



## Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL'S AMENITIES COMMITTEE**  
**Meeting held on**  
**Monday 27 February 2023. Start time 7:30 pm**  
**MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

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Councillors present: Gareth Watts (Chair) (GW), Matthew Randall (MR), and Paul Roberts (PR).

Ex Officio Councillors present: Jane Brentor (JB) and Dave Mace (DM).

Plus: Melanie Camilleri (MC) – Clerk/RFO. No members of the public attended.

### MINUTES

- 01/23**      **Public Question Time:** No members of the public attended.
- 02/23**      **Apologies for Absence:** None
- 03/23**      **Declarations of interest:** None
- 04/23**      **Minutes**  
i) The Minutes of the Meeting held on **27 June 2022** were approved.
- 05/23**      **Business raised during Public Question Time**  
To resolve to refer any business raised by the public or items of information from councillors either to the appropriate committee or for any other action.  
No members of the public attended.
- 06/23**      **Public Litter and Dog Poo Bins**  
i) MC reported that following her communication with the contractor Idverde regarding missed collections, bins have now been emptied. The January invoice has been withheld for payment as a consequence of non-delivery of service.  
  
RESOLVED: the Parish Council are committed to working with Idverde on documenting exact locations of bins covered by the contract (the operators are working from an old list and an inaccurate map). Either by Google Maps (with pins) and/or What3Words. Plus, option of accompanying operators on the 1<sup>st</sup> 'round' when a new list and map is in place.
- 07/23**      **Commemorative Tree**  
RESOLVED:  
• JB to purchase M106 'Red Devil' (self-fertilising) from Landford Trees (last one in stock). Cost £134 excl VAT. Authorised budget = £150 excl VAT. Balance monies to be used for stakes, ties, and commemorative plaque

- Location: The Beacon (end of Moot Lane). JB will prepare the ground ready for planting
- Plaque to be sourced by JB:-
  - Material: engraved brass or slate which is affixed to a solid stone.
  - Wording: 'Planted in Loving Memory of HM QUEEN ELIZABETH II
- Public event to mark the planting and unveiling of the plaque to be held on Sun 16 April 2023 @12pm
- Publication of this event: JB to prepare comms for InDownton, Social Media, School, Noticeboards, Parish Council's website

**08/23**

#### **Moot Rec Ground Covenant**

##### RESOLVED:

- To recommend to full Council registering the Moot Recreation Ground with the Land Registry. JB believes the fee to be £45 but will confirm to full council.
- Boundary: GW and JB to discuss with the Trustees an amicable approach to identifying and agreeing boundaries (in the first instance, rather than commission a boundary survey)

**09/23**

#### **Play Park Refurbishment Project**

##### RESOLVED:

- The draft Project Initiation Document (PID) was approved in principle and will now be submitted to full council for their review and approval in principle
- To recommend to full council the procurement opportunity will not be advertised but made available to a number of particular 'economic operators' who have been selected for that purpose (in accordance with Articles 109 to 114 of the Public Contracts Regulations 2015, s. 135 of the Local Government Act 1972, and Article 4 of the Public Contracts Directive (Regulation 5 (1) of the 2015 Regulations) in relation to Public Works Contracts. The names of the three 'economic operators' to be recommended to full council is commercially sensitive and as such 'Confidential - Not for Publication'
- Set-up Playground Working Group to move actions for achieving project goals. Will be Members of the Amenities Committee and option for other Parish Councillors to join. JB to draft Terms of Reference.
- Actions:
  - MC to check terms of PWLB Loan and implications if the full £180K may be drawn-down in tranches and implications IF 100% of loan isn't needed to complete the project – before the application is submitted.
  - MC to check position with Wiltshire Council on all S106 monies intended to be allocated to finance this project (Charles Church and Scotts House developments)
  - MC to prepare specification for procurement in line with the PID

**10/23**

#### **Date of next meeting**

The next **Downton Parish Council's Amenities Committee Meeting** will be held on **Monday 22 May 2023 at 7:30pm** in the **Memorial Hall, Downton (Bonvalot Room)**

Being no further business, GW closed the meeting at 10.10pm.

**DRAFT MINUTES TO BE SIGNED AT THE NEXT AMENITIES COMMITTEE MEETING**