

AGENDA for Asset Management Committee 4th September 23 _____	2
AGENDA ITEM 05e- Kestrel Court Benches - report and resident views _____	5
AGENDA ITEM 05e - Kestrel Court benches - resident D response _____	14
AGENDA ITEM 05e- Kestrel Court Benches - Map indicating which residents were consulted on the benches _____	15
AGENDA ITEM 5f - Beverley Close Wildflower Area _____	16
AGENDA ITEM 06a- Football booking update _____	44
AGENDA ITEM 06b- Letter from the football foundation for goal post grant award _____	45
AGENDA ITEM 06c- Bowerhill Sports Field Enhancement Project report _____	47
AGENDA ITEM 06c- Bowerhill sports pavilion gym equipment survey _____	49
AGENDA ITEM 06d- Pavilion CCTV Audio _____	51
AGENDA ITEM 06d - Pavilion CCTV audio - views of Cllr Patacchiola _____	54
AGENDA ITEM 06e - Bin Emptying at the Bowerhill Sports Pavilion _____	57
AGENDA ITEM 07a & b - Allotment Report for Asset Management Meeting Monday 4th September 2023 _____	58
AGENDA ITEM 09a & b- Allotment and Asset Database _____	59
AGENDA ITEM 09d- VE Day planters _____	63
AGENDA ITEM 09e - Correspondence from MTC regarding location of old SID _____	64
AGENDA ITEM 11c- Map of parish defibrillator locations _____	66
AGENDA ITEM 13- Bus shelter- Beanacre _____	67
AGENDA ITEM 13- Email from bus shelter company RE shelter design _____	68
AGENDA ITEM 13- Pitched Roof bus shelter _____	70
AGENDA ITEM 13 - Flat Roof bus shelter _____	72



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor
Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

Friday 25th August 2023

To all members of the Council **Asset Management Committee**: Councillor John Glover (Chair of Council), Councillor David Pafford (Vice-Chair of Council), Councillor Alan Baines, Councillor Terry Chivers, Councillor Shona Holt, Councillor Andy Russell and Councillor Rob Hoyle

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 4th September 2023 at 7.45pm** (*following planning committee*) at **Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES** to consider the agenda below.

TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09>

Or go to www.zoom.us or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**
Passcode: 070920. Instructions on how to access Zoom are on the parish council website www.melkshamwithout-pc.gov.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

To access the agenda online please scan the below QR code.

Yours sincerely

Teresa Strange, Clerk

YOU CAN ACCESS THE AGENDA HERE



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AGENDA

1. Welcome, Housekeeping and Apologies

2. To receive **Declarations of Interest**

3. To consider holding items in Closed Session due to confidential nature
Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Legal/Contractual: 5b, 5c, 5d, 9b

Quotations – can be discussed if anonymized – 7d, 10a, 12, 13

4. Public Participation

5. Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:

- a) To receive report from officer asset visit (1st Sept) and consider any actions required.
- b) To review and recommend for approval the Legal Transfer documents for the Davey Play Area at Pathfinder Place, Bowerhill.
- c) To note correspondence received from St Barnabas Church regarding access to Beanacre play area for maintenance and consider way forward.
- d) To review and recommend for approval the Kestrel Court and Berryfield Play area freehold legal documentation and red line plans
- e) To receive feedback following letter sent to residents regarding installing additional benches at Kestrel Court Play Area (*arising from min. 140c/22*) and agree way forward
- f) To consider feedback following consultation letters sent out to residents regarding a wildflower area being created to the rear of Beverley Close, Bowerhill (following a resident request), and consider a way forward. (*arising from min. 45c/23*)

6. QEII Diamond Jubilee Sports Field & Pavilion (*known informally as Bowerhill Sports Field*):

- a) To receive update on current bookings
- b) To note the grant application to the Football Foundation for new goal posts was successful and goals ordered and awaiting installation.
- c) To review results from the Bowerhill Sports Field outdoor equipment consultation and update on grant funding available for the project (NB consultation deadline extended)
- d) To note that the pavilion CCTV system currently has audio recording activated and consider whether this is necessary and appropriate
- e) To receive update on new commercial bin emptying schedule
- f) To receive update on progress with replacing Pavilion water tank base under delegated powers

7. Allotments

- a) To receive report on waiting list
- b) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds
- c) To receive report from officer asset visit (1st Sept) and consider any actions required.

- d) To receive cost estimate for purchase and installation of two new water troughs at Briansfield Allotments and consider way forward (*arising from min.107cii/23*).

8. Grass cutting and bin emptying:

- a) To consider way forward with contract options from 1st April 2024
- b) To note update on s96 licence for Roundabout Sponsorship and consider any further action if required.

9. Assets:

- a) To approve specification for new asset management database and approve estimated cost from IT contractor to produce.
- b) To approve specification for new allotment database and approve estimated cost from IT contractor to produce (*arising from min.418f/21*).
- c) To consider making policy guidelines on what assets to include in new housing developments and who to supply (Eg: Community Access defibrillators? Noticeboards? Lifebuoys for attenuation ponds?)
- d) To consider the way forward with purchase of VE Day planters, bearing in mind the maintenance commitment (*arising from min. 470c/19*)
- e) To note correspondence received regarding location of old ex Wiltshire Council Speed Indicator Device and approve disposing of the item on the asset register.

10. Village Halls:

- a) To approve quotation for Shaw Village Hall condition survey.
- b) To consider any actions following Berryfield Village Hall end of period defect meeting (*held on 25th August*).

11. Defibrillators:

- a) To receive an update on progress with the Pathfinder Way defibrillator.
- b) To consider update on costs associated with refurbishing the Telephone Kiosk at Berryfield Park and re-locating the defibrillator on the side of the New Inn pub to the kiosk.
- c) To review map of parish defibrillator locations and consider any gaps in provision
- d) To note all defibrillators serviced and inspected 23rd August

12. Photocopier: To receive quotations for replacement photocopier and consider options for either purchasing or leasing.

13. Bus shelters: To review budget indications for the replacement of the wooden bus shelter at Beanacre and approve bus shelter style to move forward with for quotations.

14. Bins:

- a) To consider not including the parish council's logo and contact details when replacing damaged Wiltshire Council bins.
- b) To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers. NONE

Copy to: All Councillors

Kestrel Court Play Area additional benches

At the Full Council meeting on 25th July 2022, you considered a request from a resident to install additional benches inside of Kestrel Court Play area (extract attached). You asked us to consult with residents near the play area to seek their views before the final decision was made on whether or not to purchase more benches. The idea was that, as there was a large amount of space inside the play area, it might be beneficial to install some benches in the shaded area under the trees. We have now written to residents and have received a few responses back by email, which are attached.

We have also received a verbal response back from a member of the public who advised us that a tree branch had fallen down in the area where the benches were proposed to go. So, they felt that this might not be the best area to install new benches.

Cost if you decide to purchase a new bench:

I have obtained a quote for a new bench so that you can make an informed decision on whether you wish to go ahead and install one inside the play area (attached)

You have budgeted £3,000 for this financial year under street furniture, and have not spent any of this budget yet.

c) To consider request for picnic benches at Kestrel Court play area

A request had been received for additional picnic benches at Kestrel Court play area.

The Clerk explained there was only one bench in the play area, with the cost of providing an additional picnic bench being £516.15 each plus installation costs. Funding was available either through Community Infrastructure Levy (CIL) funds or the general contingency budget.

Councillor Pafford stated as only one request had been received, he expressed caution given the experience of the Council of benches elsewhere in the parish attracting teenagers, given the location near sheltered housing and older peoples' bungalows and wondered whether it would be prudent to canvas residents in the vicinity of the play area in the first instance.

The resident had also expressed concern at the condition of the Horse Chestnut tree at the entrance to Beanacre Park and whether it was diseased.

Councillor Baines stated this was probably the disease which has been affecting this type of tree for several years, but did not affect the integrity of the trees.

The Clerk explained this had not been picked up on the recent tree survey and the Parish Caretaker was going to investigate and at the same time ascertain if the tree was on council land or belonged to St Barnabas Church.

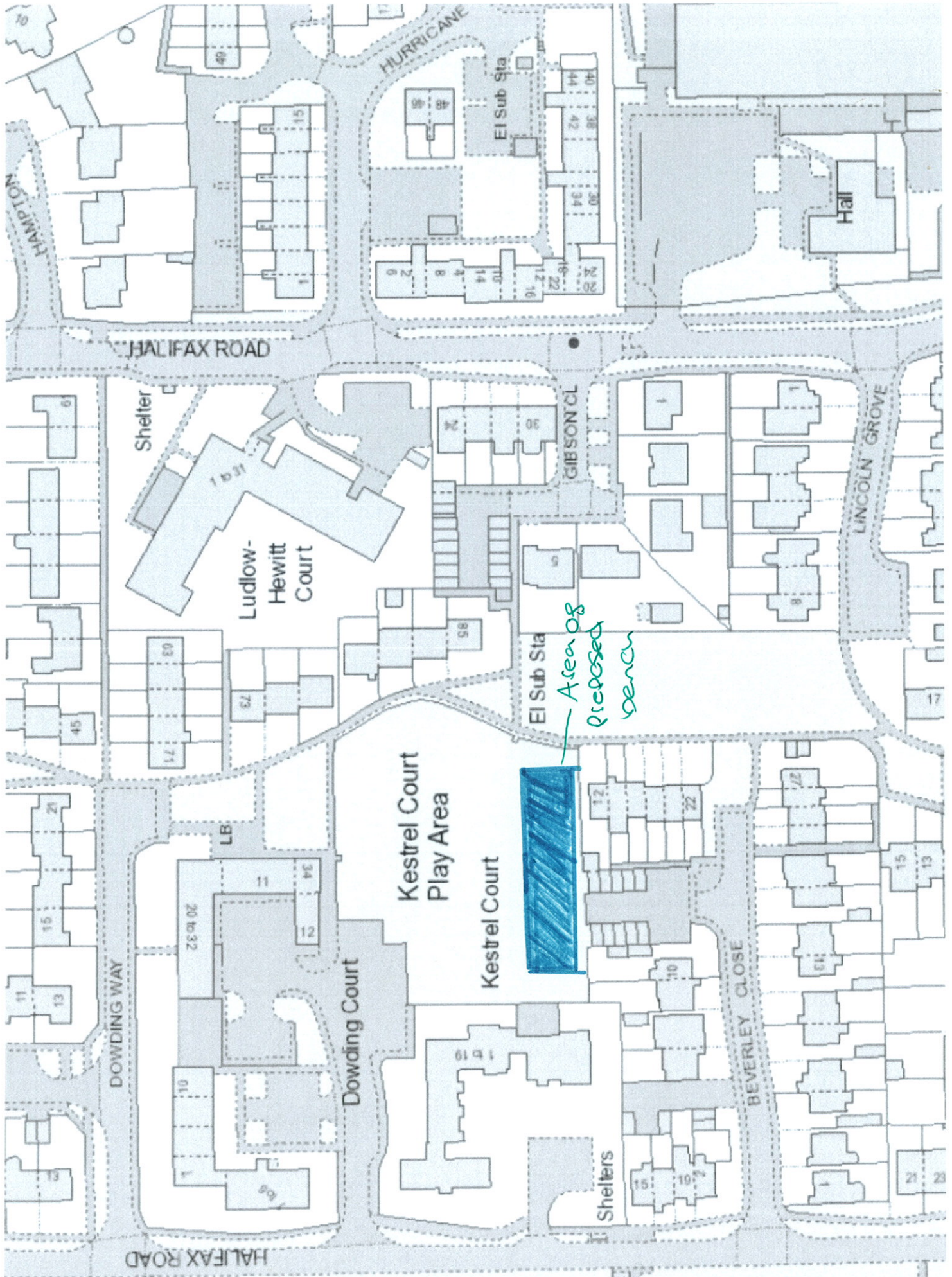
Resolved: To write to residents surrounding the play area to canvas their opinion in the first instance of an additional bench being installed in the play area and revisit the request once the survey had been completed.

141/22 New Berryfield Village Hall project

a) To note Progress Meeting 6 held on 29th June 2022 (minutes and report) and that the 6th staged payment has been made

It was noted another meeting was due later that week at the village hall.

Resolved: To note the Progress Meeting notes of the meeting held on 29th June, as well as the minutes and report and noted the 6th staged payment of £150,295.48 had been made.



Resident A- Email 1 of 2

Marianne Rossi

From: [REDACTED]
Sent: 08 August 2023 16:08
To: Marianne Rossi; Lorraine McRandle
Subject: Requests by resident of Beverley Close re: grass cutting and bench in play area

Dear Ms Rossi,

Further to your letter dated 2nd August 2023, I have a few comments to make.

Whilst I agree that the one bench there is insufficient, I feel that [REDACTED] is missing the point. Parents/carers need to sit close to where their children are playing - not on the other side of the play area.

Children do not normally require a proper bench to sit on - they make use of what is about - swings, slide, grass. When there are larger groups of parents/children, they often take a blanket and picnic and make an event of it.

The fence behind where he wants to site the bench forms a boundary of 12 Beverley Close which friend of his owns and he has a vested interest in the renting of the property. He probably hopes that by putting a bench there it will stop children playing football on that bit of green and the ball hitting the fence. Unfortunately, it might also encourage teenagers to sit there in the evening while they play loud music and drink. Perhaps not so good for current tenant.

There are several areas to the right of the gate into play area, coming from Dowding Court, that might be more suitable, or even just adding an extra bench next to the existing one.

I hope these points may be taken into consideration, but I am glad that we are now at last being asked for our opinions before decisions are made eg tree/bulb planting and wild flower areas.

I have copied this to Ms McRandle who is also dealing with a request from this resident in the hope that these items are not considered in isolation but collectively in trying to understand what this resident's ultimate goal is.

Yours sincerely,

[REDACTED]
[REDACTED]

Sent from my Galaxy

Resident A- Email 2 of 2

Marianne Rossi

From: [REDACTED]
Sent: 09 August 2023 08:47
To: Marianne Rossi
Subject: RE: Requests by resident of Beverley Close re: grass cutting and bench in Play Area

Dear Marianne,

My apologies for thinking both requests were from same resident, but having received both letters in a short space of time I must admit I jumped to the wrong conclusion.

One other point I have remembered is that there have been several instances of localised flooding (can't remember if it was effluent or water from a burst pipe possibly). This was roughly in the proposed area for the seating. Might be worth checking out.

Yours sincerely,

[REDACTED]

Sent from my Galaxy

----- Original message -----

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Date: 08/08/2023 16:19 (GMT+00:00)
To: [REDACTED]
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Requests by resident of Beverley Close re: grass cutting and bench in Play Area

Dear [REDACTED]

Many thanks for your email. Apologies, as there seems to have been some confusion; the two requests have been received separately by separate residents. My colleague Lorraine will come back to you with regards to the wildflower request as this request is something she is managing.

The resident who submitted this request asked for additional benches inside the play area, as they felt that by installing them in the shade under the trees, it would be a nice area for people to go and get out of the sun if they wished to, or at least give them the option. Your comments and suggestions on the benches will, of course, be taken into consideration when the council meets and discusses it at a future meeting.

Best Wishes,

Marianne

Resident B Email

Marianne Rossi

From: [REDACTED]
Sent: 09 August 2023 14:02
To: Marianne Rossi
Subject: Kestrel Court Play Area Bench

FAO Marianne Rossi

I think that the additional bench in that above named play area is a good idea.

Regards

[REDACTED]
[REDACTED]
[REDACTED]

Resident C

Marianne Rossi

From: [REDACTED]
Sent: 23 August 2023 17:17
To: Marianne Rossi
Subject: Beverly close resident proposal

Hello, we received a letter to 22 Beverley close informing us a neighbour would like to instal picnic benches. We are happy for this to be installed.

Also we received one about leaving the grass longer to support wildlife, and that [REDACTED] would managed this. We are more than happy for this to be done, and to encourage wilding and helping nature. The addition of the trees has made a lovely difference so would be happy for him to continue.

Kind regards,

[REDACTED]



Quotation

TDP Limited
Derby Road, Wirksworth, Derbyshire DE4 4BG
Tel: 01629 820011 email: Info@tdp.co.uk

No: TDP_OF3IOS_1Q
Date: 21 August 2023
Valid until: 20 September 2023
Terms: 30 Days E.O.M

Customer
Melksham Without Parish Council
Sports Pavilion, Westinghouse Way
Bowerhill
Melksham
Wiltshire
SN12 6TL

Delivery Address
Melksham Without Parish Council
Sports Pavilion, Westinghouse Way
Bowerhill
Melksham
Wiltshire
SN12 6TL

Code	Description	Quantity	Unit Price	Total Nett
ZDALE15	Dale Bench 1.5m length – Colour Brown	1	£385.54	£385.54
ZAKHARD	Furniture anchor kit for hard ground	1	£23.17	£23.17

Nett Amount: £408.71
VAT total: £81.74
Invoice Total: £490.45

All prices are subject to VAT at the prevailing rate unless otherwise stated
VAT No: GB 558 5891 82
All sales are subject to our terms and conditions

Notes:

Cost for bench installation

Marianne Rossi

From: Tony Jones <tony.jones@jonesdevelopments.co.uk>
Sent: 21 August 2023 17:15
To: Marianne Rossi
Subject: Re: Quotation for bench installation

Hi Marianne

To install the bench on a concrete plitnh will be a cost of £ 578.37 + VAT. Let me know if you wish to proceed.

Kind regards,

Michelle

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 12 June 2023 13:38:11
To: Tony Jones
Subject: RE: Quotation for bench installation

Thanks Michelle.

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
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Melksham Community Campus
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www.melkshamwithout-pc.gov.uk

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On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

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Teresa Strange

From: [REDACTED]
Sent: 22 August 2023 19:13
To: Teresa Strange
Subject: Benches in Kestral park, Bowerhill.

Dear Marianne,

As a parent of a 4yr old who uses the park on a regular bases. The location of the bench wouldn't work.

They need to be located near the play area on the other side of the park where where you can keep an eye on the children easier.

We have had issues with teenagers climbing over walls and climbing on roof, this would only encourage this behaviour by placing the benches by the fences. Thus being a security risk to us and others.

In conclusion:

Yes to more benches, but no to having them in the wooded/ fence walled area.

Bench to be placed by the play park area, near the swings and climbing frame and not the marked area where the trees are.

All the best,

[REDACTED]

[REDACTED]

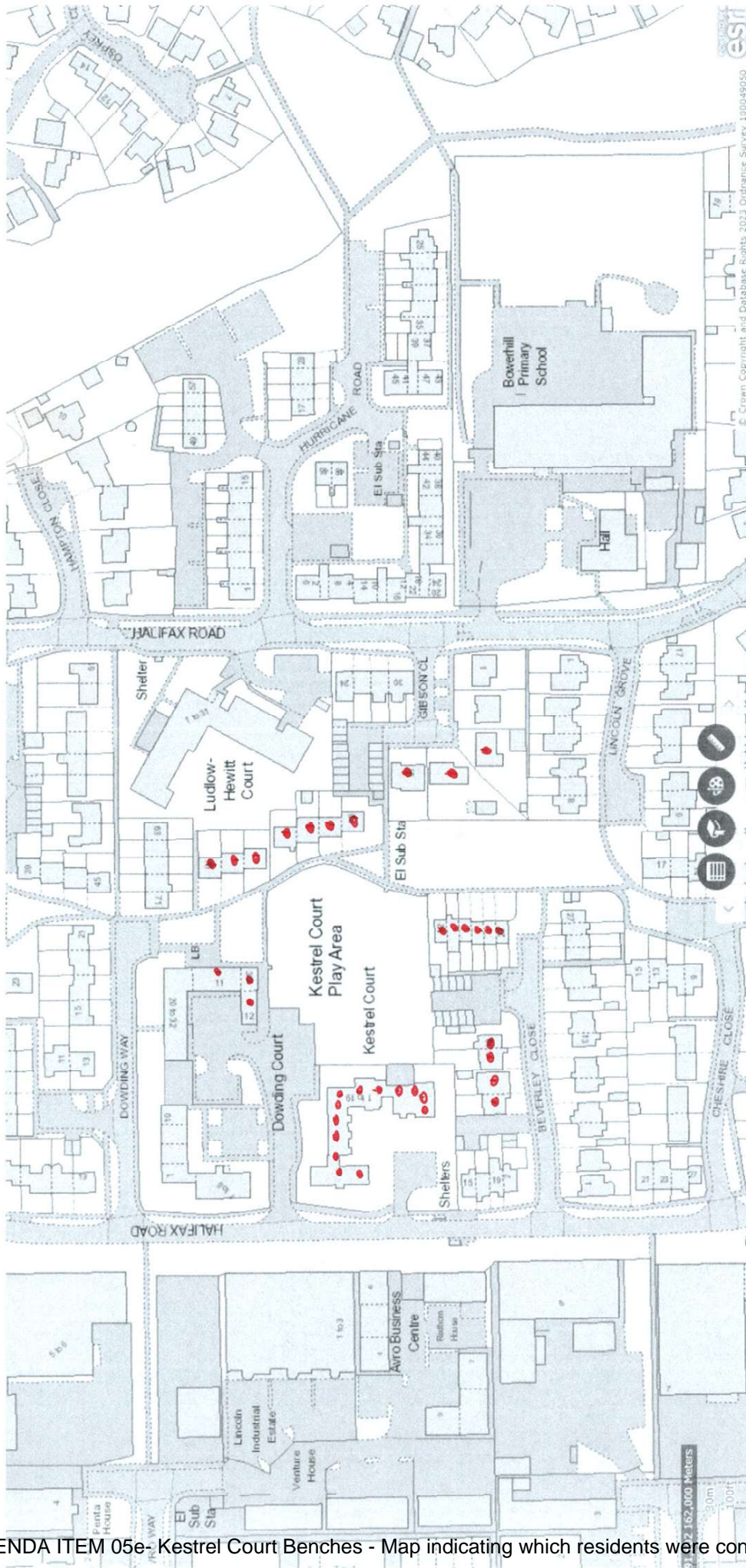
[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



Map indicating which residents were consulted on the benches



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Email: clerk@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

26 July 2023

Dear

I am writing to you, as we have received a request from a resident that parts of the green on Beverley Close (Map attached) are encouraged to grow into wildflower areas.

The resident has requested those areas marked pink are only cut twice per year, with no cut proposed in the area where bulbs and trees have been planted (marked blue on the plan).

Prior to submitting an application form to Wiltshire Council, we are required to consult with residents in the vicinity, to inform them of the proposed change in the grass cutting regime.

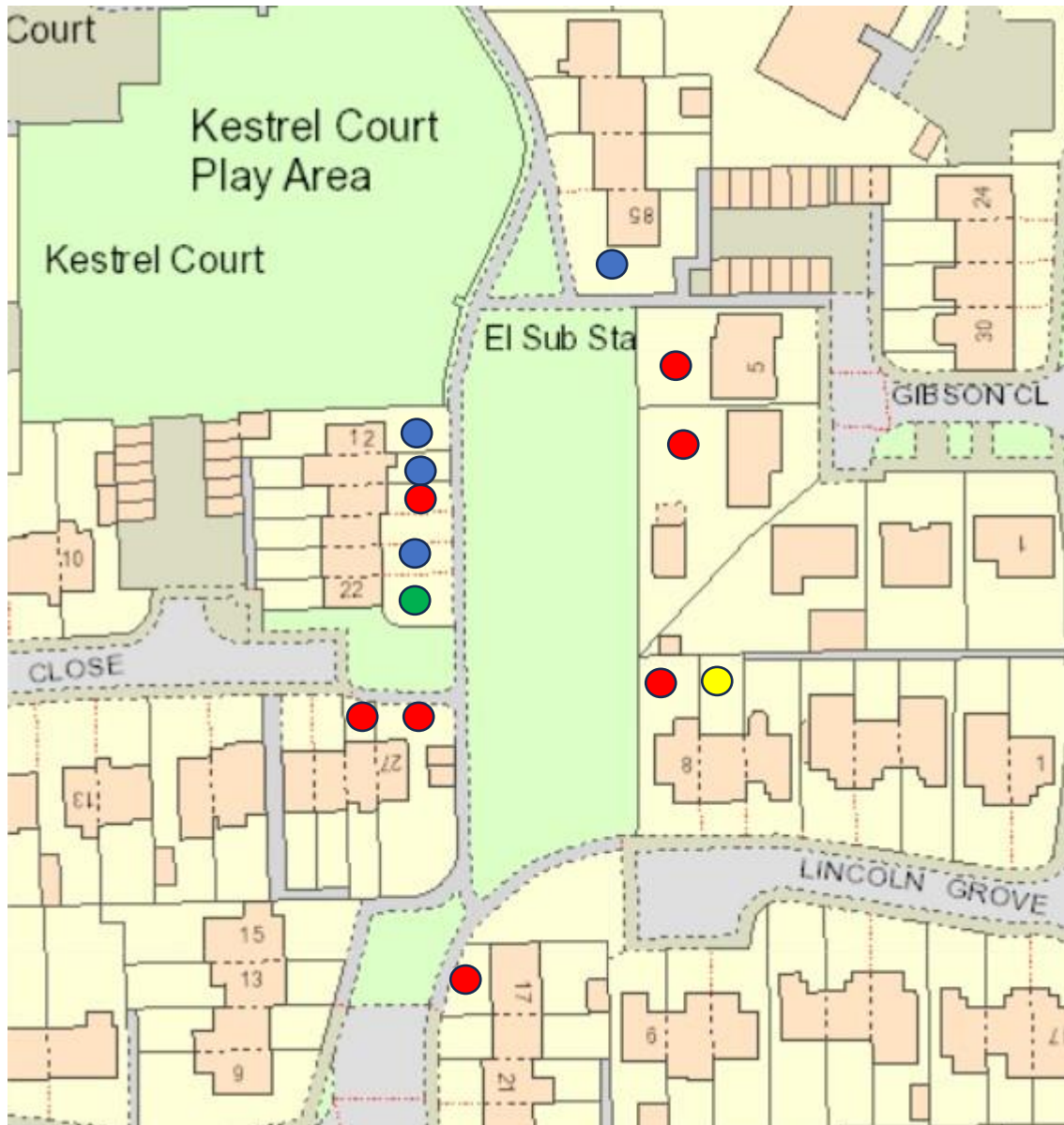
If you have any comments, please contact myself at office@melkshamwithout-pc.gov.uk or write to the above address by 23 August 2023.

Yours sincerely

Lorraine McRandle
Parish Officer

Serving rural communities around Melksham

BEVERLEY CLOSE WILDFLOWER AREA – MAP OF THOSE CONTACTED/RESPONDING



- Contacted and Response Received objecting to proposal
- Contacted and no response
- Not contacted but objection received
- Contacted and no objection received

Lorraine McRandle

Subject: FW: Applications by resident of Beverley Close re: grass cutting and bench in play area

From: [REDACTED]
Sent: 08 August 2023 15:38
To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Cc: admin@melkshamwithout-pc.org.uk
Subject: Applications by resident of Beverley Close re: grass cutting and bench in play area

Dear Ms McRandle,

Further to your letter dated 26th July 2023, I have a few comments to make.

I have no intrinsic objection to wildflower areas but feel they are better suited to larger swathes of land. Small areas just end up as an untidy mess of dead grass eg area just along from Tesco Express.

There is also the problem of ticks in this type of natural environment. Not good considering Close proximity to play area and the pathways that Mr Saunders cuts through these areas take people and their dogs through what becomes quite high grass.

Why not have a wildflower border at the back if the green area along the boundaries of the houses in Gibson Close and Lincoln Grove. This would make it easier for grass cutting and people could walk along it as opposed to through it.

As regards no-cutting areas, I don't know if [REDACTED] has pre-empted the decision but he appears to have already decided which areas will be left uncut.

The c20 trees that you mention is actually over 30, many more than intended. Several residents complained about this and the fact that no official notification/consultation was made beforehand (nor in fact for the bulb planting). This has now ceased to be an open green space and is now in danger of becoming an extension to his own garden. It means that I now have to look at and listen to [REDACTED] constantly walking up and down with his lawnmower or strimmer goodness knows how many times a day/week.

Would he be required to have insurance/indemnity to do this work (much as contractors presumably do) as he will be on council land and not, as he seems to consider, his own land.

Why are the other areas of green space as shown on the map also included in his desire to take over grass cutting and why give over maintenance of the bench to him.

One final point, is it wise to make changes to what should be a council responsibility to satisfy the desire of a retired, elderly gentleman to still feel important.

I am copying this to Ms Rossi who has also received a request from, presumably, the same resident in the hope that some joined-up consultation can take place about this resident's ultimate aims/goals for this area. Perhaps his time would be better spent if he was elected onto the council and then he could work for the whole of the parish council community and not just his little bit of it.

Yours sincerely,

[REDACTED]

Lorraine McRandle

Subject: FW: Proposal- Beverley Close
Attachments: IMG-20230805-WA0000.jpg

From: [REDACTED] >
Sent: 05 August 2023 20:35
To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: Proposal- Beverley Close

Dear Lorraine,

Thank you for your recent letter.

The residents proposals are unacceptable for the following reasons:

The area of grass was well maintained by the council and was kept in good condition. Since the resident has stopped the council groundsmen from mowing the grass, the area has become unsightly, which in turn has stopped children from playing there.

If the resident is unable to continue maintaining the area, it will turn into weeds, thistles and the probable likelihood of Ragwort growth.

The area has been enjoyed by many people all year round by everyone. We believe the resident is blocking people's enjoyment of the area by planting too many trees in between ones already existing, which were in good proportion to the area.

For these reasons, I hope you will re-instate the councils own groundsman to maintain and keep in good order. This resident should not be dictating to others, what should and should not be done with our surrounding area.

I attach a photo of an area in Beverley Close which the resident has been maintaining for several years.

Yours Sincerely

[REDACTED]

[REDACTED]

Lorraine McRandle

Subject: FW: Beverley Close wildflower areas

-----Original Message-----

From: Lorraine McRandle

Sent: 03 August 2023 17:03

To: [REDACTED]

Subject: RE: Beverley Close wildflower areas

[REDACTED]

Thank you for your email.

Wiltshire Council will still cut the grass but less often, in order to encourage a wildflower area, with the resident proposing to cut footways through the wildflower area.

The area will continue to be in the ownership of Wiltshire Council.

With regard to those residents who have been consulted, anyone who either backs on to or looks out onto Beverley Close green, has been consulted. However, I have re-looked at the map and will be forwarding a letter to your neighbour at [REDACTED] Beverley Close, apologies for the oversight.

If anyone else gets in touch, having been made aware of the consultation, we will obviously include their comments with the other responses we receive.

Once the deadline for responses has passed and Members reviewed them (with email addresses, names etc being redacted) a decision will be made on whether to submit an application to Wiltshire Council to change the grass cutting regime.

We will update you in due course.

Regards

Lorraine

Lorraine McRandle
Parish Officer
Melksham Without Parish Council
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office@melkshamwithout-pc.gov.uk
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-----Original Message-----

From: [REDACTED] >
Sent: 01 August 2023 13:40
To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: Beverley Close wildflower areas

Hi Lorraine

I am writing in response to your letter dated 26th July 2023 about the request to encourage wildflower areas on the Beverley Close green.

I do have some concerns/questions about this request from a certain Beverley Close resident.

I live in [REDACTED] Beverley Close and have a green area directly in front of my house which the resident proposes to take on the maintenance of. Should the resident manage to do this for a period of 10 years does he have the right to apply for ownership? This would also apply to the other areas he proposes to look after.

What the resident proposes would also save the council money so will I receive a reduction in rates as currently I/We in Beverley Close presumably contribute to the upkeep of these areas within our rates.

The other question I have is that if the resident becomes unwell and is unable to maintain these areas then who would take it up? Would it revert back to the councils responsibility.

Also I understand my neighbour in [REDACTED] Beverley Close has not received any communication from you and knew nothing of this proposal and I know that she has concerns now I have told her of it. Does this oversight apply to other residents of Beverley Close?

Have the residents of Lincoln Grove adjacent to the green been consulted?

I look forward to your response.

Yours

[REDACTED]

Sent from my iPad

Marianne Rossi

From: [REDACTED]
Sent: 23 August 2023 17:17
To: Marianne Rossi
Subject: Beverly close resident proposal

Hello, we received a letter to [REDACTED] informing us a neighbour would like to instal picnic benches. We are happy for this to be installed.

Also we received one about leaving the grass longer to support wildlife, and that [REDACTED] would managed this. We are more than happy for this to be done, and to encourage wilding and helping nature. The addition of the trees has made a lovely difference so would be happy for him to continue.

Kind regards,
[REDACTED]

Lorraine McRandle

Subject: FW: FAO Lorrain McRandle Grass Cutting Proposal Response re the Green in the Vicinity of Beverley Close - Bowerhill

From: [REDACTED]

Sent: 21 August 2023 23:49

To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>

Subject: FAO Lorrain McRandle Grass Cutting Proposal Response re the Green in the Vicinity of Beverley Close - Bowerhill

Lorraine,

Having received your letter dated 26th July 2023 in regards to a resident's request to change the grass cutting regime on parts of the green in the vicinity of Beverley Close, Cheshire Close, Lincoln Close and Gibson Close, Bowerhill, we wish to object to the proposed changes on the following grounds, taking account of the impact that such changes have already had in view of the fact that the resident proposing the changes has already taken it upon himself to apply the same changes over the past Spring/Summer months:

1. The areas that are only to be cut twice per year do, as a result of largely unrestricted and uncontrolled growth, appear to be unsightly, unkempt and totally out of character in comparison with the other regularly mown grassed areas that are located throughout the locale; as a result the proposed changes are not in keeping with the aesthetics of the surrounding area.
2. When allowed unrestricted grass growth over the past months there was a noticeable increase in nuisance insects including black flies in our rear garden which is adjacent to the green and, as a result of their biting, resulted in our previous request for the grass to be cut by the Council (which the Council acted upon earlier in the Summer). I can only assume that, should wildflower growth be encouraged in these areas then insect populations will likely rise, including that of black fly and other nuisance insects, making the problem worse.
3. When allowed unrestricted grass growth over the past months there was a noticeable increase in the number of dog walkers who frequented the area with their pets, particularly in the area between Cheshire Close and Lincoln Close, some of whom (judging by the presence of dog faeces left in the vicinity) appeared to have misconstrued the presence of longer grass as being a convenient, somewhat hidden 'wild area' which afforded them the opportunity to avoid having to remove the excrement as would otherwise be adhered to in the mown areas of the estate. This is particularly concerning due to the fact that many primary age children pass this location on their way to and from the nearby Bowerhill Primary School and the local Play Park.
4. It is noticeable that the resident who is already applying these changes continues to frequently mow the areas of the green that are nearest to his own property and that the proposed areas to only be cut twice per year are farthest away from his property; as a result he is perhaps least affected by the negative aspects of the proposal unlike those, including us, living in the properties nearest the un-mowed portions of the green.
5. Having the Council handover its responsibility for grass cutting on the green (presumably a service funded by Council Tax funds) to an individual member of the public does not appear to present a sound basis for the future provision of such services; in the presumed absence of a contract or other such formal agreement, it is difficult to see how responsibility and accountability could be apportioned and applied and who/how satisfactory performance could be measured, controlled and assured. In addition, the reliance on a specific individual to perform the grass cutting service, in lieu of Council services, on the green would appear to create a potential single point of failure should the individual's personal circumstances change as a result of

illness or other commitments etc that could result in reduced or withdrawn services as a result of being reliant on one person rather than a public service.

Whilst we appreciate the sentiment behind the proposal and acknowledge the positive benefits to nature that such 'wild' areas can have, we think that there are many other areas within the Melksham Without Parish district that are inherently more suited to this purpose such as along main road verges and on roundabouts etc where the positive benefits could be achieved whilst avoiding the associated negative impacts as experienced in populated areas such as in the vicinity of the green.

We would be grateful if you could consider this response and let us know the Council's decision in regards to this matter. Thank You.

Yours Sincerely,

[REDACTED]

[REDACTED]

Bowerhill

Lorraine McRandle

Subject: FW: Hedge cutting etc rear Gibson Close

From: [REDACTED]
Sent: 01 August 2023 18:41
To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: Re: Hedge cutting etc rear Gibson Close

Hi sorry for all the emails but has the resident got public liability insurance for when he cuts the grass in case of an accident?

Sent from [Outlook for Android](#)

From: [REDACTED]
Sent: Tuesday, August 1, 2023 6:12:30 PM
To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: Re: Hedge cutting etc rear Gibson Close

Hi on the basis that this resident is cutting the grass and dumping along the back of my hedge causing it to rot and smell and attracting flies then I am against this going ahead
Look forward to hearing your feedback on this and if you would like to meet face to face to discuss this issue then please contact me

[REDACTED]

Sent from [Outlook for Android](#)

From: [REDACTED]
Sent: Tuesday, August 1, 2023 5:01:53 PM
To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: Re: Hedge cutting etc rear Gibson Close

Ok thanks what about the issue with the resident flytipping his grass cuttings what can we do about this?

Sent from [Outlook for Android](#)

From: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Sent: Tuesday, August 1, 2023 11:41:20
Subject: Hedge cutting etc rear Gibson Close

Mr [REDACTED]

Thank you for your call yesterday confirming you were happy in principle with the request for a wildflower area at Beverley Close.

I have checked and it would appear the trees/hedge you mentioned adjacent to your property are maintained by Wiltshire Council.

Please see useful link below to tree/hedge maintenance:

<https://www.wiltshire.gov.uk/article/1100/Trees-and-hedges>

You can report any issues regarding tree/hedge, as well as other issues to Wiltshire Council via their app: <https://www.wiltshire.gov.uk/mywilts-online-reporting>

With regard to the application for a wildflower area at Beverley Close, we will keep you updated, once the deadline for responses to the request has passed.

Best regards

Lorraine McRandle
Parish Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
office@melkshamwithout-pc.gov.uk
www.melkshamwithout-pc.gov.uk

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Lorraine McRandle

Subject: FW: Bowerhill, Beverley Close Green Area / wildflowers

From: [REDACTED]
Sent: 22 August 2023 14:30
To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: Re: Bowerhill, Beverley Close Green Area / wildflowers

Lorraine

I see the council workmen cut the grass around the back of our area yesterday but left that whole area behind us, the area which is currently under discussion, untouched! Looks like it's a done deal with [REDACTED] and his 'garden of Eden' and the council doesn't it.

Regards

[REDACTED]

On 14 Aug 2023, at 17:27, Lorraine McRandle <office@melkshamwithout-pc.gov.uk> wrote:

Hi [REDACTED]

Thank you for your email.

We are currently collating feedback on this request and once Councillors have had an opportunity to review the feedback will be able to provide an update.

Regards

Lorraine

Lorraine McRandle
Parish Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
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From: [REDACTED]
Sent: 12 August 2023 12:01
To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: Re: Bowerhill, Beverley Close Green Area / wildflowers

[Download full-resolution images](#)
[Available until 11 Sep 2023](#)

Lorraine

Further update:

This man is already doing it even tho he hasn't yet got authority to do it.

I've attached some photos of [REDACTED] 'Garden of Eden' project.

Note the fly tipping of the grass he cuts and just dumps it adjacent to my neighbours back fence at No. [REDACTED] Gibson Close.

He owns two or three houses along there and he's just extending his garden outwards into the community grassed area.

If he's given permission he will eventually try and buy it off the council.

He will stop people going on it. As u can see the area opposite his house(s) has been neatly cut and footpaths cur thru the area.

<image001.jpg>

<image002.jpg>

<image003.jpg>

<image004.jpg>

<image005.jpg>

<image006.jpg>

Regards

[REDACTED]

On 3 Aug 2023, at 16:21, Lorraine McRandle <office@melkshamwithout-pc.gov.uk> wrote:

[REDACTED]

Thank you for your email.

We are currently collating responses and once the deadline has passed and Members had an opportunity to review them (with email addresses, names, addresses etc redacted) we will be in touch.

Lorraine

Lorraine McRandle
Parish Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
office@melkshamwithout-pc.gov.uk
www.melkshamwithout-pc.gov.uk

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-----Original Message-----

From: [REDACTED]
Sent: 02 August 2023 13:01
To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: Bowerhill, Beverley Close Green Area / wildflowers

FAO Lorraine McRandle - Parish Officer

My comments on the above proposals by a [REDACTED] [REDACTED] I believe:

1) It does seem to appear that this resident wants to create 'his' own little garden of Eden! He has already planted bulbs and saplings across this area with a comment made to one of my neighbours of "I don't like looking at your houses from my window".

At the moment he's always out there cutting pathways thru it and trimming around everywhere. He doesn't like some of us cutting our hedges etc and he treats it as if he owns that large area of grass.

2) He has been noted dumping grass cuttings from his own properties along the fence line of my adjacent neighbour which are then composting creating an unpleasant smell at times and lots of flies etc during summer months.

3) This is not a field, it's a grassed communal area and children play on it at times,

we've even seen people picnicking out there, which he will no doubt try and stop!

4) The council are carrying out the removal of certain trees due to disease etc in the area and the very large one behind No.4 is, I'm being told, due to be removed in the very near future due to condition etc. The sooner this goes the better!

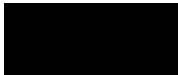
5) Whereas, I have no objection to wildflowers anywhere I feel that if he gets his way he will try and stop 'people' using the area as they will damage the saplings, bulbs, wildflowers etc.

6) We already have good tarmac footpaths around the grassed areas so why do we need footpaths through the area? This will just encourage dog owners to walk their dogs through it and carry on not picking up after them as some already do. No one will stick to those footpaths!

7) What will happen when he's no longer able to cut it himself?

8) Finally, I don't think that he personally should be allowed to treat this area as his own and therefore I object to this proposal.

Regards



Lorraine McRandle

Subject: FW: Green on Beverley close

From: [REDACTED]
Sent: 03 August 2023 17:13
To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: Re: Green on Beverley close

Lorraine,

I know that's not factually correct as the rear of my property over looks or rather is in the shadows of the green and I have not received a letter. I fail to see how you would have been able to conduct a fair and proper 'consultation' in the process.

Thank you for your time on this matter it has been both insightful and useful should I need these emails for future reference.

Thanks again for your response.

[REDACTED]

Sent from my iPhone

> On 3 Aug 2023, at 16:38, Lorraine McRandle <office@melkshamwithout-pc.gov.uk> wrote:
>
> Hi [REDACTED]
>
> Thank you for your email.
>
> At present, we have consulted all those residences which either look out onto or back onto Beverley Close green.
>
> However, if other people are aware of the request and wish to respond, we of course, will take those responses into account.
>
> Members will be reviewing the responses in due course (names, addresses etc redacted) prior to any decision being made to submit an application for a change in the grass cutting regime to Wiltshire Council.
>
>
>
> Lorraine
>
>
>
>
> Lorraine McRandle
> Parish Officer
> Melksham Without Parish Council
> First Floor
> Melksham Community Campus
> Market Place, Melksham
> Wiltshire, SN12 6ES
> 01225 705700

> office@melkshamwithout-pc.gov.uk
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>
>
>
>
> -----Original Message-----
> From: [REDACTED] <[REDACTED]>
> Sent: 01 August 2023 14:45
> To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
> Subject: Re: Green on Beverley close
>
> Hi Lorraine,
>
> Thanks for your reply, I'm sure the links provided will be extremely useful and will remain confident in the work done by WCC, however please can you advise when the rest of the letters were going to be sent in regards to obtaining a fair and reasonable response in the collating of responses. Having spoke to the most of the members of the street only 1 has received a letter.
>
> Thanks for your time
>
> [REDACTED]
>
> Sent from my iPhone
>
>> On 1 Aug 2023, at 11:21, Lorraine McRandle <office@melkshamwithout-pc.gov.uk> wrote:
>>
>> Dear [REDACTED]
>>
>> Thank you for your email and your comments regarding a proposed wildflower area at Beverley Close.
>>
>> We are currently collating responses, prior to any request or otherwise being submitted to Wiltshire Council
>>
>> With regard to your concerns at the grass cutting regime, please follow the link below, which is hopefully helpful:
>>
>> <https://www.wiltshire.gov.uk/article/4175/Council-sets-out-its-grass-cutting-policy-to-balance-both-safety-and-environmental-benefits>
>>
>> Sorry to hear about your concerns relating to the trees adjacent to your property. I am not sure who you have been in touch with at Wiltshire Council regarding this and apologies if you have already gone via this route, but please see below a link regarding tree maintenance:
>>
>> <https://www.wiltshire.gov.uk/article/1100/Trees-and-hedges>
>>

>> You can also report issues regarding tree/grass maintenance via Wiltshire Council's app:
<https://www.wiltshire.gov.uk/mywilts-online-reporting>

>>

>> We will be in touch in due course with an update on the proposal.

>>

>>

>>

>> Best regards

>>

>>

>>

>>

>> Lorraine McRandle

>> Parish Officer

>> Melksham Without Parish Council

>> First Floor

>> Melksham Community Campus

>> Market Place, Melksham

>> Wiltshire, SN12 6ES

>> 01225 705700

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>>

>>

>>

>> -----Original Message-----

>> From: [REDACTED]

>> Sent: 31 July 2023 18:32

>> To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>

>> Subject: Green on Beverley close

>>

>> Dear Lorraine,

>>

>> I'm writing this letter in disappointment at the news of the intended use of the green situated between Beverley Close and Lincoln Grove, Bowerhill. My neighbour in Lincoln Close has provided me with the letter from yourself explaining how an application has been submitted to the council to provide a wildflower area, I can not express how against this we all are.

>> The area needs to be fully maintained using the ever increasing council tax money we all pay. How one resident can even get this far with his ridiculous request is beyond me, the area he is suggesting to grow is the furthest possible from his house, the trees are already overgrown and have been part of requests before to be maintained and cut as they block light to our gardens, cause school kids who walk on the grass area after school danger as the branches are at floor level.

>> The additional trees that have already been planted will cause the same issue in years to come when he has passed and/or moved away.

>> I would also like to know your current 'cutting schedule' as this area along with others are not cut often enough. The children who are currently on a school break are restricted to a few areas of playable grass at the expense of housing 'wildflower areas', its a shambles that bugs are put before the health and wellness of children and lack of playing areas, all in an excuse to save council funds.

>> The trees and grassed areas in and around bowerhill need serious attention not passed on to allow to grow.

>> If this action is to happen I can assure you I have undertaken legal advice as to the effect of the trees and area is having on the structure of the houses due to the size the trees have become, the roots have grown and are already causing troublesome areas and again this has fallen on deaf ears.

>>

>> I look forward to your reply and would love to know when myself and other residents were likely to receive the same opportunity to participate in your consultation.

>>

>> Thank you in advance

>>

>> [REDACTED]

[REDACTED]

>> Bowerhill

>> Melksham

>> [REDACTED]

>> Sent from my iPad

Lorraine McRandle

Subject: FW: Beverley close wildflower area

From: [REDACTED]
Sent: 31 July 2023 17:39
To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
Subject: Beverley close wildflower area

To whom it may concern

I am currently on holiday but have been forwarded a letter proposing a 'wildflower area' to the side of my house on the green between Lincoln Grove & Beverley Close. Quite frankly I'm outraged. This area has almost broken me over the years, and now I feel another battle. My enjoyment living there is rapidly becoming a battleground.

I think the whole proposal is terrible. It may be ok for 'the resident' to maintain the area he looks out on but what about the rest of us ! It has never been a wildflower area and looked awful when the grass wasn't cut by the council ! It was just overgrown grass ! Not a single flower to be seen. Certainly no wildlife unless you count the pigeons in the trees!

I have had many dealings with the council regarding the overgrown trees to the side of my house (on this same green) The council have stated they will not reduce them unless they are dangerous. I have had insurance assessors out because my garden, fence and patio have, and continue to be effected by the trees as this is compounded by the clay soil. Am i now going to have to deal with wild grass creeping under the boundary. To me this feels like Wiltshire Council bothering even less! Cutting the grass twice a year won't do I'm afraid.

I have lived in Lincoln Grove for nearly 30 years. Historically my children and other children have played on that green. This sadly has been made more difficult since the resident planted trees on this same green. What if said resident moves or even worse becomes unable to maintain the area? Would this whole green become an eyesore. In my experience the council are quite happy to let someone else do the work but equally won't pick up this maintenance when circumstances change.

I can imagine the area looking an eyesore and become very unkempt, much like the area near the Tesco express on Bowerhill.

I regularly see 'the resident' dumping grass cutting underneath the hedge of a garden on the boundary. It seems that he is happy regardless of how it effects his neighbours! It would have been courteous of him to perhaps have this discussion with the neighbours before proposing it to the council!

It's all very well for the resident to propose this area when he doesn't have to look at it from his window. Perhaps he'd like to have the wild area around his trees ! The area he looks out on!

Unkempt areas seem to attract rubbish and with the bench being in that area I can imagine it accumulating even more rubbish. I regularly pick up crisp packets & bottles already. With the proposal all of this will be hiding in the grass!

Dogs are regularly walked along this green. As a dog owner finding and clearing up after your dog is a challenge in long grass. So again the perfect reason for irresponsible owners to leave the dog mess behind. Imagine walking in that area and stepping in something quite nasty ! Not so enjoyable then is it.

Perhaps if the council would agree to reduce and manage the enormous trees then I might be open to the idea of a 'wild area'. But the trees and a 'long grass' area is a step too far !

I'm sure the council will do whatever they choose but I will most definitely be keeping any long grass away from my boundary.

I would very much like to be kept up to date with this and be invited to attend any meetings or discussions.

Kind regards

[REDACTED]

Sent from Samsung Mobile on O2

Photos of Beverley Close Green as taken by various residents in the area















Football booking update

Current bookings:

Trowbridge & District League- Saturday Afternoons

Staverton Rangers

FC Devizes United

Chippenham & Bath league- Sunday Mornings

Bath Road Wanderers

Youth football: Weekend blanket booking of all youth pitches

Future of Football- Training sessions

Future of Football FC- Matches

Steeple Ashton (now Westbury Rovers) were offered a place; however, have gone to a different venue closer to where most of their players reside.

Unfortunately, AFC Melksham have informed us that they have had to withdraw from the league, as they were unable to get enough players to continue the team for the new season. (They had been a team in the Chippenham league for 20 years!). As some of you know, AFC Melksham have used the Bowerhill Sports Field as their home pitch for a number of years, they did temporarily move over to Oak Fields when that facility opened, but soon came back to the sports field and have used it ever since. They will be missed!

Marianne Rossi
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES

25/07/2023



Offer Letter

Ref: G-217631

Dear Marianne Rossi,

Melksham Without Parish Council: Goalposts

We're delighted to let you know that your application to the Football Foundation for funding has been successful. We have agreed to award a grant of **49%** of a total project cost of **£4,858** subject to a maximum payment of **£2,400** to Melksham Without Parish Council. This funding is to be used towards:

Goalposts

For the purposes of this offer letter, this is known as the "Project". The details, aims, objectives and targets of the Project are as set out in your Application. The grant is subject to our General Terms and Conditions, which you'll be able to review through your online Football Foundation account. These set out your agreement with the Foundation, including how to formally accept the grant offer, how it will be paid to you and other key information.

What happens next?

First of all, we need you to formally accept the offer. You can do this easily through your Foundation Account. Please note that, in line with our General Terms and Conditions, you have **two months** from the date of this letter to accept your grant offer.

Once your grant has been accepted, you'll be able to start your project and claim your funding. A few essential pointers here:

- You will require an invoice to be able to submit your claim.
- The invoice must show you have paid the partnership funding percentage on the invoiced amount. You are then able to claim the remaining invoice value against your grant, up to the maximum grant value.
- The project should be procured by the organisation named on this award offer letter, and this should be the name shown on the invoice.

- A bank statement dated within the last 6 months is required in order to verify your account. Please note the bank statement must match the organisation name on the Offer Letter and must clearly show the Account Name, Number and Sort Code.
- Please ensure any relevant grant conditions have been met before submitting your claim.
- You must request the first payment of the Grant, and commence your Project, within **six months** of the date of this Grant Offer Letter; unless otherwise agreed in writing.

A guide on how to complete your claim on our online portal is available here: <https://footballfoundation.org.uk/support-with-claims>

Publicity

We imagine you're as keen as us to shout about your funding success. Once you've formally accepted your grant offer, you'll be sent an email with a link to our Funding Publicity Portal. Here, you'll find the resources and guidance you need to share the good news.

If you have any questions around grant publicity, please don't hesitate to get in contact using the [Contact Us](#) page on our website.

Congratulations on your funding success and best of luck with your Project!

With best wishes,



Dean Potter

Director of Grant Management

Bowerhill Sports Field Enhancement Project

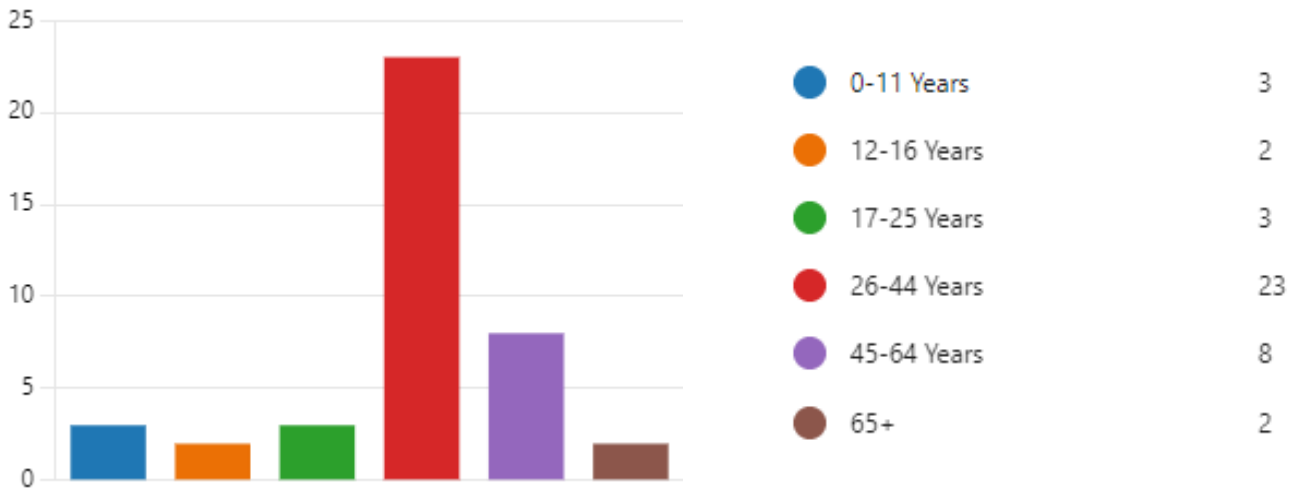
The first stage of the Bowerhill Sports Field enhancement project is to consult with the public to get a representative sample of preferences from the local population on what equipment they would most like to be installed. At the start of August, the survey went live online and was sent out to all parish noticeboards. Residents who are not able to access the survey online are able to collect a paper copy of it from the office, or if they are not able to attend, they can phone the office and we can take their answers over the phone. We have put it forward to go into the Melksham News, and as it missed the last issue, it will be put into the one for 31st August. We have, therefore, extended the survey for an extra two weeks (until 14th September), so that anyone who hasn't seen it has an opportunity to participate. So far, we have received 41 responses to the survey. This survey has not been restricted to parish residents; however, there is a box at the end of the survey where people can put their postcodes.

People were asked to rank the following categories of equipment in order of preference from 1-4 with: **(1)** being the type of equipment they would most like and **(4)** being the type of equipment they would least like.

- Climbing and balancing
- Gym and physical development
- Calisthenic equipment/ strength
- Teen shelter and seating

So far, gym and physical development equipment is the most popular type of equipment people would like to see installed. This is followed by calisthenic equipment/ strength equipment being rated as the second choice.

Below is a chart showing the number of people per age range who have participated in the survey:



Grant Funding for project:

Once we have got the results from the survey the next stage will be to have a look at grant funding that is available to provide funds towards the project. The SUEZ Communities Fund supports community and environmental improvement projects through the Landfill Communities Fund and Scottish Landfill Communities Fund, distributing funds contributed by SUEZ Recycling and Recovery UK. The SUEZ Communities Fund provides grants of up to £50,000 to not-for-profit organisations. The Bowerhill Sports Field is an eligible site as its located in the area of one of their funding zones. We will have a look around to see if there is any other grant funding available for the project.



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor
Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout-pc.gov.uk

Web: www.melkshamwithout-pc.gov.uk

Bowerhill Sports Field New Equipment Questionnaire

The parish council is currently exploring the idea of installing additional outdoor equipment to be located at the Bowerhill Sports Field to suit all demographics and is looking to obtain a representative sample of preferences from the local population. The Bowerhill Sports Field has a large footfall each day, from people coming for a run, to people from neighbouring businesses attending during their lunch breaks. There are also weekly organised sporting activities as well as organised football training sessions and matches.

The new equipment will be an enhancement to the sports field and will be in addition to all of the equipment we already have. The council feels that the sports field would be the ideal location to install some new equipment that would be easily accessible to users of all ages and abilities. It is felt that the area in front of the basketball court would be a good location to site the new equipment, as it will not interfere with the football pitches and provides enough space for all to enjoy.



We wish to provide fully inclusive facilities for:

Late teens/early 20s – multi sports areas designed to be dynamic and competitive with a focus on upper body strength.

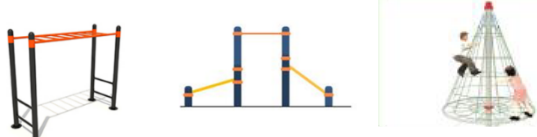

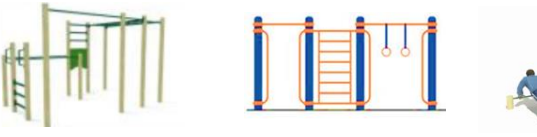

Active People – calisthenic equipment which is very body weight orientated aimed at people who already go to the gym and know how to use the equipment.

More General, Less Specialised for All Ages – outdoor gym equipment designed to be accessible to a wider demographic, including all ages and fitness needs

Please rank the following categories of equipment in order of preference from 1-4 with:

1 being the type of equipment you would **most like**.
4 being the type of equipment you would **least like**.

(Please note that until we know the level of funding available, we cannot specify particular pieces of equipment)

Category	Example Equipment	Choice (1 most like- 4 least like)
Climbing and balancing		
Gym and physical development		
Calisthenic equipment/ Strength		
Teen shelter and seating		

Postcode						
Age (please circle one)	0-11 years	12-16 years	17-25 years	26-44 years	45-64 years	65+

Please see below for ways you can access the survey:

Scan the QR code above.

Visit our website at www.melkshamwithout-pc.gov.uk where there will be a link to the survey.



You can collect a hard copy of the survey from the parish council offices: **First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES**, or contact the parish council on 01225 705700 for alternative arrangements to be made.

Survey closing date: Thursday 31st August 2023

Pavilion CCTV System

One of the things that came out of the CCTV training that was recently undertaken was whether having audio as part of the CCTV system was necessary. We have contacted Alex to find out whether our system does record audio, and he has confirmed that it does at the moment, but it could be turned off. Alex has explained that having audio does enhance the ability of the system, but it's about having a justifiable purpose for having it.

As an aside, the parish council will have to undertake a Data Protection Impact Assessment (DPIA) on the CCTV system at the Pavilion and also at our offices. Everyone has a right to privacy, so we must take into account the effect of the system on individuals and their privacy. Carrying out a DPIA means that we can determine whether the deployment is lawful, and it will also be a record of how we have considered and addressed any risks.

Teresa Strange

From: Alex Goodhind <alexg@kanconnections.com>
Sent: 13 August 2023 18:50
To: Marianne Rossi
Cc: Teresa Strange
Subject: Re: CCTV

Hi Marianne,

The system is recording audio from all the cameras. This can be switched off if you would prefer, however it does enhance the ability of system, but I agree it can be controversial

Kind Regards

Alex.

On 04/08/2023 16:39, Marianne Rossi wrote:

Hi Alex,

Many thanks for arranging for the defib cabinet to be collected this afternoon.

My reason for emailing you is because I recently undertook some CCTV training, and we will need to do a data impact assessment for the pavilion and our office. One thing that came up in the training was about CCTV audio, and whether it was intrusion into people's private lives etc. Its all about justifying why we have it, I am happy with why we have it but just wondered whether you could confirm if the CCTV at the pavilion does record audio or not?

Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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Teresa Strange

From: Stefano Patacchiola
Sent: 24 August 2023 12:13
To: Teresa Strange
Cc: Marianne Rossi
Subject: RE: CCTV audio at Bowerhill Sports Pavilion
Signed By: stefano.patacchiola@melkshamwithout.co.uk

Hi,

Sorry for the slow reply, my MWPC inbox seems to be flood with emails again this week 😊

Which CCTV was installed at the pavilion in the end, I think I suggested Unifi but the supplier you use may have one with another IP based system?

Audio Recording is really covered by much of the same guidance as video; in that you can record video and audio in a private space, provided anyone present is aware that they are being recorded, the purpose of which, who they can contact if they want to exercise their rights regarding SARs etc.

Audio recording is considered more intrusive to privacy, but the ICO have made the following statement "*The use of recording equipment, such as CCTV or smart doorbells, to capture video or sound recordings outside the user's property boundary is not a breach of data protection law.*"

However, you can not record conversations between "members of public" as this is considered "surveillance of private individuals".

A lot of people have audio recording triggered by an event, for example, if someone open a door, sets of an alarm, then the audio recording is activated (whilst video recording is always on). A valid reason for the audio is present due to the event, and it's not just general surveillance.

On the face of it though, enabling it 24/7 is likely to be more problematic than helpful when there is any significant usage of the area in question by general members of the public.

Stef

Cllr. Stefano Patacchiola

Melksham Without Parish Council

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Tuesday, August 15, 2023 3:27 PM
To: Stefano Patacchiola <stefano.patacchiola@melkshamwithout-pc.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: CCTV audio at Bowerhill Sports Pavilion

Hi Stefano

I wonder if you had any thoughts on CCTV audio recording at all.

It seems the new CCTV at the pavilion has audio, and I intend to put this on an agenda (asset or full council) but wanted to see what your thoughts were; and to share with the councillors if it went to the asset management committee (4th Sept).

The CCTV at the Sports Pavilion at Bowerhill was intended to be there to protect the building as the council's asset. It has other benefits in that the police have used it for intelligence when we have spotted things in the past, such as drugs sold to teenagers and when there had been a burnt out car locally and we were specifically asked to look at it by the police to see if we could see activity on the road (we have one camera that picks up the car park gate for criminal damage by travellers cutting the padlock to gain access) – and we had images of them as they then tried all the doors at the pavilion. But this is not the primary reason for having cctv there.

I can see that audio would be useful for that, however, I am concerned that the pavilion has a verandah with picnic tables with people sat there a lot of the time, having lunch breaks, watching football matches, parents whilst their children attend football training, teens hanging out in the evening – its not just adhoc people passing, but a place designed for people to sit and spend time there. We cover the whole spectrum from the special needs football to all ages, some very young. Not sure we have the justification for audio?

We did look when the defib went out, and we could see that it was ready for the paramedic that arrived from somewhere who felt very poorly, we didn't need to hear what was happening as could see. The only time it may have been useful was for when we caught the camera being deliberately moved out the way, but again, as could not see something then being done, it was Bonfire Night, there had been lots of fireworks let off we passed to police as intel only – and they had good images of the teenagers. We may have heard why they were moving the camera, but we couldn't find any damage only spent fireworks.

Be interested in your thoughts,
With many thanks, Teresa

From: Alex Goodhind <alexg@kanconnections.com>
Sent: 13 August 2023 18:50
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
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Many thanks

Best Wishes,
Marianne

Marianne Rossi
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Bin Emptying at the Bowerhill Sports Pavilion

Background info:

At the last asset meeting in July, we informed you that there had been a few issues with waste collections at the Bowerhill Sports Field. The waste company had advised us that they were having difficulty lifting the waste bins as the wheels were digging into the gravel surface. They had come up with the solution of providing the council with smaller bins with the equivalent capacity and weight of the big bins. The bins would also be emptied weekly rather than fortnightly. When the new agreement came through, it was compared to the original agreement, and it was found that the capacity worked out to be much smaller. As this solution didn't work out to be the same as the original specification, the new agreement was not signed. You might remember, as the meeting was at the pavilion, that the smaller bins had turned up without the officers' knowledge. It did appear that they had provided the council with more bins than previously offered. At the meeting, you agreed to trial this way forward to see whether it worked.

How its going now:

This solution seems to be working, as we haven't received any complaints about the bins overflowing, and they do seem to be being emptied once a week, which is working well.

Question:

There is an action from the July meeting to set up a meeting with the sales representative at the pavilion to discuss the issues. As this new way seems to be working, do you still want us to set up this meeting?

Allotment Report for Asset Management Meeting

Monday 4th September 2023

Vacant Plots:

We currently have the following vacant plots:

Berryfield: 1

Briansfield: 1

Total vacancies: 2

Waiting List:

There are currently 14 people on the waiting list for the allotments.

The Allotment Warden is now in the process of showing the next two people on the waiting list around the vacant plots. Rent renewals are due to go out to plot holders soon, so this is normally the time when people evaluate whether they want to continue with their plot or not.

Shed/ greenhouse requests

The Clerk has approved one greenhouse request on Plot 7 Briansfield under her delegated powers since the last meeting.

Allotment and Asset Management Database:

As per the IT Working Party meeting on 7th February 2022, it was agreed that the council should create a database for allotment plots so that the history of plot inspections and plot conditions can be created. We have been in contact with Clive with regard to this, and he is able to produce an allotment database as per the below criteria. We do have a separate spreadsheet that has the tenant's names and addresses; however, this database is more about keeping track of plot conditions, etc.

What we would like an allotment database to do:

The aim of having this type of database for the allotments is to have a record history of the plot so that we can easily flag up whether someone has been written to before, and what the plot condition was on the last inspection etc.

- We would need the plot number and site listed on the database.
- To be able to show the history of plot inspections
- To be able to record when a plot holder has been written to and the reason.
- To be able to record somewhere whether a plot holder has been given extra time to tend to their plot
- To include photos of plot
- To include whether a plot has a shed, greenhouse, or chickens
- Option to archive the history of the plot once the plot holder has relinquished the plot, so that a fresh record can be started for the new plot holder. - Sometimes plot holders leave sheds/ greenhouses on plots so we would like to ensure that the history of this is kept though.
- The ability to filter e.g., chickens and any structures on the plot

Asset Register database:

For a few years now, we have been looking for an asset management-type database. We have had a look around at ones that are ready-made; however, they don't do everything that we want them to do. We have had conversations with Clive about whether he could create a database asset register for us that would include everything we require an asset management database to have.

Currently, the council's asset register is managed on a Spreadsheet; however, now that we have so many assets, we need a better way to manage them.

I have sent the below criteria to ensure that everything that we want an asset register to do can be done. He has confirmed that the criteria below shouldn't be an issue.

Things we need a new Asset Register to do

To include:

- Asset number
- Item
- Supplier
- Location
- Purchase price
- Date purchased
- Whether it has asbestos
- Disposals and acquisitions (maybe a comment section or somewhere where you able to note down at what mean the asset was approved to be disposed of etc)
- Value of all assets at year end, ensuring that there's a history of the asset figure for the previous financial year.
- Facility to enable photos of asset
- Able to map location of each asset
- Able to include insurance value for each item

- Able to increase the insurance value each year as per the index linked %
- To be able to list the condition of each asset
- Able to record when assets have been repaired

We would need to be able to sort the database into the following categories:

- Insurance category
- Area
- Type of asset

Cost for both the Allotment Database and the Asset Management database:

Clive has advised that it is difficult to confirm a final cost at this early stage but estimates that the allotment database would be between £200-£300 to create and the Asset management one between £150-£200 as some of the coding for the allotment one would be able to be used for the asset one. There may be additional costs if we needed to create an app for a mobile phone.

Marianne Rossi

From: Clive Merritt <clive@avon-it.co.uk>
Sent: 16 August 2023 11:22
To: Marianne Rossi
Subject: RE: Criteria for Asset Database

Hi Marianne,

None of this looks to be a problem.

The simplest and cheapest option for the asset location would be to copy the coordinates from Google Maps. This is straightforward, but does require a bit of copying and pasting. I can call in and show you what is involved. If we want to use GPS from a phone, it might be a bit more involved, but shouldn't be a problem.

I will concentrate on the allotment system for now, as much of the code will also work on the asset management system, so it makes sense to get it working on one system first.

It is difficult to estimate the costs at such an early stage, but I would expect the cost to be around £200 to £300 for the first system and around £150 to £200 for the second. There might be an additional cost if we need to develop an app for a mobile phone.

Clive

From: Marianne Rossi [mailto:admin@melkshamwithout-pc.gov.uk]
Sent: 16 August 2023 10:48
To: Clive Merritt <clive@avon-it.co.uk>
Subject: RE: Criteria for Asset Database

Thanks Clive, please see attached the spec for the asset register.

As per the below if you could provide a quote for this, and the allotment database so that members can approve that would be great.

As discussed the other day we would like to be able to record photos of the equipment and also a map type location of where each item is.

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
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Melksham Community Campus
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Melksham
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

VE Day planters:

Back in March 2020, you resolved to purchase two memorial VE Day planters, which were to be located at the entrance to Berryfield Park and adjacent to Dick Lovett in Bowerhill. Due to covid etc., we haven't ordered them yet. When we have had a look at this action again, it doesn't appear that the maintenance liabilities of the planters were considered at the time.

We have brought this item back to you so that the maintenance of the planters can be considered.

Below is the extract from the Full Council meeting on 9th March 2020

c) To consider correspondence regarding plans for VE Day 75 years commemorations on 8 May 2020

Correspondence had been received from several sources asking if the Parish Council were planning any VE celebrations on 8 May.

Information was also circulated to Members regarding various memorials to commemorate 75 years since VE Day.

Resolved: Given the current circumstances, not to hold VE day celebrations. To purchase two memorial VE Day planters at £750 each + VAT, to be located at the entrance to Berryfield Park and Bowerhill, adjacent to Dick Lovetts (next to the Welcome to Bowerhill sign), subject to Highway's agreement and investigate if Dick Lovetts would be happy to contribute to one of these planters.

Marianne Rossi

From: Hugh Davies <hugh.davies@melksham-tc.gov.uk>
Sent: 21 August 2023 11:20
To: Marianne Rossi
Subject: RE: Melksham Town Council old SID

Hi Marianne,

I have found the SID on the 2018 Asset register, but it is absent from the 2020 and 2021 asset register.

There does not appear to be an Asset register completed in 2019 and I think this was at the time when Linda was being recruited and the council was in a bit of disarray.

There is no record of disposal that I can find I'm afraid.

Its certainly not in storage at the unit.

Sorry to draw a blank on this one but its certainly not here any more.

Kind regards,

Hugh



Hugh Davies
Head of Operations

T: (01225) 704187
E: hugh.davies@melksham-tc.gov.uk
I: www.melksham-tc.gov.uk

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: Tuesday, August 15, 2023 11:51 AM
To: Hugh Davies <hugh.davies@melksham-tc.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Melksham Town Council old SID

Hi Hugh,

I hope all is well with you.

I know this was before your time at the Town Council but some time ago MTC and MWPC shared a speed indicator device as it came from Wiltshire Council. The MTC Amenities team would erect it around the area; however, in 2019 it was deemed damaged beyond repair. This is still showing as an item on our asset register because we need confirmation that the device has actually been disposed of, and its not just stored somewhere etc. In order for us to dispose of the item on the asset register we would need an minute number to confirm for audit reasons, which means it needs to be reported back to the council. I appreciate that this is before your time, but wondered whether

this was something you could look into please and confirm to us whether it was disposed of. As I assume that it would have been on your asset register as well, so if it's been disposed of on there, presumably this would have been reported at a MTC meeting at the time.

Its been hanging around on our asset register for years now so would be good to get this cleared up as our councillors are querying why its on there each year.

Many thanks

Best Wishes,
Marianne

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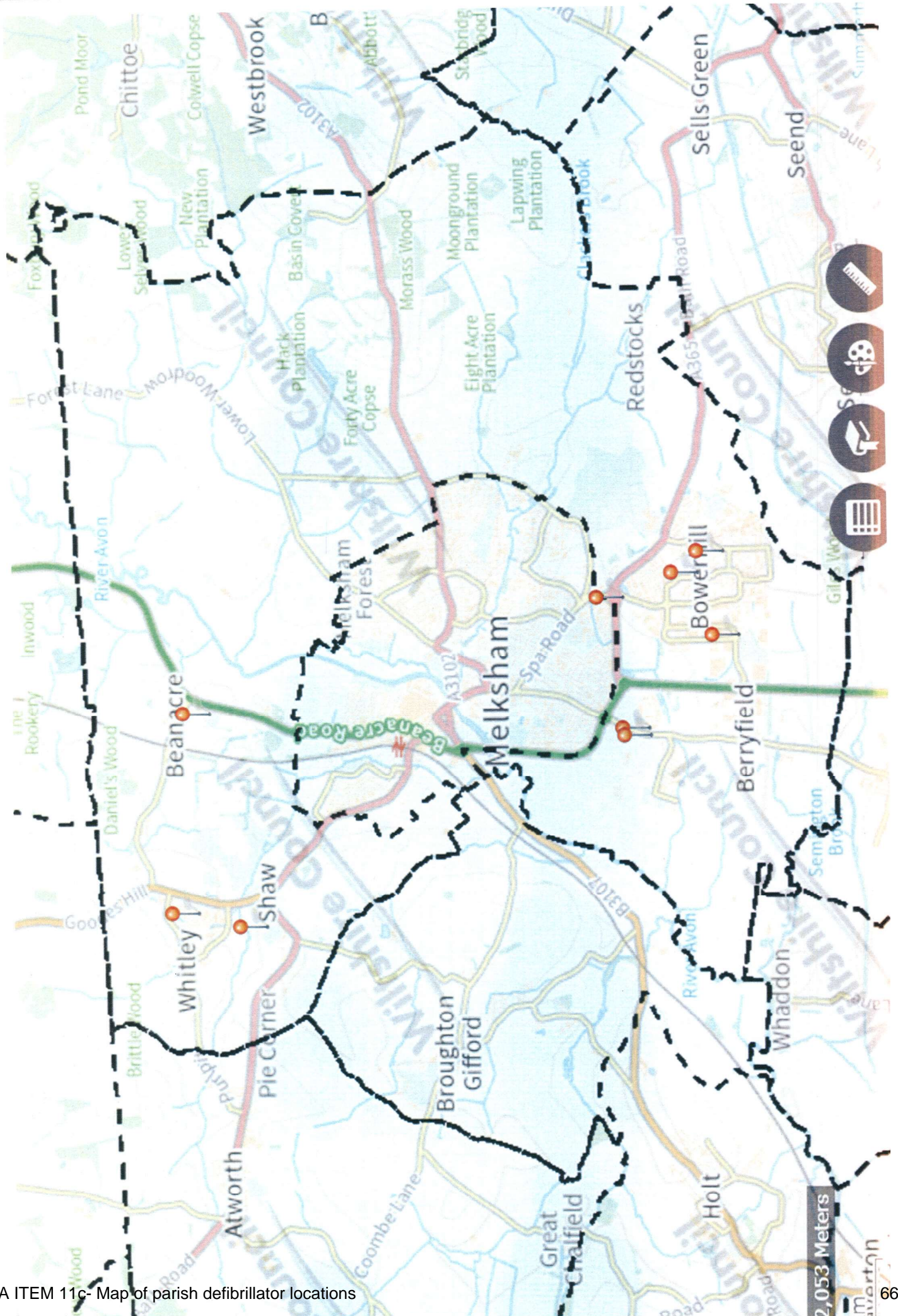
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AGENDA ITEM 11c- Map of parish defibrillator locations

Bus shelter- Beanacre

As identified by the Caretaker in his last asset inspection report, the wooden bus shelter in Beanacre was in poor condition. (This is the bus shelter located on the left-hand side if you were driving out of Melksham before the turning to Westlands Lane.) At the last asset management meeting, you asked us to have a look at some different designs and bring them back to you so that you could make a decision on what style bus shelter to go ahead with. You wanted to ensure that any style chosen reflected the identity of the area.

I have received quotations for three different styles of bus shelter, so you have an idea on cost. Both the pitched and barrel roof shelters are the same price so that's indicated on one quotation. I didn't want to go out to several bus shelter companies until you had decided on the style of shelter, so I opted to ask one contractor just so that you could make an informed decision. Once you have made a decision on the style of the shelter we can go out to suppliers for quotes.

Just to note that this bus shelter has an asbestos roof, so if this bus shelter is replaced, we would need to arrange for the removal of the roof first.



Marianne Rossi

From: glen@gwsheltersolutions.co.uk
Sent: 14 August 2023 13:35
To: Marianne Rossi
Cc: Teresa Strange
Subject: RE: Bus shelter
Attachments: ARUN Pitched Roof.pdf; GWSO841 completed (3) resized.jpg; GWSO629 completed (3).jpg; GWSO560 completed (3).jpg; GWQ1368.pdf

Hi Marianne, thanks again for sending these details through. We don't supply wooden shelters anymore, as the demand was very low and they sometime become quite an enclosed space, giving a feeling of being trapped. However, we can supply our Arun pitched roof shelter, which would replicate the style but be more open and welcoming. It can be powder coated green to blend in with the surrounding foliage. I have attached our data sheet and some photographs of similar shelters to give you an idea of what it would look like.

I have also attached a quotation **GWQ1368** for the proposed shelter. We have included for an aluminium seat but can easily supply a wooden seat if that is preferred. We have included for polycarbonate glazing but can supply glass if preferred (which is slightly cheaper) or solid panels but these are quite a bit more expensive.

We do also supply the Arun shelter with a barrel or flat roof but feel that the pitched roof is more appropriate for this location.

We have not included to remove and dispose of the existing shelter but can do that if required (cost would be £250.00 ex vat) although, if the roof panels are asbestos, you would need to arrange for the correct disposal of those first. Finally, we have not included for any costs associated with traffic management or permits. There is a long lay by so I don't think there would be any extraordinary traffic management required, but a permit would be required although I am unsure if there would be a cost involved.

We hope that the attached is acceptable, but should you require any further information, please do not hesitate to contact us.

Kind regards

Glen Wilson

Managing Director

GW Shelter Solutions Ltd

Tel: 02392 210052

Email: sales@gwsheltersolutions.co.uk

Web: www.gwsheltersolutions.co.uk



Registered Office: 28 Woodstock Avenue, Horndean, Hampshire PO8 9TG

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: Monday, August 14, 2023 10:42 AM
To: glen@gwsheltersolutions.co.uk
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Bus shelter

Hi Glen,

Many thanks. Below is the current wooden bus shelter which is there, it's in Beanacre. Its located on the left hand side if you were driving out of Melksham just before the turning to Westlands Lane. I have also attached a map below (not sure if that's any more of a help to you)





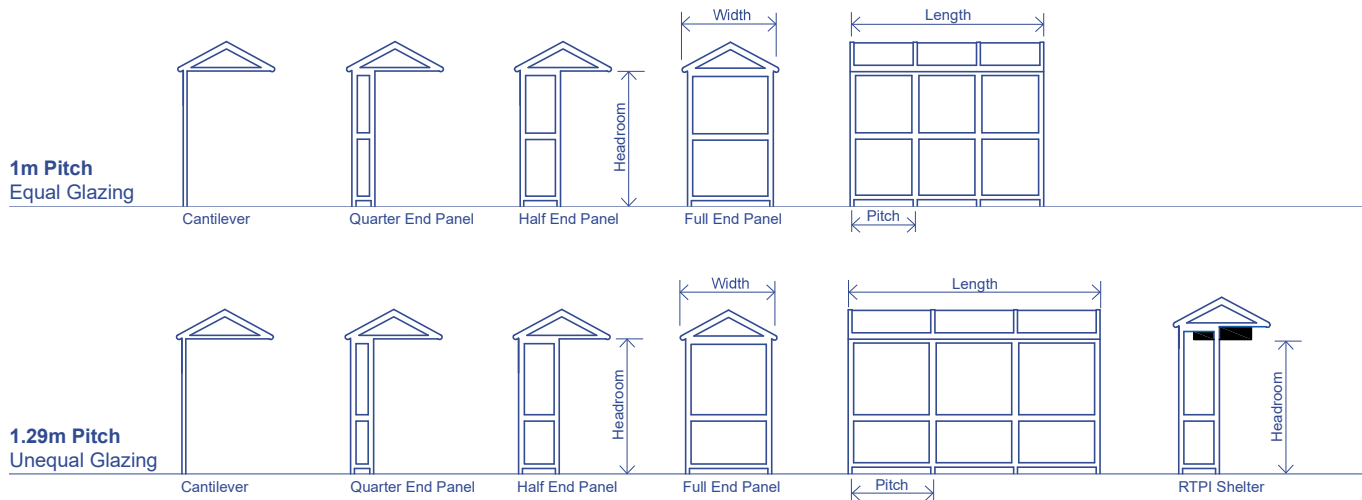
The Arun has become the first choice for customers who require a classic, practical shelter of sturdy construction.

The Arun is a versatile shelter available in a wide variety of configurations, resulting in the shelter being able to blend into the most sensitive of locations, both rural and urban. The Arun bus shelter looks at home in villages, historic towns and major cities – a small shelter can suit a village green location, or a 50 metre shelter can be configured to suit a town centre bus interchange.

A steel, vandal resistant frame gives this shelter its strength and durability, which far out performs shelters manufactured from other materials. The roof is available in three shapes and the side glazing system is secure and unobtrusive, yet easily accessible for maintenance. The glazing system can accept a variety of materials from toughened glass to solid painted steel or aluminium panels.

The standard Arun pitched roof shelter is available in two pitch sizes – 1000mm and 1290mm, and three widths – 1100mm, 1380mm and 1500mm.

Other sizes are available on request.



Cantilever	Enclosed	Name	Roof Width	Length				Cantilever End Panels	Headroom
				1m Pitch		1.29m Pitch			
				2 Bay	3 Bay	2 Bay	3 Bay		
•	✘	1.1m	1100mm						
•	•	1.38m	1420mm	2060mm	3060mm	2640mm	3930mm	QEP HEP FEP	2100mm
•	•	1.5m	1555mm						

SPECIFICATION

Frame:	Steel - zinc protected square section (60mm square)
Finish:	Powder coated to any standard RAL colour
Roof Shape:	Pitched
Standard Headroom:	2100mm
Glazing System:	Glazing System: Extruded aluminium with mid rail
Side & End Glazing:	6mm UV protected clear polycarbonate, or 8mm toughened glass, or Solid panels (powder coated finish), or Mesh panels (powder coated finish)
Roof Glazing:	4mm UV protected bronze polycarbonate
Ground Fixing:	Ground Fixing: Dig in or Bolt down
Fixings:	Stainless steel
Configurations:	Enclosed Cantilever No end panel NEP Quarter end panel QEP Half end panel HEP Full end panel FEP

OPTIONS

Seating:	Aluminium perch (with or without handles) GRP pad (with or without handles) Wooden perch
Lighting:	LED mains
RTPI:	Fully compatible
Timetable Cases:	A4, AA4, AAA4 or DRU (Double Royal)
Bus Stop Flag Brackets:	Fully compatible
Signage:	Vinyl or screen printed graphics



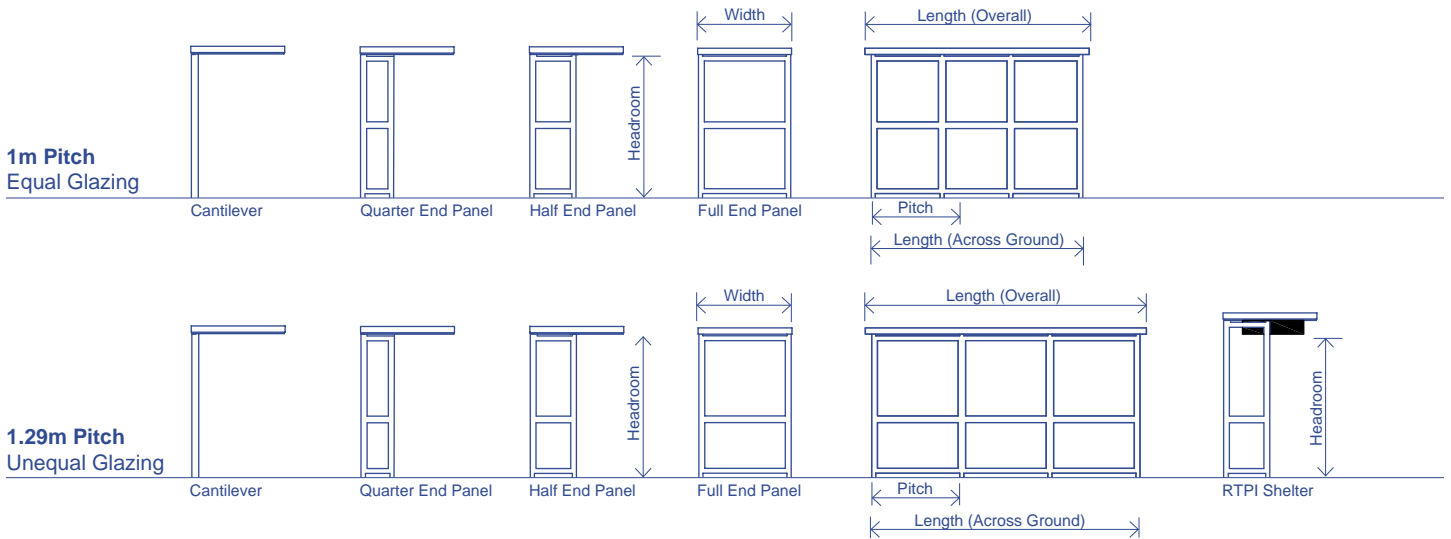
The flat roof Arun incorporates many of the features found throughout the GW Shelter Solutions ranges, including a safety mid-rail, making it an attractive, high quality vandal resistant shelter with a very clean and contemporary design.

Configurations for the bus shelter include both cantilever and enclosed designs for improved protection from the elements.

The flat roof Arun is designed around a steel frame, which can also be manufactured from stainless steel for a more premium look. The steel sandwich roof is edged with an aluminium extrusion for added strength. The glazing system utilised is secure and unobtrusive, yet easily accessible for maintenance. The glazing system can accept a variety of materials from toughened glass to solid painted galvanised panels.

The standard flat roof Arun bus shelter is available in 1290mm pitch bays, with a roof width of 1375mm.

Other sizes are available on request.



Cantilever	Enclosed	Width	Pitch	Length				Cantilever End Panels	Headroom
				Across Ground		Overall			
				2 Bay	3 Bay	2 Bay	3 Bay		
•	•	1375m	1000mm	2060mm	3060mm	2250mm	3250mm	QEP HEP FEP	2100mm
			1290mm	2640mm	3930mm	2830mm	4120mm		

SPECIFICATION

Frame:	Steel - zinc protected square section (60mm square)
Finish:	Powder coated to any standard RAL colour
Roof Shape:	Flat
Standard Headroom:	2100mm
Glazing System:	Glazing System: Extruded aluminium with mid rail
Side & End Glazing:	6mm UV protected clear polycarbonate, or 8mm toughened glass, or Solid panels (powder coated finish), or Mesh panels (powder coated finish)
Roof:	Steel sandwich roof with aluminium surround
Ground Fixing:	Ground Fixing: Dig in or Bolt down
Fixings:	Stainless steel
Configurations:	Enclosed Cantilever No end panel NEP Quarter end panel QEP Half end panel HEP Full end panel FEP

OPTIONS

Seating:	Aluminium perch (with or without handles) GRP pad (with or without handles) Wooden perch
Lighting:	LED mains
RTPI:	Fully compatible
Timetable Cases:	A4, AA4, AAA4 or DRU (Double Royal)
Bus Stop Flag Brackets:	Fully compatible
Signage:	Vinyl or screen printed graphics