



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: 4 November 2014

Time: Immediately following the Planning Committee Meeting

Venue: Council Chamber, Town Hall, Devizes

Enquiries: 01380 722160

The Town Mayor: (Councillor Mrs Bridewell)

Councillors:	Carter	Mrs Evans	Giraud-Saunders
	Johnson	Ody	Parker
	Mrs Rose	Smith	Wooldridge

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meetings held on the 23 September 2014, 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

Document 5/1 is issued alongside this agenda

6. REPORT FOR INFORMATION – VENUES - CUSTOMER SATISFACTION FEEDBACK

Customer satisfaction report is up to the end of September and currently stands at 100%, however, three responses were received.

7. REPORT FOR INFORMATION – VENUES OCCUPANCY FIGURES & MARKETING INFORMATION

	AUGUST	SEPTEMBER
Numbers of Bookings		
Corporate Events	6	12
of which Wiltshire Council	2	7
Community	6	21
Club	7	10
Markets	4	4
Blood Donor Service	1	1
Citizenship	0	0
Concerts	0	1
Auction	0	1
Fairs	0	2
Weddings	2	1
Wedding Ceremony	1	1
Dinner	0	0
Bluez & Zuz's	0	1
Civic Event	1	0
Grace & Favour	0	0
Party	0	1
Comedy Night	0	1

Venues usage has picked up again following the summer. At the beginning of September, the Corn Exchange was closed for a number of days whilst the new air conditioning unit was being commissioned. This is now working fully and there have already been a number of extremely positive comments from customers concerning the ambient temperature.

8. REPORT FOR INFORMATION – CORN EXCHANGE VENTILATION

The project to replace the ventilation system in the Corn Exchange is now complete and was commissioned week commencing 20 October. The new system is working well and has enabled staff to have better control of the air temperature in the building. The system is also considerably more energy efficient and we should see a reduction in utility costs this winter.

There is some decoration which needs to be undertaken, which was outside the contract but is something that can be undertaken by our own staff so will be done within the next month or so.

9. REPORT FOR INFORMATION – COMMERCIAL PROPERTY MANAGEMENT SERVICE

During December 2014, The Councils Admin & Finance Manager will be contacting a number of local Estate Agents, particularly those with experience and an emphasis on commercial properties lettings with a view to tendering for the management of the Town Council's commercial property portfolio for the next 5-year period.

The current contract with Strakers comes to an end on 31 March 2015. Interested parties will be invited during December 2014 to submit a tender by Noon on Monday the 12th of January 2014 for management of the portfolio until 31 March 2020.

The tender will request a price structure based on a quarterly management fee, fees for the introduction of new tenants and new leases with existing tenants and specific commercial property advice.

10. REPORT FOR INFORMATION – DEVIZES MARKET CROSS

A purchase order was raised in October 2013 for the inspection of Devizes Market Cross by a local company of civil and structural engineers. Upon receipt of the report the Town Council instructed Colin Johns, a conservation architect, to project manage the necessary repairs to the Market Cross.

Tenders were requested from local companies undertaking stone conservation and repair in the summer of 2014. The successful contractors, Wells Cathedral Stonemasons have stated that they require a six-week lead-in period for a 5-week repair. Mr Johns however felt that Listed Building Consent should be received before any repairs or conservation could commence.

The Listed Buildings Consent for the Market Cross was recently received from Wiltshire Council. This does however now cause us a timing issue in that the town's Christmas tree will be installed in November and after this we are into winter weather with the potential for frost damage to the stonework.

The Conservation Architect and officers of the Town Council have agreed that any conservation works is delayed and a suitable date in the spring be agreed for commencement of these works. The delay is not considered critical to the conservation of the monument.

11. REPORT FOR INFORMATION – DEVIZES SKATE PARK

The majority of work to construct the new skate park facility in Devizes is complete and the Mayor and members of the Area Board formally opened it on Saturday 18 October.

There are some landscaping issues outstanding, due the wet conditions, therefore the 5% retention will be held until such time that the work is complete.

The facility is being well used and Council staff is monitoring the level of litter being left on site. Whilst there is some litter being dropped, it is currently less than expected and when staff do clean the site users are happy to help.

There have been a number of cars parking close to the pedestrian access to the site, which is causing some access issues to the allotment. This is being monitored and will be addressed if it persists.

12. REPORT FOR DECISION – REPAINTING OF TOWN HALL

Recommendation

That the Council considers a request from Officers to retender for the repainting of the Town Hall and to vire funds from the Town Hall roof ear marked reserve(s) to increase the 2014/15 budget in respect of this cost heading.

Purpose of the Report

To provide members with the required information to enable officers to proceed with the repainting of Devizes Town Hall.

Background

A number of local painting & decorating businesses were invited to provide a tender for the repainting of Devizes Town Hall by 1 September 2014. Although tenders were sought from 4 local businesses only 1 submitted a tender. Feedback from the other businesses showed that the cost of the scaffolding of the Town Hall was 60% of the total price and that all but the largest could not bear the cost of the scaffolding within their normal cash flow.

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Officers sought to prove this to be the case and indeed the scaffolding company which quoted on the only tender which was received was £9,400 of the total tender amount of £15,230. The Admin & Finance Manager found a second local scaffolding company which quoted £6,660 in respect of the scaffolding only.

The total cost including the repainting is likely to be in the region of £10,500 to £12,000. The 2014/15 budget for the complete repainting of the Town Hall is only £5,500.

Officers are of the opinion that to achieve the best price, the Town Council requests tenders for a second time but that separate tenders be sought for the scaffolding and the painting from separate businesses. Additionally the shortfall in the budget be vired from an existing ear marked reserve.

Options Considered

The committee accepts the only tender received by officers, or;

The committee requests officers to seek separate tenders for the scaffolding and the repainting of the Town Hall.

AND

The committee make a resolution to vire £5,400m from the Town Hall roof ear marked reserve to inflate the current year budget to enable the works to be progressed, or;

The repainting of the Town Hall to be placed on hold until additional budget provision is given to the project.

Implications and Risks

Financial and Resource Implications

The condition of the external woodwork of the Town Hall is of concern to officers. Should the repainting of the Town Hall be delayed, this will cause additional damage to the External woodwork of the building and could lead to additional repair costs in the longer term.

Legal Implications and Legislative Powers

The Council will be considering this matter under its power of General Competence

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council 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.

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

A short time is allowed at the discretion of the Chairman for councillors to ask questions on matters which are not on the current agenda but which are related to matters which have been previously discussed on an agenda relevant to the committee.

At least 24 hours' notice must be given to officers of the intended question. All other matters should be raised on an agenda and the request should be submitted through the Town Clerk

DEPUTY TOWN CLERK