

A/6/2016-2017

## **ROYAL WOOTTON BASSETT TOWN COUNCIL**

Minutes of a Meeting of the Amenities Committee held at 7.30pm on Thursday 2<sup>nd</sup> March 2017 at Manor House, Lime Kiln, Royal Wootton Bassett.

PRESENT: Councillors: Mary Champion, Sue Doyle, Linda Frost, Janet Georgiou, Mike Leighfield, John Wilks

Also in Attendance: Councillors: Paul Heaphy

Officers in Attendance: Johnathan Bourne, Town Clerk, and Michelle Temple, Administrative Services Manager, John MacIndoe, Grounds Maintenance Team Leader

### **51. APOLOGIES**

No Apologies for absence were received from Councillors.

### **52. DECLARATIONS OF INTEREST**

To receive Declarations of Interest in accordance with sections 10 and 12 of Wiltshire Council's Members Code of Conduct, as adopted by Royal Wootton Bassett Town Council at a meeting held on 12<sup>th</sup> July 2012.

RESOLVED to note that no Declarations of Interest received.

## 53. CHAIRMAN'S ANNOUNCEMENTS

- a) **South West in Bloom** – following our success last year in obtaining Gold for our town, it was suggested that we might like to consider entering a higher class this year. After careful consideration and due to the forthcoming diary commitments for the year, including the election and the fact that Naomi will be going on maternity leave and Sharon has only recently joined us, we felt it would be better to keep to the class as before and look to moving up next year. We have booked our first meeting with the Community groups to look at what we plan to achieve and look forward to working with them and hopefully attaining Gold again for our town. If anyone would like to be involved with this group, or knows of a group who would like to join us, they are very welcome.
- b) **Installation of the poppy wreaths at the War memorial** – the plates have gone to the company for completion and we are awaiting their return very soon. The condition of the stonework on the war memorial was checked in February and small areas of erosion were noted but there is no emergency work needed or cause for concern.
- c) **Transfer of land at Jubilee Park** - we have now received the cheque for £40,000 from Wiltshire Council for the transfer of land at Jubilee Park. Bevirs are currently holding the cheque until the Land Registry title deeds are complete.
- d) **Roundabout island on Bincknoll Lane** - we are still waiting to hear from Wiltshire Council regarding the transfer of the roundabout island on Bincknoll Lane. Until this happens the upkeep of this island is the responsibility of Wiltshire Council.
- e) **The path at Otter Way** – we are in discussion with the geo company that gave us the original advice regarding the cracks in the pavement and it was agreed to cut back hard the hedge along the pathway and put in 3D measuring pins to measure and track this over the summer months. The holes have been filled and are currently safe.

## **54. CONFIRMATION OF MINUTES**

RESOLVED to make the following amendments to the minutes:

1. In the third paragraph from the end of item 49 to delete the words “this concern” and in its place add the words “the general planning matter”.
2. In the second paragraph from the end of item 49 to delete the words “possible risks associated with undertaking.
3. In the last paragraph of item 49 insert the words “next steps in” before the words scheme in the first sentence and to delete the word “financial” but after the words “request” to insert the words “updates preferably written every two months”.

RESOLVED to confirm and sign minutes as amended of meetings of the Amenities Committee held on Thursday 5<sup>th</sup> January 2017 (A/5/2016-2017), copy previously circulated.

## **55. LITTER REPORT**

The Committee received the latest Vandalism and Litter Report, copy previously circulated.

Councillor Heaphy advised the Committee that he had spoken to the Head of Noremarsh regarding the wall at Oldcourt Play area.

RESOLVED that John Mcindoe and the grounds team will start work repairing the wall when the weather improves.

Councillor Leighfield advised that the Cherry trees adjacent to Oldcourt play area in Downsvie are dead, can they be removed. John Mcindoe noted that these belong to Wiltshire Council.

RESOLVED to contact Wiltshire Councillor Chris Hurst.

## **56. PLAY AREA AND OPEN SPACES WORKING PARTY**

At the last meeting of the Amenities Committee held on Thursday 5 January 2017, the specification for the play area works was completed so that tenders could be submitted to the new Contracts Finder website. The closing date for the receipt of tenders was Wednesday 15 February 2017, and the Town Council received 6 tenders. These were opened in accordance with the Financial Regulations Regulations on Wednesday 22 February 2017.

The Chairman gave a verbal report to the meeting and make recommendations for the acceptance of one of the tenders.

Following the new requirement to advertise any work over £25,000 on the website Contract Finder, we received 6 tenders for the refurbishment of the toddlers play area at Poets Field and installation of a new zip wire at Poets Field and a Youth Pod at Otters Way. Of the 6 submitted 2 did not meet the basics of the specification and were therefore dismissed.

We then undertook a detailed analysis of the remaining 4 tenders which are listed A – D on your list of price comparisons. On further examination it was noted that C and D did not fully meet the tender specification. Company C had applied a discount to bring them back to £53,000 and Company D had added a number of extras which were not asked for and then applied a discount bringing their figure down to £53,000. Both these companies are still higher than A and B.

Of the remaining two tenders (A and B) whilst company B is lower this is because they have not quoted as per the specification with regard to the stated measurements and have reduced the size of the play area therefore reducing the cost of the soft pore and fencing.

Satisfactory references were received on all companies.

One of the lessons we have learnt from the tendering of Borough Fields toilets on Contract Finder is that there is a requirement for a contingency figure of 5% should any additional work be needed. This clause will be added to any future advertisements for work to be tendered for on Contract Finder.

We therefore recommend the acceptance of the quotation from Company A for £52,787 and a 5% contingency fee.

RESOLVED to approve the installation of tender A and allow a 5% contingency fee.

**57. EVENTS WORKING PARTY**

To consider a report on a meeting of the Events Working Party held Wednesday 18 January 2017, copies previously circulated.

RESOLVED to note the report

**58. COMMUNICATIONS**

The Committee was asked to consider whether it would like any Communications released in respect of the agenda items.

RESOLVED to issue communications on the following:

- Sponsor for the Xmas Lights Screen
- Play area contract

*The meeting closed at 8.30pm*