal the purchase price after 88 weeks. All cost are exclusive of VAT.

Options Considered

The committee needs to decided if it should proved changing facilities at the playing fields for adult football.

Implications & Risks

Financial and Resource Implications

Currently there is a £20,000 earmarked reserve for site improvements for this site.

Legal Implications and Legislative Powers

The Local Government Act 1972 sched 14 para 27 provides the council with the Council with the power to manage and control recreation sites

Environmental Implications

Officers are not aware of an environmental implications associated with this decision.

Risk Assessment

Officers are not aware of a risk implications 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.

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.

DEPUTY TOWN CLERK