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MELKSHAM WITHOUT PARISH COUNCIL
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Tuesday 27th October 2026

To all members of the Council **Asset Management Committee**: Councillors John Glover (Chair of Council), David Pafford (Vice-Chair of Council), Alan Baines, Martin Franks (Chair of Committee), John Doel, Martin Haffenden (Vice Chair of Committee) and Tony Hemmings.

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 2nd November 2026 at 7.00pm 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 7.00PM.
Click link here:
https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=86190731019
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 please call (do not text) the out of hours mobile: 07341 474234

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

YOU CAN ACCESS THE AGENDA HERE

Yours sincerely

Teresa Strange, Clerk

Serving rural communities around Melksham

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 agenda items where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
4. **Public Participation**
5. **Annual Review of Council Assets**
   a) **Asset Management – Responsibilities and Priorities:** To note the Asset Management Committee's responsibilities under the Council's adopted Terms of Reference, the Practitioners' Guide 2026/27 and the Council's Objectives & Priorities for 2026/27 and beyond, to inform consideration of the individual asset reports and the strategic review at the conclusion of the meeting.

   b) **Asset Register and Condition Review:** To receive the area-based asset inspection reports, review the condition of the Council's individual assets and street furniture, and consider any maintenance, repair, replacement, disposal or other action required.

   c) **Defibrillators:** To agree disposal of old Lifeline VIEW defibrillators.
6. **Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:**

   a) To review and consider any actions required following receipt of ROSPA Inspection reports (including quotes).

   b) To approve quote to replace gate at Hornchurch Road Play Area

   c) To receive update on Beanacre Play Area refurbishment project following appointment of contractor

   d) To note correspondence from St Barnabas Church regarding alleged encroachment on parish council leased land and consider action
7. **QEII Diamond Jubilee Sports Field & Pavilion *(known informally as Bowerhill Sports Field):***

   a) To receive report on football bookings

   b) To consider the impact of continued football activity during the closed season on grass coverage, pitch quality and availability for the current football season.

   c) To note latest pitch power assessment (if received)

   d) Melksham Cricket Club proposal to play cricket at the sports field:

i. To consider additional information from Melksham Cricket Club on their proposal

ii. To consider information received from the council's contractors regarding the feasibility of accommodating cricket at the sports field, including the potential location of a cricket wicket and any implications for future use

iii. To consider the potential impact of the proposal on existing bookings and usage of the sports field

iv. To consider the next steps in progressing the proposal.

e) **Separation of waste**: To approve the pavilion new waste regime including additional bin emptying costs

f) To note increase in fuel surcharge for bin emptying at the sports field

g) To approve cold water boost pump three year maintenance contract

8. Allotments

a) To receive report on waiting list and any issues arising since the last meeting
b) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds
c) To agree allotment plot inspection dates for 2027
d) To consider the development of an Allotment Inspection App Linked to the Existing allotment Database

9. Council owned Village Halls

a. Shaw Village Hall and playing field

i. To receive update on Shaw Village Hall lease
ii. To note correspondence from Shaw Village Hall regarding water leak and consider action

b. Berryfield Village Hall:

i. To note the damage to rooflight at Berryfield Village Hall, receive an update on the insurance claim and consider any necessary action regarding repairs.
ii. To note feedback on partition wall

10. Bridges:

a) To note bridge at Bowerhill Sports Field has been closed off due to condition
b) To receive update on progress with bridge projects

11. To consider request from resident to purchase a small area of council-owned land adjacent to Berryfield Play Area to extend garden

12. Bus shelters: To note receipt of asbestos survey reports and consider any action

13. Bins: To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers- **None**

15 . Strategic Asset Management Review and Future Budget Requirements

a) **Asset Management:** To review the Council's overall arrangements for managing and safeguarding its principal assets, identify any risks or gaps, and consider future action required.

b) **Budget Requirements for 2027/28 and Beyond:** To identify future maintenance, replacement and capital expenditure requirements, including potential earmarked reserves, and make recommendations for Budget setting

Copy to: All Councillors

AGENDA ITEM 5(a)

Annual Review of Council Assets – Asset Management Responsibilities and Priorities

CLERK'S NOTE

1. Purpose of Report

To provide members with an overview of the Council's responsibilities for managing, maintaining and safeguarding its assets, with reference to:

- The Council's adopted Committee Structure and Terms of Reference (18 May 2026).
- *Governance and Accountability for Smaller Authorities in England – Practitioners' Guide 2026/27.*
- The Council's adopted Objectives & Priorities for 2026/27 and the longer term (2025–2029).

This report is intended to provide context for consideration of the individual asset reports throughout the meeting and the overarching strategic review under Agenda Item 15.

2. Asset Management Committee – Terms of Reference

The Council's adopted Terms of Reference (Section 3.4) provide for the Asset Management Committee to:

- Seek quotations for the provision, maintenance, repair or renewal of assets to inform the Finance Committee and Full Council.
- Review play area inspection reports and identify necessary actions.
- Oversee the continued management of the QEII Diamond Jubilee Sports Field and Pavilion, including maintenance contracts and promotion of the facilities.
- Liaise with Shaw and Berryfield Village Hall Management Committees to ensure maintenance schedules are followed and the buildings are suitably maintained and insured.
- Review allotment matters and Council resources.

The Committee therefore has an important role in both the ongoing management of Council assets and identifying longer-term maintenance and financial requirements.

The Finance Committee has responsibility for preparing the Council's annual budget, reviewing insurance arrangements and reviewing the Council's Risk Register.

3. Practitioners' Guide 2026/27 – Proper Practices and Annual Governance Assertions

The Practitioners' Guide sets out the proper practices that parish councils must follow when preparing their Annual Governance and Accountability Return (AGAR).

At the end of each financial year, Full Council is required to approve the Annual Governance Statement (Section 1 of the AGAR), answering **Yes or No** to a series of governance assertions.

Two assertions are particularly relevant to asset management:

Assertion 2 – Internal Control

Paragraph 1.18 of the Practitioners' Guide states that the authority's assets need to be secured, properly maintained and efficiently managed.

This includes appropriate arrangements for safeguarding assets and procedures relating to their disposal.

Assertion 5 – Risk Management

The Council must confirm that it has assessed the risks it faces and taken appropriate steps to manage them, including internal controls and insurance where required.

Paragraphs 1.31–1.32 of the Practitioners' Guide address the identification, assessment, recording and management of risks.

Evidence Supporting the Annual Governance Statement

Paragraph 1.5 of the Practitioners' Guide explains the importance of appropriate evidence to support a **Yes** response to each assertion, including references to formal minutes.

The Committee's review of asset inspection reports, maintenance arrangements, insurance responsibilities and risks therefore contributes to the evidence available to Full Council when approving the AGAR for the financial year ending 31 March 2027.

The Council's Asset Register also supports the value of fixed assets reported in Section 2, Line 9 of the AGAR. The accounting value recorded in the Asset Register is distinct from the insurance or reinstatement value of buildings.

The Committee should therefore consider not only the condition of individual assets, but also whether appropriate arrangements are in place for their ongoing management and safeguarding.

4. Principal Property Assets

In addition to the individual assets recorded in the Asset Register, the Council has three substantial property assets with different management, maintenance and insurance arrangements.

QEII Diamond Jubilee Sports Field and Pavilion (Bowerhill)

The Council directly manages and insures the sports field and pavilion.

The pavilion has a buildings sum insured of **£1,076,591.25**, under the Council's Zurich Municipal policy for the period 1 June 2026 to 31 May 2027.

The Council is responsible for the ongoing management and maintenance of the facilities, including maintenance contracts, inspections, grounds maintenance and future repair and replacement requirements.

Shaw Village Hall and Playing Field

The village hall dates from 1976 and is managed by Shaw Hill Playing Field and Village Hall, a registered charity (No. 305550), through its Management Committee.

The existing lease has expired and renewal is an adopted Council priority for 2026/27.

The Management Committee currently arranges the building insurance and is required to provide evidence of cover to the Parish Council.

The insurance schedule provided for the year commencing 1 April 2025 shows a buildings sum insured of **£824,927**, with contents separately insured for £11,854. The insurance schedule for 2026/27 has not yet been provided by the Management Committee, and the current level of cover has therefore not been verified by the Parish Council.

As part of the lease renewal, the Parish Council is seeking to introduce arrangements similar to those at Berryfield Village Hall, whereby the Parish Council arranges the building insurance and is reimbursed by the Management Committee. This would enable greater oversight of the insurance arrangements and the adequacy of the reinstatement value.

The Parish Council has also recently commissioned a building condition survey of Shaw Village Hall, providing information on the building's condition and potential future maintenance requirements.

Berryfield Village Hall

Berryfield Village Hall is operated by Berryfield Village Hall Trust, a registered charity (No. 1201530), through its Management Committee under a 125-year lease.

The hall has a buildings sum insured of **£1,072,827**, under the Council's Zurich Municipal policy for the period 1 June 2026 to 31 May 2027.

The Parish Council arranges the building insurance, with the premium reimbursed by the Management Committee in accordance with the lease. This enables the Council to maintain oversight of the insurance arrangements and assess the adequacy of the building reinstatement value.

Day-to-day management and maintenance responsibilities are governed by the lease.

5. Council Objectives and Priorities

The Council's adopted Objectives & Priorities include several matters relevant to the Committee's responsibilities.

Objectives for 2026/27

- Agree a new lease for Shaw Village Hall.
- Complete the Shurnhold Fields car park and improved entrance project.
- Build funds towards a new East of Melksham Community Centre.
- Support village halls and community groups with the impact of new legislation.

Longer-term Objectives (2025–2029)

- Improve drainage at Bowerhill Sports Field.
- Progress the East of Melksham Community Centre.
- Facilitate the provision of 3G pitches.
- Progress projects to improve or increase facilities for children and young people.

These priorities need to be considered alongside the Council's ongoing responsibilities for the maintenance and safeguarding of its existing assets.

6. Strategic Review and Budget Considerations

Following consideration of the individual asset reports, members will be asked under Agenda Item 15 to review the Council's overall arrangements for managing and safeguarding its principal assets and identify any risks, gaps or further action required.

Members are asked to bear in mind throughout the meeting:

- Whether inspection, maintenance and management arrangements are adequate.
- Whether the Council has appropriate assurance regarding assets managed by third parties.
- Any significant risks or potential liabilities requiring further investigation.
- Any anticipated maintenance, repair or replacement expenditure.
- Future capital projects and potential requirements for earmarked reserves.
- Recommendations to inform the Finance Committee's preparation of the 2027/28 budget.

The review will also provide evidence of the Council's ongoing consideration of asset management and risk, supporting the Annual Governance Statement for 2026/27.

Review of Assets:

The Caretaker has recently undertaken the check of the council assets. You will remember that this committee reviewed the asset check of the allotments and office at the last meeting.

There are a few things that have come up as poor in the caretaker's report, I don't think there are any surprises there are a few things at Beanacre Play Area, some are part of the refurb project. Other items were highlighted in the ROSPA reports, so quotes have been included in the packs to be considered under the play area inspection. One item that the Caretaker has written down as being in poor condition is the pathway around Hornchurch Road Public Open space. Some years ago, the parish council installed part of the footpath in the public open space in order to complete a circular route. The Caretaker has confirmed that the part of the footpath he has noted as poor is not the parish councils owned bit BUT the pathway going to the MUGA is also in a poor condition and is owned by MWPC (Quote has been obtained for this under agenda item 6a) (red line below shows MWPC owned footpath)

Additionally, a quote has been provided in your pack under this agenda item for the replacement bench which got burnt on Falcon Way, Bowerhill last year (near to Kingfisher Drive junction). At the time, the council deferred the decision to replace the bench because there were some land ownership issues with the land at the time. This has now been sorted out which is why we are now revisiting the replacement bench. Need to clarify whether this is next to where the bus shelter is going.


Hornchurch Rd
Bowerhill Ln
Hornchurch Rd
Hornchurch Road play area
Hornchurch Rd
Hornchurch Rd
Bowerhill Ln
Hornchurch Rd
Shruti Designs

POOR- Needs attention in next year

SATISFACTORY- May need attention in next 2/3 years,

GOOD- Unlikely to need attention in next 5 years

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
FENCING/GATES	FENCING/GATES	5	N	Beanacre Estate fencing and gates	Beanacre Estate (between play area & church)	///slung.layers.remarking	BA	SATISFACTORY
FENCING/GATES	FENCING/GATES	6	N	Beanacre Play Area fencing	Beanacre Play Area	///openly.farms.charities	BA	11
OUTSIDE EQUIPMENT	STREET FURNITURE	54	N	CHT 9149 - View Defibrillator & Cabinet	St Barnabas Church	///husky.political.spirit	BA	SATISFACTORY
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	57	N	<10 tower unit	Beanacre Play Area	///garage.singing.resettle	BA	
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	58	N	>7 timber trail (net climber)	Beanacre Play Area	///garage.singing.resettle	BA	TIMBER POOR Not part of refurb project
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	59	N	>7 timber trail (walkway)	Beanacre Play Area	///garage.singing.resettle	BA	TIMBER - POOR
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	60	N	2 swing set for over 7s	Beanacre Play Area	///garage.singing.resettle	BA	SATISFACTORY
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	61	N	2 swing set for under 7s	Beanacre Play Area	///garage.singing.resettle	BA	11
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	62	N	Rotating play web	Beanacre Play Area	///garage.singing.resettle	BA	11
STREET FURNITURE	STREET FURNITURE	81	Yes	Concrete Bus Shelter	A350 Beanacre	///space.increased.hiking	BA	11
STREET FURNITURE	STREET FURNITURE	83	N	Noticeboard	entrance to Beanacre play area	///insiders.contoured.toast	BA	11
STREET FURNITURE	STREET FURNITURE	86	N	Outside seat	Beanacre, A350 Lacock end	///spell.typed.flashing	BA	11
STREET FURNITURE	STREET FURNITURE	88	N	Picnic table	Beanacre Play Area	///custodial.laser.hoks	BA	11
STREET FURNITURE	STREET FURNITURE	89	N	Rights of Way Info Board	Beanacre	///cherubs.admira.revolts	BA	11

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFERY SURFACING	PLAY AREA EQUIPMENT	179	N	Play Area surface	Wet pour surfacing, Beanacre	///deals.unfocused.rocky	BA	POOR part of refurb project
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFERY SURFACING	OTHER SURFACES	180	N	Tarmac at entrance to Beanacre Play Area	Beanacre Play Area	///novelists.bandage.roadshow	BA	
STREET FURNITURE	STREET FURNITURE	192	N	Fire Expire Litter Bin + Fixings	Beanacre Play Area	///boomer.professes.vegetable	BA	
STREET FURNITURE	STREET FURNITURE	196A	N	1 Fire expire litter bin + fixing	Burnt Cottages Beanacre to replace burnt out Wiltshire Council bin, this was moved from Bowerhill Sports Field as was replaced	///awestruck.bill.pulled	BA	
STREET FURNITURE	STREET FURNITURE	252	N	Outside seat (Incl furniture anchor kit)	A365 next to bus Bus Shelter	///testy.manifests.nursery	BA	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	316	N	Bench	Beanacre Play Area	///pavilions.gloves.factored	BA	G
STREET FURNITURE	STREET FURNITURE	317	N	Bench	Beanacre Play Area	///pavilions.gloves.factored	BA	G
STREET FURNITURE	STREET FURNITURE	368	N	Bus Shelter	 Melksham close to the Westlands Lane turning	///laptop.camcorder.informer	BA	G
STREET FURNITURE	STREET FURNITURE	370	N	Bin	Westlands Lane, Beanacre in layby	///rules.shovels.sulked	BA	G
STREET FURNITURE	STREET FURNITURE	385	n	Bus Shelter	Opposite 108 Beanacre Road Melksham SN12 7PY	///occupations.buyers.remarking	BA	G

Melksham Without Parish Council Sandridge

ASSET REGISTER

10/06/2026

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
STREET FURNITURE	STREET FURNITURE	143	N	Wooden Bus Shelter	Sandridge Lane on A3102	///inkjet.workflow.catching	E	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	315	N	Bench	Sandridge Hill (Top of Sandridge Lane-Opposite bus	///mailer.brand.coping	E	

Melksham Without Parish Council

Berrysield

ASSET REGISTER

10/06/2026

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
FENCING/GATES	FENCING/GATES	7	N	Briansfield Gate and fence	Briansfield Allotments	///afraid.sobbed.caramel	BF	
LAND	OTHER SURFACES	17	N	Land leased to Mr Gulley (3.95 acres) (WT223726)	Berryfield	///dugouts.home.basis	BF	
OUTSIDE EQUIPMENT	STREET FURNITURE	50	N	CHT9153 - View Defibrillator & Cabinet	New Inn Pub, Semington Road	///bristle.vision.goodbyes	BF	SATISFACTORY
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	63	N	Play Area	Berryfield Play Area	///perusing.rehearsal.existence	BF	- 11
STREET FURNITURE	STREET FURNITURE	92	N	Concrete Bus Shelter	Semington Rd opp Shails Ln	///paint.arranger.mailings	BF	11
STREET FURNITURE	STREET FURNITURE	93	N	Metal Bus Shelter	Semington Road opposite side of road from Police HQ	///tadpole.helpers.postings	BF	11
STREET FURNITURE	STREET FURNITURE	95	N	Metal Bus Shelter	Semington Road outside Police HQ	///reshaping.conducted.prettiest	BF	11
STREET FURNITURE	STREET FURNITURE	99	N	Outside seat	Berryfield, by Padfield Gardens	///delusions.barefoot.origin	BF	11
STREET FURNITURE	STREET FURNITURE	100	N	Rights of Way Info Board	Berryfield	///character.voltage.grit	BF	11
STREET FURNITURE	STREET FURNITURE	110	N	Noticeboard	Berryfield Park	///margin.recently.eventful	BF	11
STREET FURNITURE	STREET FURNITURE	191	N	Outside seat	Berryfield play area (nearest to Village Hall)	///refusals.spooked.lilac	BF	11
STREET FURNITURE	STREET FURNITURE	194	N	Fire Expire Litter Bin + Fixings	Berryfield Play Area	///fractions.hurray.slices	BF	11
STREET FURNITURE	STREET FURNITURE	304	N	Topsy Jubilee Bin (Green) with adjustable concrete in anchors x3 and MWPC Plaque	Holbrook Vale, Berryfield (To replace missing WC Bin	///directors.icons.stretch	BF	11
STREET FURNITURE	STREET FURNITURE	305	N	Topsy Jubilee Bin (Green) with adjustable concrete in anchors x3 and MWPC Plaque	Semington Road at bus stop outside of police station	///under.shorthand.variation	BF	11
LAND	OTHER SURFACES	313	N	Berryfield Village Hall- Land for new hall	Berryfield	///bravo.slip.indulges	BF	
BUILDINGS	BUILDINGS	320	N	New Berryfield Village Hall	Berryfield-Bowood View estate	///fairness.builder.foreheads	BF	

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
STREET FURNITURE	STREET FURNITURE	335	N	Noticeboard	New Berryfield Village Hall- MWPC Board	///eyepieces.dodging.branded	BF	SATISFACTORY
OUTSIDE EQUIPMENT	STREET FURNITURE	343	N	Zoll AED 3 Semi Auto Defibrillator with Sentry Stainless Steel Cabinet	Berryfield Village Hall (Telford Drive)	///pull.wardrobe.derailed	BF	11
ARTWORK	ARTWORK	348	N	Berryfield Village Hall Public Art Exterior	Berryfield Village Hall	///pipe.breaches.breed	BF	11
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	360	N	Whitworth Play Area	Berryfield (Bowood View hosing estate)	///exist.structure.maybe	BF	11

Melksham Without Parish Council Bowerhill

ASSET REGISTER

10/06/2026

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
BUILDINGS	BUILDINGS	3	N	Bowerhill Sports Pavilion	Bowerhill Sports Fields	///dine.inefficient.workflow	BH	SATISFACTORY
FENCING/GATES	FENCING/GATES	8	N	Bowerhill sports field gates and fencing	Bowerhill Sports Field	///undercuts.banana.join	BH	SATISFACTORY
FENCING/GATES	FENCING/GATES	9	N	Hornchurch Rd MUGA fencing	Hornchurch Rd, Bowerhill	///dips.outgrown.affords	BH	?
CONTENTS	GENERAL CONTENTS	11	N	Bowerhill Sports Pavilion	Bowerhill Sports Fields	///dine.inefficient.workflow	BH	SATISFACTORY
LAND	OTHER SURFACES	18	N	Jubilee Sports Field	Bowerhill Sports Field	///flushed.eruptions.sourcing	BH	SATISFACTORY
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	37	N	Large screen for viewing plans etc	Bowerhill Sports Pavilion games room	///warthog.store.spirits	BH	SATISFACTORY
OUTSIDE EQUIPMENT	STREET FURNITURE	49	N	CHT 9154 - View Defibrilliator & Cabinet	Pilot Pub, Bowerhill	///film.post.triangles	BH	SATISFACTORY
OUTSIDE EQUIPMENT	STREET FURNITURE	51	N	CHT 9152 - View Defibrillator & Cabinet	Jubilee Sports Pavilion	///library.just.bagpipes	BH	SATISFACTORY
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	64	N	Play Area	Hornchurch Road Play Area	///napkins.comet.snowboard	BH	SATISFACTORY
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	65	N	Play Area	Kestrel Court	///summaries.boats.seating	BH	SATISFACTORY
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	74	N	Hornchurch Rd MUGA Goal Ends	Hornchurch Rd, Bowerhill	///household.large.wreck	BH	SATISFACTORY
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	75	N	Bowerhill Sports Field Basket ball court	Bowerhill Sports Field	///opponent.scorched.decimal	BH	SATISFACTORY
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	76	N	"old" Basketball hoop ex Bowerhill Sports Field	Kestrel Court Play Area as of Feb/March 2017	///tarnished.spectacle.dissolve	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	104	N	Footpath Signs (BRAG/PIGS Scheme) - Wooden Finger Posts	Bowerhill	///sprint.coder.feuds	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	105	N	Melksham RAF Gate Badge	Bowerhill Village Hall		BH	SATISFACTORY

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
STREET FURNITURE	STREET FURNITURE	108	N	Noticeboard	Bowerhill outside Fish & Chip shop	///scarves.hungry.reflector	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	109	N	Noticeboard	~~BRAG/PIGS~~ Picnic Area, Bowerhill	///sprint.coder.feuds	BH	II
STREET FURNITURE	STREET FURNITURE	111	N	Noticeboard	~~Pic located from~~ outside Pilot Pub to the outside of the Bowerhill Sports	///narrate.unleashed.juggled	BH	II
STREET FURNITURE	STREET FURNITURE	112	N	Noticeboard	BRAG Picnic area by canal, Bowerhill	///financial.managed.strongman	BH	
STREET FURNITURE	STREET FURNITURE	115	N	Picnic Table	BRAG Picnic area by canal, Bowerhill		BH	
STREET FURNITURE	STREET FURNITURE	118	N	Outside seat	Dowding Court, Bowerhill		BH	II
STREET FURNITURE	STREET FURNITURE	125	N	Outside seat	Pathfinder Way		BH	II
STREET FURNITURE	STREET FURNITURE	127	N	Picnic table	Next to Canal (in Seend Parish)		BH	
STREET FURNITURE	STREET FURNITURE	128	N	Picnic table	Next to Canal (in Seend Parish)		BH	
STREET FURNITURE	STREET FURNITURE	129	N	Picnic table	Next to Canal (in Seend Parish)		BH	
STREET FURNITURE	STREET FURNITURE	130	N	Picnic table	Jubilee Sports Field	///mild.knee.starlight	BH	II
STREET FURNITURE	STREET FURNITURE	131	N	Picnic table	Jubilee Sports Field	///mild.knee.starlight	BH	II
STREET FURNITURE	RAF STONE	132	N	RAF Commemorative Stone	Bowerhill	///eruptions.scripted.reliving	BH	II
STREET FURNITURE	STREET FURNITURE	134	N	Rights of Way Info Board	Bowerhill (BRAG) Bridle Way		BH	II

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
STREET FURNITURE	STREET FURNITURE	135	N	Rights of Way Info Board	Bowerhill (BRAG) Bridle Way		BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	136	N	Sponsored bin	Along from Tesco Express (Robinsons)	///film.regret.songbird	BH	11
STREET FURNITURE	STREET FURNITURE	137	N	Sponsored bin	Opp Tesco Express (The Base)		BH	11
STREET FURNITURE	STREET FURNITURE	147	N	Entrance sign to Office	Bowerhill Sports Pavilion		BH	11
STREET FURNITURE	STREET FURNITURE	148	N	External Office Sign	Bowerhill Sports Pavilion		BH	11
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFERY SURFACING	PLAY AREA EQUIPMENT	181	N	Hornchurch Rd MUGA surface	Hornchurch Rd, Bowerhill	///household.large.wreck	BH	PATH TO MUGA POOR Quote for repair in pack
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFERY SURFACING	PLAY AREA EQUIPMENT	182	N	Play Area surface	Basketball court, Bowerhill		BH	SATISFACTORY
LAND	OTHER SURFACES	188	N	Hornchurch Road Play Area	Bowerhill	///napkins.comet.snowboard	BH	
STREET FURNITURE	STREET FURNITURE	196	N	3 no Fire Expire Litter Bin + fixings	Bowerhill Sports Field	///manhole.obligated.drill	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	198	N	Fire Expire Litter Bin + Fixings	Open Space, Bowerhill- Outside play	///budding.pricier.pokes	BH	11
FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	200	N	Video door entry system and control Kit	Bowerhill Sports Pavilion Office		BH	11
STREET FURNITURE	STREET FURNITURE	209	N	Bowerhill Village Nameplate	A365 Devizes Road by Mallory Place		BH	11
STREET FURNITURE	STREET FURNITURE	232	N	Noticeboard	Bowerhill Village Hall (was relocated from the Bowerhill Sports Pavilion	///tilts.threaded.axed	BH	11
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	249	N	Goal posts- 11v11	Stored at JH Jones yard		BH	
STREET FURNITURE	STREET FURNITURE	250	N	Wooden Memorial bench	Bowerhill Sports Field	///refried.inflame.resorting	BH	11
STREET FURNITURE	STREET FURNITURE	253	N	Outside seat (Incl furniture anchor kit)	Outside Bowerhill Village Hall	///cartoons.shipped.spurted	BH	

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
STREET FURNITURE	STREET FURNITURE	254	N	Outside seat (Incl furniture anchor kit)	Outside Dowding Way/ Kestrel Court, Bowerhill		BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	264	N	Picnic table- with soft ground anchor kit	Hornchurch Road public open space	///closet.something.spider	BH	11
STREET FURNITURE	STREET FURNITURE	269	N	Bin	Hornchurch Road Play Area	///accusing.ticked.deriving	BH	11
STREET FURNITURE	STREET FURNITURE	280	N	Outside seat with furniture anchor kit for hard ground	Falcon Way Bowerhill- Near Magister Road	///tucked.winters.blocks	BH	11
STREET FURNITURE	STREET FURNITURE	281	N	Bin	Outside of Kestrel Court Play Area, Bowerhill	///shorter.shifts.plan	BH	11
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	284	N	Wallmount hand sanitiser stations x7	Bowerhill Sports Pavilion		BH	?
STREET FURNITURE	STREET FURNITURE	286	N	Outside seat with furniture anchor kit for hard ground	Falcon Way, Bowerhill	///reserving.ranking.s.lands	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	287	N	Outside seat with furniture anchor kit for hard ground	Canel side of BRAG Picnic area, Bowerhill		BH	11
STREET FURNITURE	STREET FURNITURE	288	N	Outside seat with furniture anchor kit for hard ground	Near top of Bridleway (Allotment end), Bowerhill		BH	11
STREET FURNITURE	STREET FURNITURE	289	N	Outside seat with furniture anchor kit for hard ground	Bridleway, Bowerhill (Mike Mills replacement)		BH	11
STREET FURNITURE	STREET FURNITURE	290	N	Outside seat with furniture anchor kit for hard ground	Hornchurch Road public open space	///homelands.relay.coasters	BH	11
STREET FURNITURE	STREET FURNITURE	291	N	Outside seat with furniture anchor kit for hard ground	Hornchurch Road public open space	///homelands.relay.coasters	BH	11
OUTSIDE EQUIPMENT	STREET FURNITURE	311	N	Drinking Water Station	Bowerhill Sports Field	///joys.discouraged.utensil	BH	11
STREET FURNITURE	STREET FURNITURE	312	N	Bin	Bowerhill Sports Field	///luring.reference.clearcut	BH	11
STREET FURNITURE	STREET FURNITURE	318	N	Noticeboard with Powercoated posts- Pathfinder Place	Pathfinder Place	///lunged.dates.lilac	BH	11
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFERY SURFACING	OTHER SURFACES	319	N	Tarmac path to one side of Hornchurch Road Public Open Space	Hornchurch Road public open space	///picturing.silver.wreck	BH	POOR To check with caretaker - part of path MWPC installed but other part if Wiltshire Council

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
STREET FURNITURE	STREET FURNITURE	321	N	Noticeboard with Powercoated posts	Adjacent to Pilot pub on grassed area car park side	///flatten.lads.violinist	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	323	N	Topsy Jubilee Bin (Green) with adjustable concrete in anchors x3 and MWPC Plaque	bin for WC burnt out bin at Hornchurch Road public	///hazel.wiped.bracelet	BH	
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	346	N	Boot Wash Cleaner	Bowerhill Sports Field	///mild.knee.starlight	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	353	N	Pathfinder Place public art noticeboard Frame (Frame and legs)	In LAP in Pathfinder Place development	///lunged.dates.lilac	BH	7 11
STREET FURNITURE	STREET FURNITURE	358	N	Pathfinder Way public art	On highway verge on the side of Pathfinder Place	///motivations.inhabited.rejoined	BH	11
GENERAL CONTENTS	GENERAL CONTENTS	359	N	CCTV System	Bowerhill Sports Pavilion		BH	11
OUTSIDE EQUIPMENT	STREET FURNITURE	361	N	Zoll AED 3 Semi Auto Defibrillator with Sentry Stainless Steel Cabinet	Pathfinder Way Bowerhill (on yellow post by bus stop)	///unlimited.because.snacking	BH	11
STREET FURNITURE	STREET FURNITURE	362	N	Officer information board art panel sign	Pathfinder Place public open space (This is the panel installed inside of the frame		BH	11
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	363	N	1x set of Europa Portable self weighted 11 aside goal posts (24ftx8ft) including cross brace purchased seperatly	Bowerhill Sports Field	///domestic.leafing.segregate	BH	11
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	364	N	1x set of Europa Portable self weighted 11 aside goal posts (24ftx8ft) including cross brace purchased seperatly	Bowerhill Sports Field	///domestic.leafing.segregate	BH	11
STREET FURNITURE	STREET FURNITURE	365	N	Memorial Bench	BRAG Picnic area by canal, Bowerhill		BH	11
STREET FURNITURE	STREET FURNITURE	366	N	Picnic Table	Kestrel Court Play Area	///ruffling.coverings.punchy	BH	11

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
STREET FURNITURE	STREET FURNITURE	373	N	New defibrillator and cabinet Bowerhill Village Hall	On post outside of Bowerhill Village Hall	///gazes.sinkhole.exposing	BH	
STREET FURNITURE	STREET FURNITURE	376	N	Bench	Kestrel Court Play Area	///ruffling.coverings.punchy	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	377	N	Top Soil Storage bin	Bowerhill Sports Pavilion	///shadowing.grapevine.shower	BH	11
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	380	n	Davey Play Area	Bowerhill	///litters.dividing.unpacked	BH	11
STREET FURNITURE	STREET FURNITURE	381	n	Bench	Spa Road, near roundabout	///nurture.bribing.canal	BH	11
STREET FURNITURE	STREET FURNITURE	388	n	Gate Stops	Bowerhill Sports Field		BH	11

Melksham Without Parish Council

Shaw

ASSET REGISTER

10/06/2026

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
BUILDINGS	BUILDINGS	4	N	Shaw Village Hall	Shaw	///term.custard.lyricist	S&W	SATISFACTORY
FENCING/GATES	FENCING/GATES	10	N	Shaw Play Area fencing	Shaw Play Area	///bridge.handicaps.safest	S&W	11
LAND	OTHER SURFACES	19	N	Shaw Playing Field	Shaw	///slimming.huts.private	S&W	11
OUTSIDE EQUIPMENT	STREET FURNITURE	52	N	CHT 9151 - View Defibrillator & Cabinet	Shaw Village Hall	///innocence.twisting.linked	S&W	11
OUTSIDE EQUIPMENT	STREET FURNITURE	53	N	CHT 9150 - View Defibrillator & Cabinet	Whitley Reading Room	///nests.surnames.soup	S&W	11
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	66	N	2 swing set for over 7s	Shaw Play Area	///tint.linguists.instructs	S&W	POOR TOP LINKAGE WEAR, ON BUSHES! Picked up on ROSPA Report- quote in pack
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	67	N	2 swing set for under 7s	Shaw Play Area	///tint.linguists.instructs	S&W	2.
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	68	N	4 seat rocker	Shaw Play Area	///tint.linguists.instructs	S&W	SATISFACTORY
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	70	N	Over 7 unit	Shaw Play Area	///tint.linguists.instructs	S&W	11
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	71	N	Spinning bowl	Shaw Play Area	///tint.linguists.instructs	S&W	11
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	72	N	Under 7 unit	Shaw Play Area	///tint.linguists.instructs	S&W	11
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	77	N	2x goal ends	Basketball Court, Shaw	///wobbles.lamp.fields	S&W	EDGE FLOOR CRACKS
STREET FURNITURE	STREET FURNITURE	141	N	Noticeboard	Shaw Hill, near entrance to Beltane Place, Shaw	///duck.flexibly.nanny	S&W	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	153	N	Concrete Bus Shelter	Shaw Hill	///steadily.excavate.agrees	S&W	11
STREET FURNITURE	STREET FURNITURE	154	YES? Suspected Asbestos	Concrete Bus Shelter	Church- on the right hand side coming out of Melksham, before the	///jumps.skinny.publisher	S&W	11

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
STREET FURNITURE	STREET FURNITURE	155	N	Concrete Bus Shelter	Shaw, near Church- Bath side	///variety.dumps.salmon	S&W	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	157	N	Metal Bus Shelter	A365 Shaw	///fully.clumped.aced	S&W	11
STREET FURNITURE	STREET FURNITURE	161	N	Outside seat	First Lane, Whitley	///toward.rejects.fond	S&W	11
STREET FURNITURE	STREET FURNITURE	166	N	Outside seat, inc Ground Anchors	Outside Whitley Reading Rooms	///helper.sugars.vessel	S&W	11
STREET FURNITURE	STREET FURNITURE	171	N	Outside seat	Shaw Playing Fields		S&W	11
STREET FURNITURE	STREET FURNITURE	172	N	Outside seat	Shaw Playing Fields		S&W	11
STREET FURNITURE	STREET FURNITURE	173	N	Picnic table	Shaw Playing Fields	///upgrading.skirting.items	S&W	11
STREET FURNITURE	STREET FURNITURE	174	N	Picnic table	Shaw Playing Fields	///awakening.durations.amounting	S&W	11
STREET FURNITURE	STREET FURNITURE	175	N	Picnic table	Shaw Playing Fields	///awakening.durations.amounting	S&W	11
STREET FURNITURE	STREET FURNITURE	176	N	Rights of Way Info Board	Shaw	///blink.grocers.corner	S&W	
STREET FURNITURE	STREET FURNITURE	177	N	Noticeboard (Replacement of asset 159)	**Shaw School but has now been replaced with new noticeboard. This board has been taken away so that Caretaker can replace damaged perspex ready for when**		S&W	SATISFACTORY
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFERY SURFACING	PLAY AREA EQUIPMENT	183	N	Play Area surface	Basketball court, Shaw	///markets.guards.mothering	S&W	?
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFERY SURFACING	PLAY AREA EQUIPMENT	184	N	Play Area surface	Shaw Play Area	///tint.linguists.instructs	S&W	71

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
FENCING/GATES	FENCING/GATES	187	N	Kissing Gate	Access point from field into Shaw Recreation Field		S&W	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	255	N	Outside seat (Incl furniture anchor kit)	Next to adopted phone box Top Lane, Whitley		S&W	((
STREET FURNITURE	STREET FURNITURE	256	N	Outside seat (Incl furniture anchor kit)	Opposite the Pear Tree Inn, at bus stop, Top Lane, Whitley		S&W	((
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	294	N	Basket Swing	Shaw Playing Field	///develop.resolves.quarrel	S&W	SATISFACTORY
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	295	N	Cone Climber	Shaw Playing Field	///irritable.rotations.homelands	S&W	((
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	PLAY AREA EQUIPMENT	296	N	Warrior Pod 3	Shaw Playing Field	///splinters.trailers.tube	S&W	((
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFERY SURFACING	PLAY AREA EQUIPMENT	297		Safamat Surfacing	Shaw Playing Field	///splinters.trailers.tube	S&W	((
STREET FURNITURE	STREET FURNITURE	303	N	Topsy Jubilee Bin (Green) with adjustable concrete in anchors x3 and MWPC Plaque	Littleworth Lane, Whitley (To replace missing WC Bin	///insurers.episode.organist	S&W	((
STREET FURNITURE	STREET FURNITURE	322	N	Noticeboard	outside Shaw Village Hall **(This is replacing asset**	///wades.lyrics.tastings	S&W	((
STREET FURNITURE	STREET FURNITURE	344	N	Bin	At bus stop on Bath Road, Shaw opposite Shaw dog kennels	///verifying.closes.hiked	S&W	((
STREET FURNITURE	STREET FURNITURE	356	N	Noticeboard	Opposite Shaw School	///fruitcake.pioneered.alleges	S&W	((
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	378	n	Car Spring rocker	Shaw Play Area	///mixture.skies.currently	S&W	((
STREET FURNITURE	STREET FURNITURE	386	n	Bin	Corsham Road, Whitley		S&W	((

Melksham Without Parish Council Shurnhad Fields

ASSET REGISTER

10/06/2026

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
LAND	OTHER SURFACES	243	N/A	Public Open Space Land	"Shurnhold Fields" Land to the North of Dunch Lane	///overtones.requires.silver	SF	SATISFACTORY * LAND VERY DRY

Melksham Without Parish Council Shurnhold Fields

ASSET REGISTER

10/06/2026

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
STREET FURNITURE	STREET FURNITURE	258	N	Bin	Fields- Dunch Lane entranceinside gate to left next to noticeboard	///deep.group.jetliner	SH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	259	N	Bin	Shurnhold Fields- Next to right of way	///deep.group.jetliner	SH	11
STREET FURNITURE	STREET FURNITURE	261	N	Noticeboard- Incl Powercoated posts	Shurnhold Fields	///deep.group.jetliner	SH	11
STREET FURNITURE	STREET FURNITURE	265	N	Outside seat- Hard ground anchor kit	Shurnhold Fields		SH	11
STREET FURNITURE	STREET FURNITURE	266	N	Outside seat- Hard ground anchor kit	Shurnhold Fields		SH	11
STREET FURNITURE	STREET FURNITURE	267	N	Picnic table-with hard ground amchor	Shurnhold Fields		SH	11
STREET FURNITURE	STREET FURNITURE	268	N	Picnic table-with hard ground amchor	Shurnhold Fields		SH	11
STREET FURNITURE	STREET FURNITURE	282	N	Bin	Shurnhold Fields		SH	11
STREET FURNITURE	STREET FURNITURE	309	N	Interpretation Panel- Lectern Frame (Entrance board)	Shurnhold Fields (entrance board)		SH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	314	N	Interpretation panel- Lectern Frame (Orchard Board)	Shurnhold Fields (Orchard Board)		SH	11
STREET FURNITURE	STREET FURNITURE	375	N	Memorial Bench	Shurnhold Fields	///banquets.elastic.union	SH	11
BUILDINGS	Apex Toolsafe 148	384	n	Shed (Apex Toolsafe 148)	Shurnhold Fields	///shed.culling.grafted	SH	11
OUTSIDE EQUIPMENT	OUTSIDE EQUIPMENT	387	n	Standpipe water tap with insulated housing box	Shurnhold Fields		SH	11

Quotation

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

No:	TDP_Q2WTU7_1Q
Date:	27 October 2026
Valid until:	26 November 2026
Terms:	30 days e.o.m.

Customer
Melksham Without Parish Council
First Floor, Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES

Delivery Address
Melksham Without Parish Council
First Floor, Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES

Code	Description	Quantity	Unit Price	Discount %	Total Nett
ZDALE15	Dale Bench 1.5m length in Brown	1	£425.00	5.0%	£403.75
ZAKHARD	Furniture anchor kit for hard ground	1	£23.17		£23.17

Nett Amount:	£426.92
VAT total:	£85.38
Invoice Total:	£512.30

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:
Palletised delivery to kerbside only.
All Prices include delivery to a UK mainland address.
Current lead time 2-3 weeks.

Officer Note to go with Play Area ROSPA Inspection Reports

You will see in your packs that we have provided you with the ROSPA report summary spreadsheet rather than including all the individual reports, as this would have made the agenda pack too big. The spreadsheet includes everything that was picked up during the inspections, and you will see that I have put comments next to each issue to explain what action has been taken or what we are proposing to do.

Most of the items identified have been rated as low or very low risk; however, this year there are two items rated as high risk and a few items rated as medium risk. The two high-risk items relate to the fallen tree at Berryfield Play Area and the pedestrian bridge at the Bowerhill Sports Field. Action has been taken, to address both of these high risk issues.

As explained in previous years, on the ROSPA reports we see two scores: innate risk and actual risk level. The innate risk level is the rating for a particular piece of equipment in its best condition without any faults and is the lowest risk rating that the particular piece of equipment can ever have. The actual risk level is the rating given by the inspector at the time of the inspection.

There are also a number of issues relating to shrinkage and separation of safety surfacing across several of our play areas. This is something that has come up in previous years, and we are trying to obtain quotes to look at the best way of addressing this.

I have highlighted below the main issues at each play area and most of the smaller items, such as missing caps, minor corrosion and general maintenance, have either been added to the Caretaker's list or will continue to be monitored.

Beanacre Play Area

Most items at this play area have been rated as low or very low risk, with the exception of the overhead climber, which has been rated as medium and has been on our watch list for a number of years. The good news is that this equipment is due to be replaced as part of the Beanacre Play Area refurbishment project. There are also several areas of wet pour surfacing that are cracking or separating at the joints, but these are part of the refurb project as well as the wooden swings.

There is some decay in the timber fencing, which has been rated as very low risk. This isn't included in the approved quote for the refurbishment project, but it might be worth adding this on so that it can be addressed during the works?

Do members wish for officers to obtain a quote from the approved contractor to address the decayed fencing as part of the Beanacre refurbishment project, subject to the additional cost?

Berryfield Play Area

There is one item rated as high risk at Berryfield Play Area, which relates to a tree which had fallen into the play area and was leaning on the fencing. The ROSPA

inspector contacted the office whilst on site to make us aware of the issue. Acer were asked to attend and deal with the tree; however, when they arrived, the tree had already been cut down and placed inside the play area. Although the tree is no longer resting on the fencing, it still presents a safety issue being left in the play area. Acer have therefore been asked to return and remove it, and they have confirmed that they will do this on the 26th October.

Another issue I would like to highlight is the self-closing gate, which has been identified as having a finger trap. ROSPA has rated this as low risk with a score of 6; however, the Caretaker is concerned about the potential for children to trap their fingers. A quote has been included in your agenda pack for consideration to address this issue.

Minor repairs are also needed to part of the fencing, and a quote has been included in your packs.

There are a few other items relating to swing chain wear, bushes, missing caps and minor corrosion, which will be looked at by the Caretaker.

Quotes included in the agenda pack:

- Repairs to the play area gate to address the finger trap.
- Repairs to the fencing.

Do members wish to proceed with the above quotes?

Bowerhill Sports Field

The main issue at this site is the pedestrian access bridge, which has been rated as high risk with a score of 13. As members will already be aware, the bridge is in a poor condition, with a number of boards broken and decayed. Signage and tape were originally put up to close the bridge off; however, these have been removed on several occasions, meaning that people have continued to access the bridge. Due to the safety issue and the parish council's responsibility to ensure everyone's safety, JH Jones were instructed on the 28th September to place old wooden pallets across the bridge to try and prevent people from crossing it. The Caretaker is monitoring this each week until we can get this replaced.

ROSPA has also identified damage to the ball-stop fencing, and a quote for this repair has been included in your agenda pack.

Quote included in the agenda pack:

- Repair to the ball-stop fencing.

Davey Play Area

There are very few issues at this play area, and everything identified has been rated as very low risk. The Caretaker will replace a missing cap on the basket swing.

There is also some shrinkage or separation of the surfacing around the climber; however, this is very small and is just for monitoring.

Hornchurch Road MUGA

All items identified at the MUGA have been rated as low or very low risk.

ROSPA has identified some minor repairs that are required, along with cracking in the surface on the pathway to the MUGA. Quotes for these works have been included in your agenda pack, including the removal of the net.

Quotes included in the agenda pack:

- Removal of the MUGA net.
- Repairs to the cracking in the MUGA surface.

Hornchurch Road Play Area

All issues identified at this play area have been rated as low or very low risk. Most of the items are for the Caretaker to address or monitor, including missing caps, minor corrosion, loose fittings and adjustments to the swings.

Kestrel Court Play Area & Half MUGA

Most items identified at this play area have been rated as low or very low risk. One of the toddler swing seats has significant corrosion on the nuts underneath the seat, and ROSPA has recommended replacing it. Although this has been rated as low risk, a quote for a replacement seat has been included in your agenda pack. The Caretaker will be able to fit the new seat once purchased.

Quote included in the agenda pack:

- Replacement toddler swing seat.

Shaw Play Area

There are two items rated as medium risk at Shaw Play Area, both relating to the junior swings. The first issue is with the safety surfacing beneath the swings, which has been rated as a medium and ROSPA has recommended that it should be repaired. The second issue relates to excessive wear on the shackles and bushes which ROSPA has recommended replacing. Quotes for these repairs have been included in your agenda pack for you to consider.

There is also a finger trap on the pedestrian gate, which has been rated as low risk with a score of 6. The Caretaker has been asked to look at this during the week commencing 26th October and report back as to whether this is something he can address or whether we need a quote from a contractor.

There are also some issues with the senior multiplay equipment. ROSPA has identified decayed timber that needs replacing, and a quote has been included in your agenda pack.

Weeds have also been identified on the safety surfacing underneath the overhead bars and rings. The parish council currently has this surface treated once a year; however, our grounds maintenance contractor has previously advised that this particular area should be treated more frequently.

Quotes included in the agenda pack:

- Repairs to the junior swing safety surfacing.
- Replacement of the worn junior swing shackles, bushes and associated connections.
- Repairs to the senior multiplay equipment where timber has decayed.
- Weed spraying inside play area

Shaw Playing Field

Most of the issues identified at Shaw Playing Field have been rated as low or very low risk. One item I would like to highlight is the signage for the fitness equipment, which has been damaged again. You may remember that this sign has been damaged on previous occasions and has already been replaced.

Given that it continues to be damaged, **do members wish to look at getting it replaced again, or would you prefer to leave it for now?**

Shurnhold Field

All of the scored items at Shurnhold Field have been rated as low or very low risk. Any issues have been sent to Melksham Town Council to address as they attend site once a week.

Whitworth Play Area

All items identified at Whitworth Play Area have been rated as low or very low risk. The self-closing gate also needs adjusting, as ROSPA has recommended that the closer mechanism be slowed down. This will be added to the Caretaker's list.

ROSPA has identified wear in the carousel bearings and recommended replacing them; however, the Caretaker does not agree with this finding and has agreed to inspect the bearings again and report back.

Summary

Overall, the majority of items identified in this year's ROSPA inspections are low or very low risk and can either be addressed through routine maintenance or monitored by the Caretaker.

The two high-risk items at Berryfield Play Area and the Bowerhill Sports Field have already been brought to officers' attention, and action has been taken or instructed to address the immediate concerns. Further work is still required, in relation to the replacement pedestrian bridge.

A number of the other findings will be addressed as part of the Beanacre Play Area refurbishment project, while quotations for repairs at the other sites have been included in your agenda packs.

Quotes:

- **Berryfield Play Area:** Repairs to the play area gate to address the finger trap. **Quote 1**
- **Berryfield Play Area:** Repairs to the fencing- **Quote 2**
- **Bowerhill Sports Field:** Repair to the ball-stop fencing.- **Quote 3**
- **Hornchurch Road MUGA:** Removal of the MUGA net.- **Quote 4**
- **Hornchurch Road MUGA:** Repairs to the cracking in the MUGA surface.- **Quote 5**
- **Shaw Play Area:** Weed spraying inside play area- **Quote 6**
- **Kestrel Court Play Area:** Replacement toddler swing seat.- **Quote 7**
- **Shaw Play Area**: Repairs to the junior swing safety surfacing.- **Quote 8a and Quote 8b**
- **Shaw Play Area:** Replacement of the worn junior swing shackles, bushes and associated connections.- **Quote 9**
- **Shaw Play Area**: Repairs to the senior multiplay equipment where timber has decayed.- **Quote 10**

For quotes 8 to 10 we have tried to obtain alternative quotes from other play area companies.

As already detailed in this report, there are some surface/ separations of joints that have come up in both Berryfield Play Area and Kestrel Court Play Area. I have contacted some play area companies to try and obtain some quotes should you wish to get this repaired. Still awaiting quotes on this.

Site Name	Asset Name	Standard Description	Finding Notes	Task Title	Risk Score	Risk Level	Finance & Amenities Officer comments
Berryfield Park	Fencing	Overhanging tree branches are present.	A tree has fallen and is resting on the fence. The client was phoned from site at the time of the inspection and they advised they would send someone out to deal with it.	Read the notes for further action.	13	High	Acer asked to sort this issue out; however, when they got there tree had already been cut down and placed in play area. This still presents a safety issue and Acer have been asked to collect the tree. They confirmed they would do 26/10/260
Bowerhill Sports Field & Pavilion	Pedestrian Access Bridge	Moderate repairs are needed.	Boards are broken and decayed.	Repair.	13	High	however, this has been removed on several occasions. JH Jones were instructed 28/09/2026 to put old wooden pallets across to try and stop entry onto bridge- This will be added to the Caretakers list to monitor weekly to ensure that people are not breaking through to cross the bridge.- Officers still in the process of obtaining quotes for the replacement bridge.
Beanacre Play Area	Climber - Overhead - Suspended Rungs	This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life. This is a requirement of the British Standard.	The equipment was installed in 2005.	Consult with the manufacturer's guidance to determine suitable maintenance.	9	Medium	To be replaced as part of the Beanacre Play Area refurbishment project. Quote approved
Shaw Play Area	Swing - Junior - 1 Bay 2 Seat	Surface needs repair.		Repair.	8	Medium	Quotes to be obtained by play area providers to undertake the surfacing repair- **QUOTE IN AGENDA PACK**
Shaw Play Area	Swing - Junior - 1 Bay 2 Seat	Excessive wear on shackles, bushes or associated connections.		Replace.	8	Medium	**QUOTE IN PACK**
Whitworth Play Area	Swing - Junior - 1 Bay 2 Seat	Item has some parts missing.	Replace seat or remove chains until the seat can be replaced.	Read the notes for further action.	8	Medium	**DONE**: Caretaker has installed seat- 22/10/2026
Berryfield Park	Gate - Self-Closing	There is a crushing or shearing point on the side of the gate. Where the gaps reduce to less than 12 mm these have been known to cause serious, permanent injury to children, especially on the hinge side where the leverage forces are significant.		Adjust gate / posts / fit new rubber buffer to ensure a spacing of at least 12 mm throughout the range of the gate to remove the entrapment. The 12 mm gap also should apply on the hinge side of the gate.	6	Low	**QUOTE IN PACK-** Although rated as low by ROSPA Caretaker concerned about this as there is a finger trap
Bowerhill Sports Field & Pavilion	General Surface - Grass	Trip points on the surface.		Build up surface level to remove trip points.	6	Low	Theres cracking due to the dry weather- Caretaker is going to monitor
Kestrel Court & Half MUGA (Bowerhill)	Swing - Toddler - 1 Bay 2 Seat	There is significant corrosion on this item.	Nuts corroded on underside of seats.	Replace the item.	6	Low	**QUOTE IN PACK-** To replace swing seat due to level of corrosion Caretaker will be able to fit new seat.
Shaw Play Area	Gate - Pedestrian	There is a crushing or shearing point on the side of the gate. Where the gaps reduce to less than 12 mm these have been known to cause serious, permanent injury to children, especially on the hinge side where the leverage forces are significant.		Adjust gate / posts / fit new rubber buffer to ensure a spacing of at least 12 mm throughout the range of the gate to remove the entrapment. The 12 mm gap also should apply on the hinge side of the gate.	6	Low	Caretaker has been asked to have a look and report back if needs contractor action, on his list W/C 26/10/2026
Shaw Play Area	General Surface	Additional comments are noted below.		Remove.	6	Low	On Caretakers list to remove- W/C 26/10/2026
Shaw Play Area	Multiplay - Senior	Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.		The protective surface under all bars and rings must be kept in good condition.	6	Low	**QUOTE IN PACK.** Weeds on surfacing under bars- MWPC do get this surface treated once a year but grounds contractor advised previously that this area should be treated more often-
Shaw Play Area	Swing - Toddler - 1 Bay 2 Seat	Corrosion in cradle seat top frame could lead to sudden failure of the seat.		Replace the top frame.	6	Low	This came up last year and replacement swing was purchased. On Caretakers list to replace W/C 26/10/2026
Shaw Playing Field	Fitness - Warrior POD 3	The foundations are exposed.		Cover the foundations to an appropriate depth.	6	Low	Caretaker is monitoring this as feels that its due to the dry summer and not much grass coverage.
Shaw Playing Field	Signage - Fitness	Item is damaged.		Replace.	6	Low	This is continuiously getting damaged and has been replaced before- Not sure whether the council wish for this to be replaced again?
Shurnhold Field	Gates - Kissing - With Bridge	Trip points on the surface.	There are uneven surfaces.	Build up surface level to remove trip points.	6	Low	Sent to MTC Amenities Team to address

Whitworth Play Area	Gates	Mechanism needs adjustment.	The closer mechanism needs to be slowed.	Adjust.	6	Low	To be added to Caretakers list to address
Berryfield Park	Slide - Free Standing	There is a head entrapment.		The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	5	Low	
Bowerhill Sports Field & Pavilion	Fencing - Ball Stop	Item is damaged.		Repair.	5	Low	**QUOTE IN PACK**
Bowerhill Sports Field & Pavilion	Gates - Pedestrian	Trip points on the surface.		Make level.	5	Low	Caretaker to monitor
Bowerhill Sports Field & Pavilion	Pathways - External	The surface is cracking.		Repair.	5	Low	Contacted Wiltshire Council as part of the highway- They have previously done a repair and confirmed that will look at this again
Bowerhill Sports Field & Pavilion	Portable Goals (On Pitch Side)	Item is damaged.		Repair.	5	Low	FOFs goal posts- report has been sent to them
Hornchurch Road Play Area (Bowerhill)	Gates - Self-Closing	Ground erosion present.		Repair the worn areas.	5	Low	Caretaker to Monitor feels due to dry summer
Kestrel Court & Half MUGA (Bowerhill)	Basketball Post	Item is damaged.	Monitor.	Read the notes for further action.	5	Low	Caretaker to Monitor
Kestrel Court & Half MUGA (Bowerhill)	Multiplay	The equipment is easily accessible, has a free height of fall exceeding 600 mm, but does not have barriers to the standing surface.	Monitor.	No reasonably practicable action is identified.	5	Low	
Shaw Play Area	Gate - Pedestrian	Trip points on the surface.		Build up surface level to remove trip points.	5	Low	Caretaker to monitor
Shaw Play Area	Multiplay - Junior	There is a head entrapment.		The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	5	Low	
Shaw Play Area	Multiplay - Senior	There is a head entrapment.		The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	5	Low	
Shaw Playing Field	Swing - Basket	Surface needs repair.		Repair.	5	Low	Caretaker to monitor
Whitworth Play Area	Carousel	The bearings are worn.		Replace the worn bearings.	5	Low	Caretaker does not agree with this and has agreed to check again
Beanacre Play Area	Climber - Traverse Wall	The wet pour surface is separating at the joints.		Repair.	4	Low	To be repaired as part of the Beanacre refurbishment project
Beanacre Play Area	Log Walk - Suspended - Bridge	The wet pour surface is separating at the joints.		Repair.	4	Low	To be repaired as part of the Beanacre refurbishment project
Beanacre Play Area	Rope Bridge	There are natural splits / shakes in the timbers.		Shakes vary. Monitor and consult manufacturer if dimensions exceed 8 mm at sections used to grip / grasp.	4	Low	Monitor
Beanacre Play Area	Swing - Junior - 1 Bay 2 Seat	There are natural splits / shakes in the timbers.		DO NOT fill shakes. Monitor and sand back any splintered edges as required.	4	Low	To be replaced as part of the Beanacre Play Area refurbishment project. Currently at quote stage.
Beanacre Play Area	Swing - Mixed - 1 Bay 1 Accessible 1 Toddler Seat	There are natural splits / shakes in the timbers.		DO NOT fill shakes. Monitor and sand back any splintered edges as required.	4	Low	To be replaced as part of the Beanacre Play Area refurbishment project. Currently at quote stage.
Berryfield Park	Climber - Rota Web	Shrinkage / separation of the surface. This may give a trip hazard.		Repair.	4	Low	Need to look at solution for this as we have this at a number of play areas, trying to obtain quotes for
Berryfield Park	Fencing	Minor repairs are needed.		Repair.	4	Low	**QUOTE IN PACK**
Berryfield Park	Rocker - Seesaw	Shrinkage / separation of the surface. This may give a trip hazard.		Repair.	4	Low	number of play areas, trying to obtain quotes for consideration
Berryfield Park	Swing - Junior - 1 Bay 2 Seat	The distance between the seat side and the support is insufficient.	Monitor.	The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	4	Low	
Berryfield Park	Swing - Junior - 1 Bay 2 Seat	Some chain wear.		Monitor for further deterioration and replace before 40% wear.	4	Low	Ask Caretaker to have a look
Berryfield Park	Swing - Toddler - 1 Bay 2 Seat	There is wear in the bushes.		Remove shackle bolt and check bush and shackle pin wear, replacing as necessary.	4	Low	Ask Caretaker to have a look
Bowerhill Sports Field & Pavilion	Football Goal - Youth, Small-sided, Portable (In Compound)	Additional comments are noted below.	Store safely.	Read the notes for further action.	4	Low	FOFs goal posts- report has been sent to them

Bowerhill Sports Field & Pavilion	Football Goal - Youth, Small-sided, Portable (In Compound)	Cap missing.	Top of posts.	Replace.	4	Low	FOFs goal posts- report has been sent to them
Bowerhill Sports Field & Pavilion	Football Goal - Youth, Small-sided, Portable (In Compound)	Item is damaged.		Repair.	4	Low	FOFs goal posts- report has been sent to them
Bowerhill Sports Field & Pavilion	Portable Goals (On Pitch Side)	Cap missing.	Cap missing from top of post.	Replace.	4	Low	FOFs goal posts- report has been sent to them
Davey Play Area	Swing - Basket	Cap missing.		Replace.	4	Low	Caretaker to replace
Hornchurch Road MUGA (Bowerhill)	MUGA	Minor repairs are needed.		Repair.	4	Low	**QUOTE IN PACK:** Take net away
Hornchurch Road MUGA (Bowerhill)	MUGA	The surface is cracking.		Repair.	4	Low	**QUOTE IN PACK**
Hornchurch Road Play Area (Bowerhill)	Multiplay - Junior	Wire is exposed.	Cover.	Read the notes for further action.	4	Low	Caretaker to look at
Kestrel Court & Half MUGA (Bowerhill)	Carousel - Roundabout	There is wear in the bearings.		Monitor and replace when necessary.	4	Low	Monitor
Kestrel Court & Half MUGA (Bowerhill)	MUGA - Single End	Bolt cap damaged.		Replace.	4	Low	Caretaker to replace
Kestrel Court & Half MUGA (Bowerhill)	Multiplay	The wet pour surface is separating at the joints.		Repair.	4	Low	Need to look at solution for this as we have this at a number of play areas, trying to obtain quotes for
Kestrel Court & Half MUGA (Bowerhill)	Swing - Toddler - 1 Bay 2 Seat	Some chain wear.		Monitor for further deterioration and replace before 40% wear.	4	Low	Monitor
Shaw Play Area	Multiplay - Junior	Trip points on the surface.		Build up surface level to remove trip points.	4	Low	Caretaker to monitor
Shaw Play Area	Multiplay - Junior	The barrier height is below the minimum of 700 mm, when measured from the surface of the platform, stairs or ramp.		The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	4	Low	
Shaw Play Area	Multiplay - Junior	A head/neck entrapment is present in a partially bound opening.	At slide sides.	The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	4	Low	
Shaw Play Area	Multiplay - Senior	Timber is decayed.		Replace affected parts.	4	Low	**QUOTE IN PACK**
Shaw Play Area	Rocker - Car	Bolt cap damaged.		Replace.	4	Low	Caretaker to replace
Shaw Playing Field	Seating - Picnic Tables	Trip points on the surface.		Build up surface level to remove trip points.	4	Low	To look at
Shurnhold Field	Litter Bin	Ground erosion present.		Repair the worn areas.	4	Low	Send to MTC
Whitworth Play Area	Climber Cone	Cap missing.		Replace.	4	Low	Ask Caretaker to replace
Beanacre Play Area	Climber - A-Frame	Wire is exposed.	Monitor.	Read the notes for further action.	3	Very Low	Monitor
Beanacre Play Area	Climber - Rota Web	The wet pour surface is separating at the joints.	Monitor.	Read the notes for further action.	3	Very Low	To be repaired as part of the Beanacre Play Area refurbishment project. Currently at quote stage.
Beanacre Play Area	Fencing	Timber is decayed.		Replace affected parts.	3	Very Low	Not necessarily in the current quotes for the Beanacre Project but maybe could add this on once the supplier is selected
Beanacre Play Area	Gates - Pedestrian	Timber is decayed.		Check on a routine basis.	3	Very Low	Gate to be replaced as part of project
Beanacre Play Area	Gates - Pedestrian	Mechanism needs adjustment.		Adjust.	3	Very Low	
Beanacre Play Area	Multiplay Unit	Cap missing.		Replace.	3	Very Low	
Beanacre Play Area	Swing - Mixed - 1 Bay 1 Accessible 1 Toddler Seat	Cap missing.		Replace.	3	Very Low	Being replaced
Berryfield Park	Rocker - Seesaw	Item has corrosion.		Treat and repair.	3	Very Low	Caretaker to treat
Berryfield Park	Slide - Free Standing	Shrinkage / separation of the surface. This may give a trip hazard.	Monitor for further deterioration and repair as necessary.	Read the notes for further action.	3	Very Low	Need to look at solution for this as we have this at a number of play areas, trying to obtain quotes for
Berryfield Park	Youth Shelter	Cap missing.		Replace.	3	Very Low	Caretaker to replace
Bowerhill Sports Field & Pavilion	Basketball Post	Projecting bolt thread.		Cut off and file down to remove sharp edges or use the correct length of bolt.	3	Very Low	Ask Caretaker to address
Bowerhill Sports Field & Pavilion	Fencing - Bow-Top	Vegetation obstructing sign or causing hazard.		Remove.	3	Very Low	Add to caretakers list
Bowerhill Sports Field & Pavilion	Gates - Maintenance	Item is bent.	Monitor.	Read the notes for further action.	3	Very Low	Monitor

Bowerhill Sports Field & Pavilion	General Surface - Grass	Additional comments are noted below.		Remove.	3	Very Low	Ask JH Jones to remove old top soil bags around the field
Bowerhill Sports Field & Pavilion	Pathways - External	Vegetation obstructing sign or causing hazard.		Remove.	3	Very Low	Caretaker to cut back
Hornchurch Road Play Area (Bowerhill)	Gate - Maintenance	Gate buffer(s) required.		Fit a buffer.	3	Very Low	Ask Caretaker to fit new buffer
Hornchurch Road Play Area (Bowerhill)	Multiplay - Toddler	There are sharp edges or projections.		Remove the sharp/projecting parts.	3	Very Low	Monitor- This comes up every year but we have had a look at this cannot see any sharpe edges
Hornchurch Road Play Area (Bowerhill)	Rocker - Bird	Cap missing.		Replace.	3	Very Low	Caretaker to replace
Hornchurch Road Play Area (Bowerhill)	Rocker - Seesaw	Item is damaged.	Monitor.	Monitor for significant deterioration and repair/replace as necessary.	3	Very Low	Monitor
Hornchurch Road Play Area (Bowerhill)	Swing - Mixed - 2 Bay 1 Junior 2 Toddler Seat	Additional comments are noted below.	Remove zip tie.	Remove.	3	Very Low	Ask Caretaker to address
Hornchurch Road Play Area (Bowerhill)	Swing - Mixed - 2 Bay 1 Junior 2 Toddler Seat	Loose swing seat eye-bolts.		Tighten connecting nuts.	3	Very Low	Ask Caretaker to address
Hornchurch Road Play Area (Bowerhill)	Swing - Mixed - 2 Bay 1 Junior 2 Toddler Seat	Item has corrosion.	Nut on underside of seats. Monitor.	Read the notes for further action.	3	Very Low	Replace nut
Kestrel Court & Half MUGA (Bowerhill)	Carousel - Roundabout	Shrinkage / separation of the surface. This may give a trip hazard.	Monitor.	Read the notes for further action.	3	Very Low	Need to look at solution for this as we have this at a number of play areas, trying to obtain quotes for
Kestrel Court & Half MUGA (Bowerhill)	Fencing	Item is bent.	Palisade bars. Monitor.	Read the notes for further action.	3	Very Low	Monitor
Kestrel Court & Half MUGA (Bowerhill)	Gates	Fixtures loose or missing.		Replace.	3	Very Low	Caretaker to replace
Kestrel Court & Half MUGA (Bowerhill)	Multiplay	Item has corrosion.		Treat and repair.	3	Very Low	Caretaker to treat
Kestrel Court & Half MUGA (Bowerhill)	Swing - Junior - 1 Bay 2 Seat	Chain link connectors notched.	Monitor.	Read the notes for further action.	3	Very Low	Monitor
Shaw Play Area	Multiplay - Junior	The treads do not comply with the depth requirements.		The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	3	Very Low	
Shaw Play Area	Multiplay - Senior	Slide bar not fitted across the access to the slide.		The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	3	Very Low	
Shaw Play Area	Multiplay - Senior	There is a toggle entrapment.	Around slide entry.	The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	3	Very Low	
Shaw Play Area	Multiplay - Senior	Cap missing.		Replace.	3	Very Low	Caretaker to replace
Shaw Playing Field	MUGA - Double End	The surface is cracking.	Monitor.	Read the notes for further action.	3	Very Low	Monitor
Shaw Playing Field	MUGA - Double End	There are sharp edges or projections.	Trim back zip ties.	Read the notes for further action.	3	Very Low	Caretaker to address
Shaw Playing Field	Signage - Dog Ban	Loose in ground.		Reset.	3	Very Low	Caretaker to address
Shaw Playing Field	Swing - Basket	Monitor.	Suspension ropes have been twisted.	Read the notes for further action.	3	Very Low	Monitor
Shurnhold Field	Fencing - Chain Link	Minor repairs are needed.		Repair.	3	Very Low	Send to MTC
Shurnhold Field	Litter Bin	Bin is full.		Empty the bin.	3	Very Low	Send to MTC
Whitworth Play Area	Climber Cone	Fixtures loose or missing.		Tighten.	3	Very Low	Ask Caretaker to action
Beanacre Play Area	Climber - A-Frame	The wet pour surface is cracking.	Monitor.	Read the notes for further action.	2	Very Low	Part of Beanacre project
Beanacre Play Area	Multiplay Unit	Shrinkage / separation of the surface. This may give a trip hazard.	Monitor.	Read the notes for further action.	2	Very Low	Part of Beanacre project
Beanacre Play Area	Rope Bridge	The wet pour surface is separating at the joints.	Monitor.	Read the notes for further action.	2	Very Low	Part of Beanacre project
Beanacre Play Area	Swing - Mixed - 1 Bay 1 Accessible 1 Toddler Seat	The wet pour surface is separating at the joints.	Monitor.	Read the notes for further action.	2	Very Low	Part of Beanacre project
Berryfield Park	MUGA - Single End	The surface is cracking.	Monitor.	Read the notes for further action.	2	Very Low	Monitor
Berryfield Park	Slide - Free Standing	The depth of stair tread is either less than 110 mm or the projection is less than 140 mm, or both.		The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	2	Very Low	
Berryfield Park	Youth Shelter	Item is damaged.	Seat panels. Monitor.	Read the notes for further action.	2	Very Low	Monitor

Davey Play Area	Carousel	The difference between the minimum and maximum circumference of the rotating platform exceeds 50 mm.		Refer to the manufacturer for comment.	2	Very Low	Speak to supplier
Davey Play Area	Climber - Frame	Shrinkage / separation of the surface. This may give a trip hazard.	Monitor for further deterioration and repair as necessary.	Read the notes for further action.	2	Very Low	Need to look at solution for this as we have this at a number of play areas, trying to obtain quotes for
Hornchurch Road MUGA (Bowerhill)	MUGA	Item has corrosion.		Treat and repair.	2	Very Low	Ask Caretaker to treat
Hornchurch Road Play Area (Bowerhill)	Rocker - Seesaw	The surface is cracking.	Monitor.	Read the notes for further action.	2	Very Low	Monitor
Kestrel Court & Half MUGA (Bowerhill)	Multiplay	Item is bent.	Dents in slide bed. Monitor.	Read the notes for further action.	2	Very Low	Monitor
Shaw Play Area	Swing - Toddler - 1 Bay 2 Seat	Cap missing.		Replace.	2	Very Low	Caretaker to replace
Shaw Play Area	Swing - Toddler - 1 Bay 2 Seat	Item has corrosion.		Treat and repair.	2	Very Low	Caretaker to treat
Shaw Playing Field	Gates - Kissing	Cap missing.		Replace.	2	Very Low	send to shaw
Shurnhold Field	Signage - Information Board “Endagered	Bird fouling present.	Clean.	Read the notes for further action.	2	Very Low	Send to MTC
Whitworth Play Area	Carousel	The difference between the minimum and maximum circumference of the rotating platform exceeds 50 mm.		Refer to the manufacturer for comment.	2	Very Low	Need to look at this and maybe contact Proludic
Whitworth Play Area	Multiplay	Cap missing.		Replace.	2	Very Low	Caretaker to replace
Whitworth Play Area	Seating - Picnic Tables	The surface is crumbling.	Monitor for further deterioration and repair as necessary.	Read the notes for further action.	2	Very Low	Caretaker to monitor
Beanacre Play Area	Swing - Junior - 1 Bay 2 Seat	The swing seat has been damaged, but does not require immediate replacement.		Monitor and replace when hard material is exposed.	1	Very Low	Part of Beanacre project
Berryfield Park	Swing - Junior - 1 Bay 2	Additional comments are noted below.	Reposition anti-perching ties.	Read the notes for further action.	1	Very Low	Caretaker
Berryfield Park	Swing - Junior - 1 Bay 2	Swing seat is damaged.	Monitor.	Read the notes for further action.	1	Very Low	Replace
Berryfield Park	Swing - Junior - 1 Bay 2	Overhanging tree branches are present.		Cut back.	1	Very Low	Caretaker if not already done as part of tree works
Berryfield Park	Youth Shelter	Overhanging tree branches are present.		Cut back.	1	Very Low	Caretaker if not already done as part of tree works
Bowerhill Sports Field & Pavilion	Football Goal - Youth, Small-sided, Portable (In Compound)	Item has corrosion.		Treat and repair.	1	Very Low	Sent to FOF as their posts
Bowerhill Sports Field & Pavilion	Litter Bin	Item is damaged.		Repair.	1	Very Low	Monitor
Bowerhill Sports Field & Pavilion	Portable Goals (On Pitch Side)	Item has corrosion.		Treat and repair.	1	Very Low	FOFs goals so sent to them
Bowerhill Sports Field & Pavilion	Portable Goals (On Pitch Side)	Minor repairs are needed.		Repair.	1	Very Low	FOF Nets
Bowerhill Sports Field & Pavilion	Signage	Fixtures loose or missing.		Tighten/replace.	1	Very Low	Ask Caretaker to refit
Hornchurch Road MUGA (Bowerhill)	Signage	Fixtures loose or missing.		Replace.	1	Very Low	Caretaker to replace
Hornchurch Road Play Area (Bowerhill)	Fencing	Item is bent.	Monitor.	Read the notes for further action.	1	Very Low	Monitor
Hornchurch Road Play Area (Bowerhill)	Multiplay - Toddler	Fixtures loose or missing.		Replace.	1	Very Low	Caretaker to address
Hornchurch Road Play Area (Bowerhill)	Rocker - Bird	Item has corrosion.		Treat and repair.	1	Very Low	Caretaker to treat
Hornchurch Road Play Area (Bowerhill)	Rocker - Seesaw	The paint is chipped.		Touch up the paint.	1	Very Low	Monitor for now-
Hornchurch Road Play Area (Bowerhill)	Swing - Mixed - 2 Bay 1 Junior 2 Toddler Seat	Additional comments are noted below.	Reposition anti-perching cables.	Read the notes for further action.	1	Very Low	Caretaker to address
Kestrel Court & Half MUGA (Bowerhill)	Carousel - Roundabout	Item has corrosion.		Treat and repair.	1	Very Low	Caretaker to treat
Kestrel Court & Half MUGA (Bowerhill)	MUGA - Single End	Fixtures loose or missing.		Replace.	1	Very Low	Caretaker to replace
Kestrel Court & Half MUGA (Bowerhill)	Swing - Junior - 1 Bay 2 Seat	Item has corrosion.		Treat and repair.	1	Very Low	Caretaker to treat

Shaw Play Area	Gate - Pedestrian	Fixtures loose or missing.	Spring sleeve has dropped.	Replace.	1	Very Low	**QUOTE** Caretaker
Shaw Play Area	Multiplay - Senior	Surface has unintended weeds.		Remove.	1	Very Low	Contractor
Shaw Play Area	Signage - Info	Fixtures loose or missing.		Replace.	1	Very Low	Caretaker
Shaw Play Area	Swing - Toddler - 1 Bay 2 Seat	Item is damaged.	Plastic covering on chains. Trim back any loose edges.	Read the notes for further action.	1	Very Low	Caretaker
Shaw Playing Field	Fitness - Warrior POD 3	Item has corrosion.		Treat and repair.	1	Very Low	Caretaker
Shaw Playing Field	MUGA - Double End	Fixtures loose or missing.		Replace.	1	Very Low	Caretaker
Shaw Playing Field	Swing - Basket	Item has corrosion.		Treat and repair.	1	Very Low	Caretaker
Shurnhold Field	Seating - Picnic Tables	Cap missing.		Replace.	1	Very Low	Send to MTC
Whitworth Play Area	Rocker - Seesaw	Item has corrosion.		Treat and repair.	1	Very Low	Caretaker to address
Whitworth Play Area	Swing - Junior - 1 Bay 2	Cap missing.		Replace.	1	Very Low	Caretaker to address
Beanacre Play Area	Swing - Mixed - 1 Bay 1 Accessible 1 Toddler Seat	Item has some parts missing.	Suspensions and seats missing.	Read the notes for further action.	0		Part of Beanacre project
Hornchurch Road Play Area (Bowerhill)	Multiplay - Toddler	There is graffiti on the unit.		Remove.	0		Caretaker to address
Shaw Play Area	Fencing	Item is bent.	Monitor.	Read the notes for further action.	0		Monitor
Shurnhold Field	Gates - Maintenance	The gate is locked and a full inspection of its operation is not possible.		Ensure the operation of the gate is checked.			Send to MTC

Officer report: Hornchurch Road Play Area replacement gate

At the Full Council meeting in October, members considered two quotations received for replacing the existing gate at Hornchurch Road Play Area with a hydraulic self-closing gate. The following quotations have been received:

- **Quote 1- (supplied details redacted)** £2,383.37 excluding VAT
- **Quote 2 – (supplied details redacted:** £2,677.50 excluding VAT

There is a difference of £294.13 between the two quotations, with Quote 2 being the more expensive option.

Although the supplier of quote 2 are more expensive, it is understood that they have visited the site before providing their quotation, whereas we don't believe the supplier of quote 1 has, although this hasn't been confirmed. This is worth bearing in mind when considering the quotations, as there could potentially be additional costs if any issues are identified when the works are undertaken. It's important to be aware that both the Davey and Whitworth Play Areas has been installed by quote 2.

At the Full Council meeting, members deferred the decision and suggested obtaining a further quotation from the contractor who has been appointed to undertake the works at Beanacre. The supplier has been contacted to provide a quotation; however, this hasn't been received at the time of writing this report. They had contacted me to say that they should be able to provide a quote by the end of W/C 26TH October.

It is also worth noting the validity dates of the quotations:

- **Quote 1:** Valid until 30th October 2026 (we will request an extension)
- **Quote 2:** Valid until 23rd December 2026

Full Council delegated authority to the Asset Management Committee to select and approve a quotation at its this meeting.

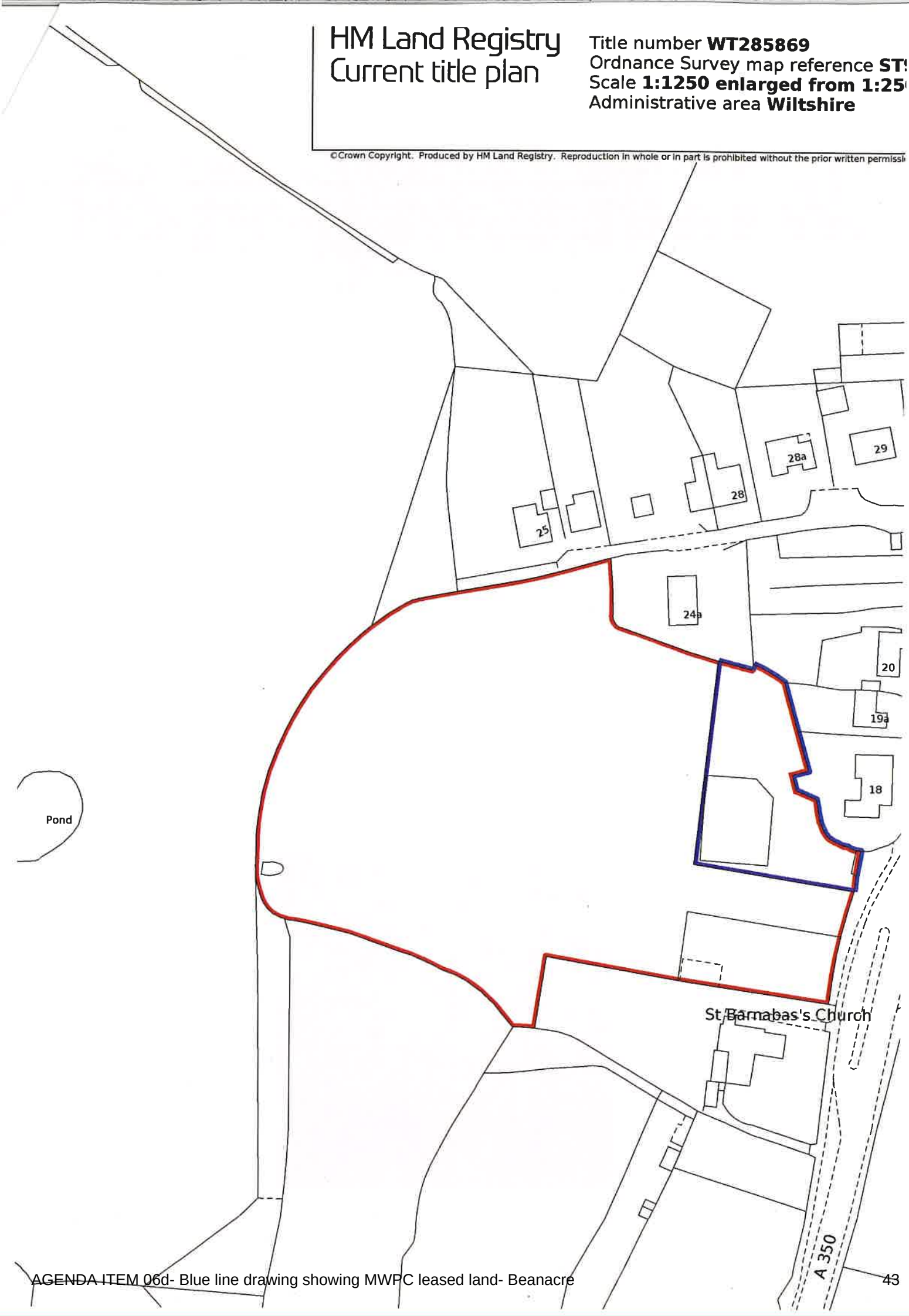
Members are asked to consider the quotations received.

In terms of where the money could come from for this, you had already budgeted £1,000 for play area repairs and maintenance to come from CIL this year and had budgeted another £2,000 from CIL to match fund against the Bowerhill Sports Field gym equipment which is on hold.

HM Land Registry
Current title plan

Title number **WT285869**
Ordnance Survey map reference **ST**
Scale **1:1250 enlarged from 1:25**
Administrative area **Wiltshire**

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Report on Bowerhill Sports Field Bookings:

Current teams booking:

Trowbridge and District League – Saturday Afternoons (Adult Teams):

- Pilot FC
- FOF FC (Adults)

Chippenham & Bath District League – Sunday Mornings (Adult Teams):

- Trowbridge Athletic

Youth:

- FOF FC – Weekend Blanket Booking (Youth Organisation part of Future of Football)

Report on current bookings:

The football season is now underway, with all three adult teams currently using the sports field for their home fixtures. All adult matches booked so far this season have been played, with no matches having to be cancelled due to poor weather or pitch conditions. One of the 11-a-side pitches has been rested over the last few weeks due to its condition, particularly the lack of grass coverage following use over the summer months. Fixtures have allowed for this pitch to be rested to give it some time to recover.

Some of the youth pitches haven't fared as well, particularly those closest to the pavilion. The 5-a-side pitches in particular have been unplayable at times due to the amount of use they have received and the lack of grass coverage. The contractor has recently been able to undertake some maintenance work now that weather conditions have allowed, including fertilising and spiking the pitches to help with their recovery. Overall, there haven't been many issues with the football bookings so far this season; however, there have been some issues with goalposts being left unlocked and chains and padlocks going missing. We are keeping an eye on this and will be changing the padlock code again shortly.

There have also been a few occasions over the last few months where the youth hirer has set off the pavilion alarm when accessing the building outside of their booked times. This has been addressed separately with the organisation. We are aware that the kitchen facilities in the pavilion haven't been used as much by the youth organisation recently due to a lack of volunteers to operate the kitchen.

Officer report: Impact of continued football activity on football pitches during the closed season

For the last few years, the council's ground maintenance contractor has raised concerns about the amount of football activity taking place at the Bowerhill Sports Field during the closed season, particularly during the summer months when we have experienced prolonged periods of hot and dry weather. The contractor has advised that continued use of the pitches during these conditions can have an impact on the grass coverage and the ability of the pitches to recover in time for the new football season. Training sessions in particular can cause more concentrated wear than matches, as training drills often take place in the same areas of the field rather than being spread across the whole pitch. This repeated use can compact the soil and put additional stress on the grass, particularly during hot and dry conditions when grass growth is already limited. This can result in the grass becoming worn away and leaving bare patches, which can struggle to recover without sufficient time for the grass to re-establish. Soil compaction can also affect drainage during wetter weather, which can cause further issues with pitch conditions during the winter months.

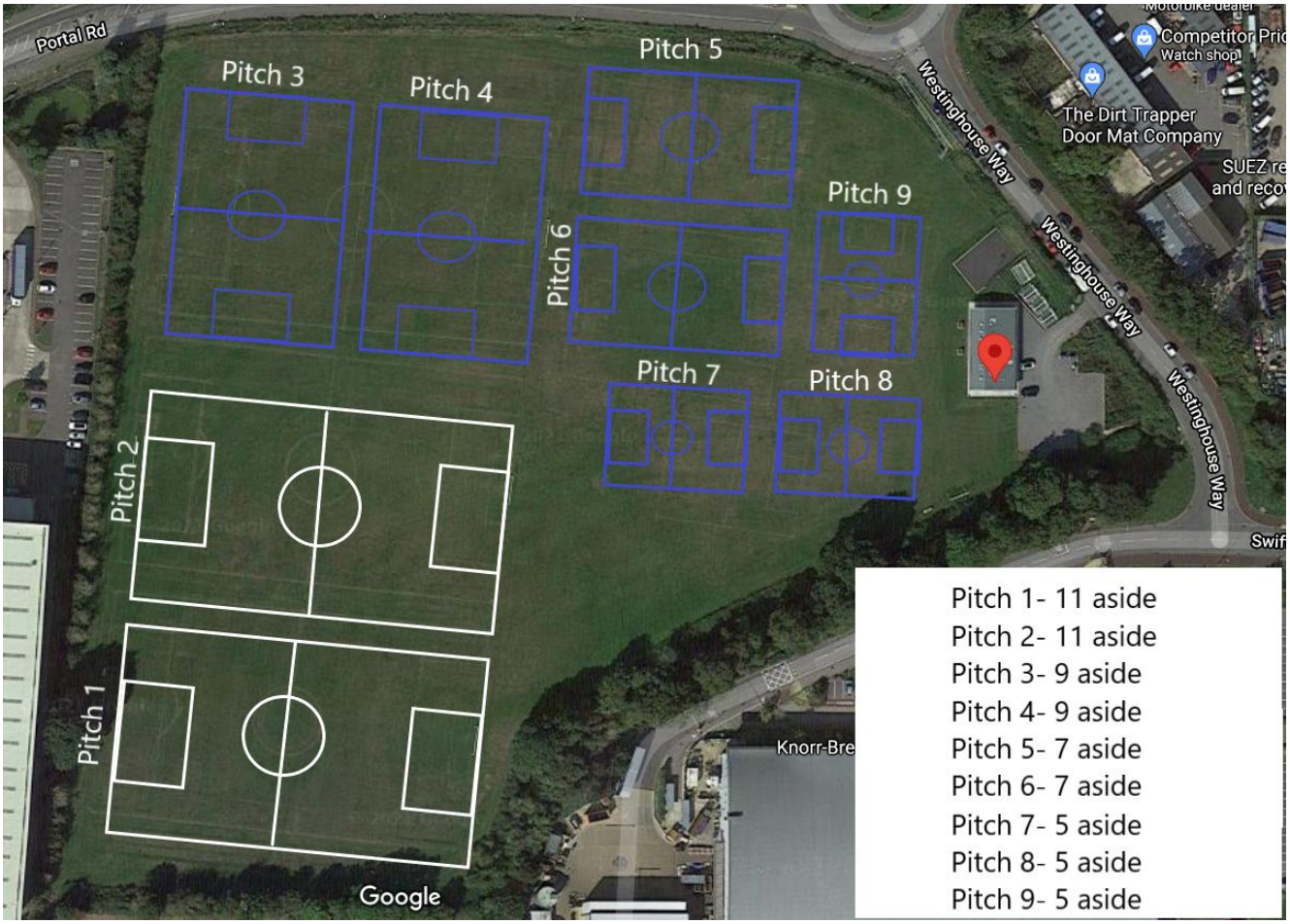
During the summer, the sports field is used for all-day football training camps two to three times a week, as well as evening training sessions throughout the week as well as a few other ad-hoc activities. Although the youth organisation has been asked to move training around the field to avoid using the same areas, and does try to do this, there is still a significant amount of use taking place during what would normally be the closed season.

We are now seeing the effects of this, particularly on the youth pitches closest to the pavilion, where there is very little grass coverage in some areas. The 5-a-side pitches in particular have been unplayable at times due to their condition. One of the adult 11-a-side pitches has also had to be rested over recent weeks due to the lack of grass coverage, although fixtures have allowed for this without affecting adult matches. Similar issues were experienced during the previous football season, particularly during December, January and February, when some pitches became unplayable. Whilst poor weather conditions contributed to this, the lack of grass coverage was also an issue, particularly when the pitches became wet and muddy.

The concern raised by the contractor is that with the amount of football activity continuing throughout the summer, the pitches aren't getting sufficient time to recover before the new season starts. This could continue to affect the quality and availability of pitches during the football season, particularly during the wetter winter months when grass growth is limited. It is also worth noting that the Bowerhill Sports Field is a public open space, so the pitches and surrounding areas can also be used by members of the public outside of organised football bookings. This is something that is difficult to monitor or control, so the wear on the pitches cannot necessarily be attributed all to the football organisations sole use alone.

It is always a balance between seeing the sports field being well used by the community and ensuring that the pitches are maintained to a suitable standard so they remain playable for as much of the football season as possible.

This is being brought to members' attention to highlight the concerns raised by the contractor and the condition of some of the pitches following the summer months. You may want to consider the impact of continued football activity during the closed season on the condition of the pitches and whether anything needs to be looked at going forward for future seasons.



PITCHPOWER

FOOTBALL ASSESSMENT REPORT

QUEEN ELIZABETH II DIAMOND JUBILEE FIELD (MELKSHAM)

Wiltshire FA

Active Places Site ID

6011170

Report ID

27322

This report has been compiled for JH JONES & SONS and Wiltshire FA to provide information on the standard of the football pitches and outlines recommendations on how to improve the quality and maintenance of these pitches.

Inspection Window

1 Sep 2026 / 31 Oct 2026

Inspection Reason

Existing Football Foundation Grant

Report Completion Date

13 Oct 2026

This report looks solely at the Football pitches for JH JONES & SONS to see how support can be offered to improve the standard of Football pitches and level of maintenance across the area. Please note these recommendations are based on the information obtained and/or provided and are for guidance purposes only. Any works undertaken are the responsibility of the club/organisation.

QUEEN ELIZABETH II DIAMOND JUBILEE FIELD (MELKSHAM)

Site ID: 6011170

Date inspection submitted: 29/09/2026



Map Key	Pitch Name	PQS Score
1	**Pitch 1 11v11 ›**	Good - 69%
2	**Pitch 2 11 vs 11 ›**	Good - 51%
3	**Pitch 3 9 vs 9 ›**	Good - 67%
4	**Pitch 4 9vs9 ›**	Good - 77%
5	**Pitch 5 7 vs 7 ›**	Poor - 54%
6	**Pitch 6 7 VS 7 ›**	Basic - 64%
7	**Pitch 7 5 vs 5 ›**	Poor - 56%
8	**Pitch 8 5 vs 5 ›**	Poor - 54%
9	**Pitch 9 5 vs 5 ›**	Good - 69%

Ground Overview

Understandably the pitches have been scorched due to the dry weather. I would recommend carrying out some light to medium scarification on the pitches and then drill grass seed with a disk seeder follow this with a controlled release fertiliser to bring the pitches back.

vertical deep tine aeration can be carried out either before seeding or after when the seed is established.

The priority maintenance activities to keep the pitch at good or above are below.

- **Over seeding with a disc drill seeder**

with a winter sports turf dwarf rye grass mix

- **An application of controlled release spring and summer fertiliser**
- **Decompaction in the form of vertical deep tine aeration**
- **An application of selective herbicide if weeds are present**
- **Top dressing to help surface levels and drainage. If funds allow**

The following should be carried out routinely to maintain a good pitch, conditions allowing.

· ***Regular mowing, but during close season you can increase mowing heights to reduce stress and encourage recovery, alternating mowing direction where possible. Avoid mowing in the heat of the day if you can during hot spells.***

· Line marking as required. Think about what you need to put in place for initial marking out before the new season.

· Surface grooming as often as time allows but avoid this during seed establishment and very hot weather.

· Focus repairs on high wear areas trying to get water to the most worn, bare areas following seeding if possible. Germination sheeting or scaffold netting can help protect areas, hold in moisture and encourage quicker seed germination

Deep slitters or linear decompaction should not be used after mid-January to avoid the ground cracking as the ground dries.

A medium scarification will remove any unwanted organic matter (thatch) to clean out the surface ready for over-seeding.

In an ideal world a second application of decompaction should be carried out at the end of the season in the form of deep tine aeration.

END OF SEASON RENOVATIONS

Depending on the water availability over seeding the pitches should be carried out of season but if no rain or irrigation is available this could wait until rain is forecast towards the start of the season. Alternately over-seeding could be split into two applications (see over-seeding in season) at half rates one around March or April and one at the start or in season as we are seeing dryer summers.

Application of a spring and summer NPK fertiliser will grow the pitch back in for the next season.

Followed by an application of selective herbicide 6 to 8 weeks after seed germination if required

If funds allow applying a suitable compatible sports turf dressing will help the surface levels and improve drainage. Regular top dressing with a suitable sports sand can also make the surface more uncomfortable for worms, because sand is abrasive to the skin, but this will take several yearly applications to take effect.

If the club had their own machinery, they could carry out the mowing and grooming themselves. The club may be eligible to up to 75% funding towards the machinery recommended in this report. I have added some machinery recommendations in case the club are interested in the machinery. funding. If you have any questions about this report, please feel free to contact me at **ahendrickx-nutley@thegma.org.uk** or by phone 07706 350 829 (working hours only) Ash Hendrickx-Nutley. South-West Regional Pitch Advisor.

Please keep the machinery section updated and add as much detail as possible, pictures of machines can also be added. There have been several tractors stolen in the southwest so please make sure your security is upgraded.

Always buy a quality locks with a CEN rating of 5 or 6.

get a dealer fitted immobiliser isolator key or switch.

Use forensic marking and trackers to protect your machinery.

Using the equipment section in PitchPower is a perfect place to log all your machinery so you have a record of what equipment the club has, and it also helps the RPA recommend the correct kit for the club

Maintenance

Attention required in these areas:

- Mowing ›
- Surface Grooming ›
- Overseeding (In Season) ›
- Application of fertiliser ›
- Decompaction ›
- Deep Slitting ›
- Application of selective herbicide (weed treatment) ›
- Goal Mouth repairs (In season) ›
- Overseeding (Out of season renovation) ›
- Goal Mouth repairs (Renovation) ›

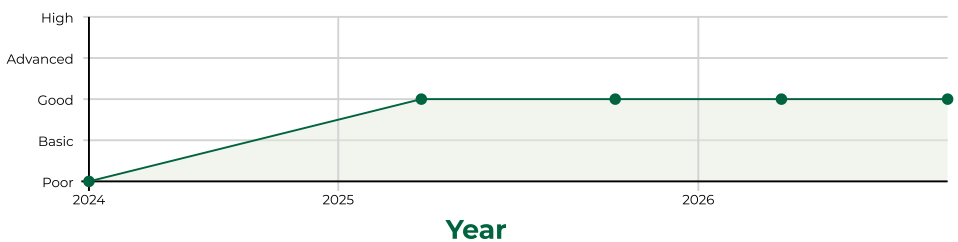
PITCH 1 11V11 FOOTBALL - ADULT FOOTBALL

Current PQS Score: ● Good - 69%

Area				PQS Grade
Grass height	40 ↑	30 ↑	50 ↑	3
Grass	80 —	75 —	70 —	2
Weed coverage	10 ↓	10 ↓	20 ↓	2
Topsoil depth	180 ↑	190 ↑	180 ↑	4
Surface debris	Standard —	Standard —	Standard —	2
Thatch depth	5 ↑	5 ↑	8 ↑	3
Root depth	140 ↑	130 ↑	65 ↑	4
Line markings	Above standard —			2
Drainage Following Rainfall	Slow drainage —			2
Surface evenness	Standard —			2
Goalposts	Compliant —			1

Grass cap: You received a score of Good therefore your overall PQS has been capped at Good

Overall pitch PQS tracked over time



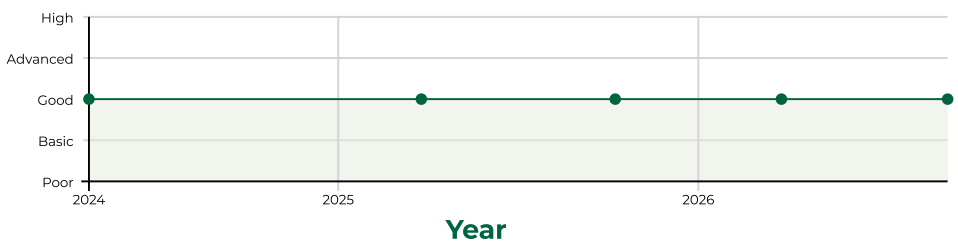
PITCH 2 11 VS 11 FOOTBALL - ADULT FOOTBALL

Current PQS Score: ● Good - 51%

Area				PQS Grade
Grass height	65 ↑	30 ↑	55 ↑	2
Grass	80 —	80 —	71 —	2
Weed coverage	10 ↓	10 ↓	0 ↓	2
Topsoil depth	170 ↑	180 ↑	190 ↑	4
Surface debris	Standard —	Standard —	Standard —	2
Thatch depth	8 ↓	3 ↓	8 ↓	1
Root depth	75 ↓	95 ↓	85 ↓	2
Line markings	Above standard —			2
Drainage Following Rainfall	Standard water —			0
Surface evenness	Standard —			2
Goalposts	Compliant —			1

Grass cap: You received a score of Good therefore your overall PQS has been capped at Good

Overall pitch PQS tracked over time



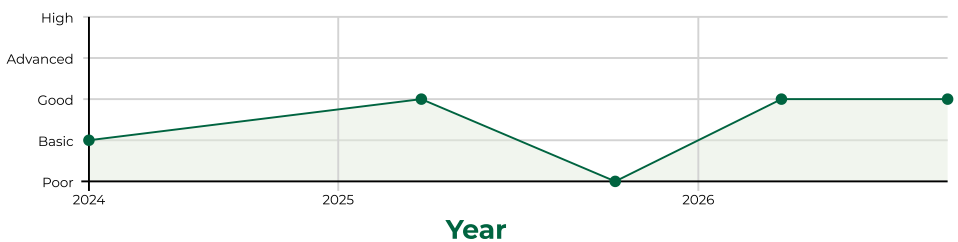
PITCH 3 9 VS 9 FOOTBALL - JUNIOR FOOTBALL 9V9

Current PQS Score: ● Good - 67%

Area				PQS Grade
Grass height	35 ↑	22 ↑	30 ↑	4
Grass	75 —	80 —	60 —	2
Weed coverage	5 ↓	10 ↓	15 ↓	2
Topsoil depth	180 ↑	180 ↑	190 ↑	4
Surface debris	Standard —	Standard —	Standard —	2
Thatch depth	8 ↓	10 ↓	5 ↓	1
Root depth	180 —	180 —	150 —	4
Line markings	Above standard —			2
Drainage Following Rainfall	Slow drainage —			2
Surface evenness	Standard —			2
Goalposts	Compliant —			1

Grass cap: You received a score of Good therefore your overall PQS has been capped at Good

Overall pitch PQS tracked over time



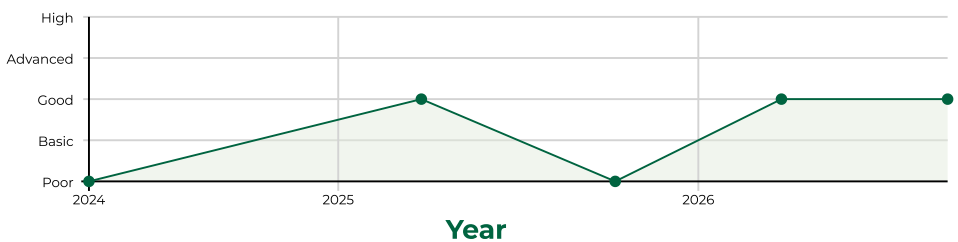
PITCH 4 9VS9 FOOTBALL - JUNIOR FOOTBALL 9V9

Current PQS Score: ● Good - 77%

Area				PQS Grade
Grass height	25 —	30 —	5 —	4
Grass	75 —	75 —	70 —	2
Weed coverage	0 ↑	5 ↑	0 ↑	4
Topsoil depth	190 ↑	170 ↑	175 ↑	4
Surface debris	Standard —	Standard —	Standard —	2
Thatch depth	5 ↓	5 ↓	8 ↓	3
Root depth	165 ↑	175 ↑	85 ↑	4
Line markings	Above standard —			2
Drainage Following Rainfall	Slow drainage —			2
Surface evenness	Standard —			2
Goalposts	Compliant —			1

Grass cap: You received a score of Good therefore your overall PQS has been capped at Good

Overall pitch PQS tracked over time



PITCH 5 7 VS 7 FOOTBALL - MINI SOCCER 7V7

Current PQS Score: ● Poor - 54%

Area			PQS Grade
Grass height	35 ↓	30 ↓	3
Grass	40 ↓	55 ↓	0
Weed coverage	10 ↓	15 ↓	0
Topsoil depth	200 —	190 —	4
Surface debris	Standard —	Standard —	2
Thatch depth	5 ↓	8 ↓	1
Root depth	200 —	190 —	4
Line markings	Above standard —		2
Drainage Following Rainfall	Slow drainage —		2
Surface evenness	Standard —		2
Goalposts	Compliant —		1

Grass cap: You received a score of Poor therefore your overall PQS has been capped at Poor

Overall pitch PQS tracked over time



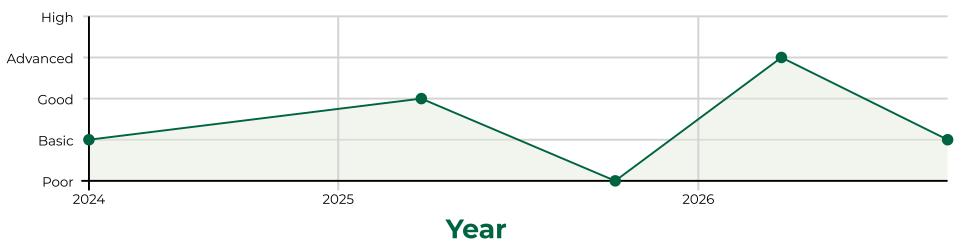
PITCH 6 7 VS 7 FOOTBALL - MINI SOCCER 7V7

Current PQS Score: Basic - 64%

Area			PQS Grade
Grass height	30 —	30 —	4
Grass	70 ↓	45 ↓	1
Weed coverage	0 ↓	10 ↓	2
Topsoil depth	160 ↑	180 ↑	4
Surface debris	Standard —	Standard —	2
Thatch depth	5 ↓	8 ↓	1
Root depth	135 ↑	90 ↑	4
Line markings	Above standard —		2
Drainage Following Rainfall	Slow drainage —		2
Surface evenness	Standard —		2
Goalposts	Compliant —		1

Grass cap: You received a score of Basic therefore your overall PQS has been capped at Basic

Overall pitch PQS tracked over time



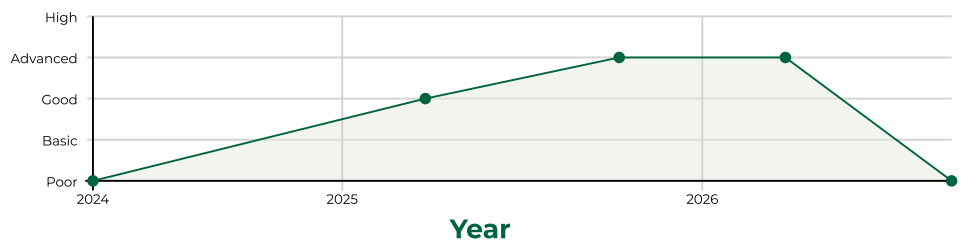
PITCH 7 5 VS 5 FOOTBALL - MINI SOCCER 5V5

Current PQS Score: ● Poor - 56%

Area			PQS Grade
Grass height	25 —	25 —	4
Grass	45 ↓	55 ↓	0
Weed coverage	10 ↓	0 ↓	2
Topsoil depth	150 —	170 —	3
Surface debris	Standard —	Standard —	2
Thatch depth	8 ↓	5 ↓	1
Root depth	120 ↓	120 ↓	3
Line markings	Above standard —		2
Drainage Following Rainfall	Slow drainage —		2
Surface evenness	Standard —		2
Goalposts	Compliant —		1

Grass cap: You received a score of Poor therefore your overall PQS has been capped at Poor

Overall pitch PQS tracked over time



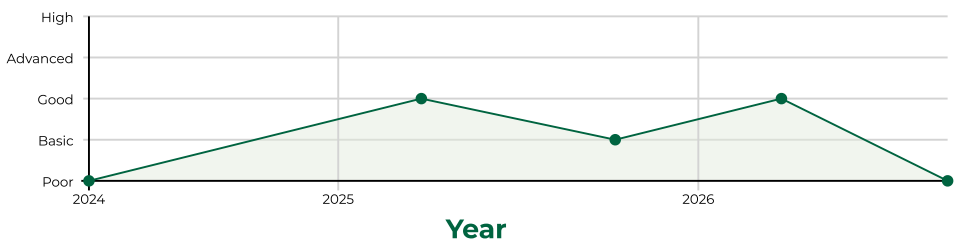
PITCH 8 5 VS 5 FOOTBALL - MINI SOCCER 5V5

Current PQS Score: ● Poor - 54%

Area			PQS Grade
Grass height	15 —	10 —	0
Grass	45 ↓	30 ↓	0
Weed coverage	10 ↑	10 ↑	2
Topsoil depth	110 ↑	170 ↑	3
Surface debris	Standard —	Standard —	2
Thatch depth	5 ↓	0 ↓	3
Root depth	75 ↑	170 ↑	4
Line markings	Above standard —		2
Drainage Following Rainfall	Slow drainage —		2
Surface evenness	Standard —		2
Goalposts	Compliant —		1

Grass cap: You received a score of Poor therefore your overall PQS has been capped at Poor

Overall pitch PQS tracked over time



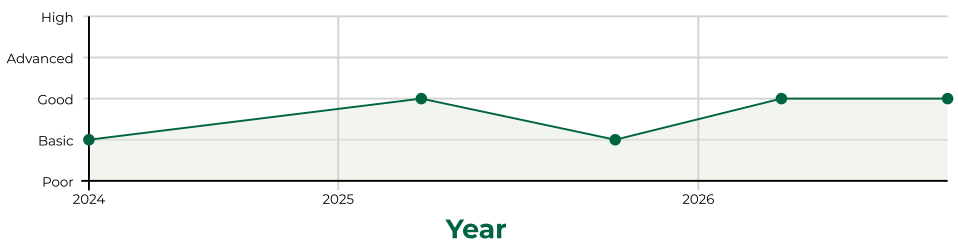
PITCH 9 5 VS 5 FOOTBALL - MINI SOCCER 5V5

Current PQS Score: ● Good - 69%

Area			PQS Grade
Grass height	30 —	25 —	4
Grass	75 —	50 —	2
Weed coverage	0 —	10 —	2
Topsoil depth	160 ↓	160 ↓	3
Surface debris	Standard —	Standard —	2
Thatch depth	4 ↓	4 ↓	3
Root depth	160 —	100 —	4
Line markings	Above standard —		2
Drainage Following Rainfall	Slow drainage —		2
Surface evenness	Standard —		2
Goalposts	Compliant —		1

Grass cap: You received a score of Good therefore your overall PQS has been capped at Good

Overall pitch PQS tracked over time



MAINTENANCE

These recommendations are in priority order

Mowing

Frequency:

As Required

Recommended for:

- Pitch 7 5 vs 5
- Pitch 8 5 vs 5
- Pitch 5 7 vs 7
- Pitch 1 11v11
- Pitch 6 7 VS 7
- Pitch 4 9vs9
- Pitch 9 5 vs 5
- Pitch 2 11 vs 11
- Pitch 3 9 vs 9

The playing area should be maintained at a playing height between 30-35mm during the growing season and increased to between 35-45mm during the autumn and winter months. There are exceptions to this, during drought periods height of cut should be increased to reduce stress on the plant and cutting avoided all together if growth has ceased.

To minimise build-up of surface debris careful consideration should be given as to the conditions in which mowing takes place. Quality of cut will be maximised if cutting can take place when the grass leaf is dry, however cutting should not take place during the heat of a warm day as this will cause stress to the turf.

No more than a third of the grass leaf should be mown during any one operation to minimise turf stress and reduce the build-up of grass clippings on the surface.

LEARN MORE ABOUT MOWING ›

Surface Grooming

Frequency:

Fortnightly

Recommended for:

- Pitch 7 5 vs 5
- Pitch 8 5 vs 5
- Pitch 5 7 vs 7
- Pitch 1 11v11
- Pitch 6 7 VS 7
- Pitch 4 9vs9
- Pitch 9 5 vs 5
- Pitch 2 11 vs 11
- Pitch 3 9 vs 9

If use of a combination grooming tool could be organised regular use of this to rake and brush the area during the growing season (not during seed establishment) and then to use the brush and surface slitter during the autumn and winter if the pitch is dry enough will help to relieve surface compaction, improve surface drainage and manage organic matter levels which can contribute to numerous turf problems.

These operations will also alleviate the conditions in which many weeds and diseases thrive.

Worm casts are unsightly and can smear and cover fine turfgrasses, regular use of the brushing attachment will help to disperse the worm casts effectively providing the soil is dry enough.

Grooming also helps with thatch build up, dew dispersal and help to break up any surface debris.

LEARN MORE ABOUT SURFACE GROOMING ›

Overseeding (In Season)

Frequency:

1 x per year

Recommended for:

- Pitch 7 5 vs 5
- Pitch 8 5 vs 5
- Pitch 5 7 vs 7
- Pitch 1 11v11
- Pitch 6 7 VS 7
- Pitch 4 9vs9
- Pitch 9 5 vs 5
- Pitch 2 11 vs 11
- Pitch 3 9 vs 9

Est Cost:

£9250

In season over-seeding can be a viable option on sites where access to water is limited.

Seeding in early spring and early autumn when weather conditions are more helpful can help to reduce the risks of failed over-seeding often seen on sites that cannot be watered thoroughly when renovations are left until the off season and the risk of drought is higher.

If choosing this option, use of a disc seeder is crucial to make sure the grass seed is drilled into the pitch surface as this gives it some protection from play during germination.

High traffic areas such as goal mouths are likely to still require off season repairs.

Disc seed in 3 directions at a rate of 35 grams per square metre (approximately 10-12 x 20kg bags of Perennial Ryegrass seed for a full-size pitch).

If budgets are limited and over-seeding spring and autumn this can be done at half rate 18 grams per square meter per pitch, for those with limited budgets you could also consider only seeding the width of the box/es down the length of the pitch where most of the wear takes place.

LEARN MORE ABOUT OVERSEEDING (IN SEASON) ›

Application of fertiliser

Frequency:

2 x per year

Recommended for:

- Pitch 7 5 vs 5
- Pitch 8 5 vs 5
- Pitch 5 7 vs 7
- Pitch 1 11v11
- Pitch 6 7 VS 7
- Pitch 4 9vs9
- Pitch 9 5 vs 5
- Pitch 2 11 vs 11
- Pitch 3 9 vs 9

Est Cost:

£8100

Application of controlled or slow-release granular fertiliser provides the best outcomes on pitches used for grassroots football.

As a rough guide these types of fertilisers provide a slow “drip” feed of nutrients avoiding excessive grass growth that can be difficult to keep on top of and susceptible to disease.

This release of nutrients can last for up to 4-5 months in certain products but more typically 3-4.

Granular fertiliser has increased in cost in recent years so it’s really important to make sure that what you are applying to the pitch is appropriate and nothing is being wasted.

A nutrient soil analysis that can usually be provided by your chosen supplier can help to make sure you’re using what’s most suitable for your site.

Typically, whatever the preferred supplier a suitable granular fertiliser can be selected for spring/summer and autumn/winter. Approx. 12 x 20kg bags per full size pitch. One application per year would be considered the minimum, but ideally twice, applied in spring and autumn.

LEARN MORE ABOUT APPLICATION OF FERTILISER ›

Decompaction

Frequency:

2 x per year

Recommended for:

- Pitch 7 5 vs 5
- Pitch 8 5 vs 5
- Pitch 5 7 vs 7
- Pitch 1 11v11
- Pitch 6 7 VS 7
- Pitch 4 9vs9
- Pitch 9 5 vs 5
- Pitch 2 11 vs 11
- Pitch 3 9 vs 9

Est Cost:

£6400

Decompaction operations are essential to allow air, water and nutrients to pass into and through the soil profile increasing drainage and root depth/density and improving the breakdown of organic matter (Thatch).

Deep spiking should be carried out at least once annually, but ideally twice, spring and autumn using 18-24mm tines at 100mm spacings to maximum achievable depth.

You could consider swapping the autumn deep spike for linear decompaction which can work well prior to the wetter winter months.

If funds permit conduct further decompaction operations during the autumn/winter month's if ground conditions allow i.e. not too wet/cold.

LEARN MORE ABOUT DECOMPACTION ›

Deep Slitting

Frequency:

January: N/A
February: N/A
March: N/A
April: N/A
May: N/A
June: N/A
July: N/A
August: N/A
September: Once
October: Once
November: Once
December: Once

Recommended for:

- Whole Ground

As long as soil conditions allow (i.e. not too wet or too dry) slitting provides aeration in the soil encouraging improved water, air and nutrient circulation in the soil.

It is a quicker and less invasive method of aeration in comparison to deep spiking or linear decompaction and should take place more routinely as part of a routine maintenance schedule. Typically slitting would take place to a depth of between 150-220mm soil conditions allowing.

Due to the slits created it can be particularly useful in the autumn when trying to improve the drainage of the soil prior to the wetter winter months. However, as it creates lines of weakness in the soil it is not recommended on clay soils beyond the winter due to the risk of encouraging cracking during drought periods.

LEARN MORE ABOUT DEEP SLITTING ›

Application of selective herbicide (weed treatment)

Frequency:

As Required

Recommended for:

- Pitch 7 5 vs 5
- Pitch 8 5 vs 5
- Pitch 5 7 vs 7
- Pitch 1 11v11
- Pitch 6 7 VS 7
- Pitch 4 9vs9
- Pitch 9 5 vs 5
- Pitch 2 11 vs 11
- Pitch 3 9 vs 9

Est Cost:

£2300

As part of an Integrated Weed Management programme application of a broad-spectrum selective herbicide may be required once per year if mechanical maintenance tasks are not adequately controlling the population within acceptable tolerances.

By way of an example a GOOD score for weed cover is for the pitch to have no more than 6-10% weed coverage.

Selective herbicides should be applied by a fully qualified professional with the appropriate equipment and paperwork. It should typically not be applied within 6-8 weeks prior to or after seeding (refer to product label).

Typically mowing should not take place for 3 days before and 3 days after application. (Do not apply in drought conditions it may damage the turf and will not treat weeds effectively).

Selective herbicides should be sprayed in the dry with little to no wind. Most selective herbicides are rain fast within 24 hours of application. If rain falls prior to this, it could affect the success of weed control.

Work with the contractor to ensure the selective herbicide chosen controls the weeds on site. Most good quality systemic selective herbicides should control common weeds such as Daisy, Dandelion, Greater Plantain, Clover etc.

LEARN MORE ABOUT APPLICATION OF SELECTIVE HERBICIDE (WEED TREATMENT) ›

Goal Mouth repairs (In season)

Frequency:

As Required

Recommended for:

- Pitch 7 5 vs 5
- Pitch 8 5 vs 5
- Pitch 5 7 vs 7
- Pitch 1 11v11
- Pitch 6 7 VS 7
- Pitch 4 9vs9
- Pitch 9 5 vs 5
- Pitch 2 11 vs 11
- Pitch 3 9 vs 9

Est Cost:

£180

Hand fork the goalmouths and gently apply heave to the fork to relieve soil compaction, if the area is bare scratch the topsoil with a landscaping rake (plastic) to create a fine tilth.

Top dress using a pan shovel with a suitable material (sports sand or sand/soil mix) to return the area to desired surface level, work the dressing into the surface as you go by brushing or raking, taking care not to smother any grass cover.

If temperatures are warm enough i.e. over 10 degrees add some grass seed, water as required and cover with germination sheeting or scaffold netting if available.

LEARN MORE ABOUT GOAL MOUTH REPAIRS (IN SEASON) ›

Overseeding (Out of season renovation)

Frequency:

As Required

Recommended for:

- Whole Ground

Est Cost:

£9250

If adequate access to water is available or rainfall is plentiful, end of season over-seeding offers a reliable means of reinstating grass cover for the following season.

Disc seed in 3 directions at a rate of 35 grams per square metre (approximately 10-12 x 20kg bags of Perennial Ryegrass seed for a full-size pitch).

If particular areas of the pitch/s are worn season end such as through the middle box to box, the amount of grass seed can be concentrated appropriately to target these areas if budgets are limited.

LEARN MORE ABOUT OVERSEEDING (OUT OF SEASON RENOVATION) ›

Goal Mouth repairs (Renovation)

Frequency:

As Required

Recommended for:

- Whole Ground

Est Cost:

£6300

Ideally repairs to damaged goalmouths should be made through the season to maintain surface levels and grass cover where possible, however, it may prove that these areas need totally renovating at the end of the season if dishing has become too severe.

Should this be the case, they may require rotovating to completely break the soil profile up and additional sports sand or sand/soil mix worked in to restore levels prior to seeding. In extreme circumstances, particularly during times of the year where seed germination is difficult; there may be the need to re-turf damaged areas.

New turf will need time to bed in so this can be a difficult operation in terms of timing due to fixtures so should be considered a last resort to get you through the season or until more suitable repair works are possible.

LEARN MORE ABOUT GOAL MOUTH REPAIRS (RENOVATION) ›

Estimated budget to carry out recommendations

Please note, the costs provided above are indicative and may vary dependent on quantities and frequency. This estimated budget should be used to help plan and prioritise work, but is not linked to the amount of grant funding you may receive. Following the recommended works should help you achieve the GOOD pitch standard, or if already at that level, sustain it.

TRAINING

As well as undertaking the maintenance activities as described above, we would also recommend attending the following training courses to further develop your skills and understanding of grass pitch maintenance.

Learn more about our training courses at:
https://www.thegma.org.uk/learning/courses/

Recommended Training

No training courses found.

Want to apply for funding?

FOOTBALL FOUNDATION FUNDING APPLICATION PORTAL

You could be eligible for a grant to help you carry out the recommendations in this report. Click 'Apply here' and you could be on your way to securing a grant and being a part of our mission to transform this country's grassroots game.

Report ID: **27322**

To apply for funding visit

apply.footballfoundation.org.uk

Training Courses

Further information on any training courses you're recommended to complete can be found on the Grounds Management Association website.

VISIT THE GMA ›

The Groundskeeping Corner

Join a community of experts on the Football Foundation Groundskeeping Corner, our Community for grassroots groundskeepers. It's a place to connect, share knowledge and receive expert advice regardless of your ability or expertise.

VISIT THE GROUNDSKEEPING CORNER ›

Find out more about the Football Foundation's plan to transform the country's grass pitches

Visit our website, which has lots of information about other resources and funding opportunities we're offering organisations involved in the grassroots game.

FOOTBALLFOUNDATION.ORG.UK ›

Melksham Cricket Club at Bowerhill Sports Field:

The parish council ground contractors have had a look at where a possible cricket wicket could go and marked in purple on the below would be the most appropriate place on the field. This is so that it is not on any of the football pitches, it's between them . This then should not interfere with the existing football pitch maintenance grant from the Football Foundation.



Officer Report: Potential Impact of Proposed Cricket Facilities on Existing Bookings and Usage at Bowerhill Sports Field

1. Purpose of Report

To consider the potential impact of Melksham Cricket Club's proposal to introduce cricket facilities at Bowerhill Sports Field, including the installation of an artificial cricket wicket, on existing bookings and usage of the sports field.

2. Background

Melksham Cricket Club has expressed an interest in using Bowerhill Sports Field to accommodate its ladies' cricket team from the 2027 season, which would run from approximately May to September. The proposal includes the potential installation of an artificial (AstroTurf) cricket wicket, together with an appropriate run-off area for wicketkeepers.

Initial informal discussions with the Council's grounds maintenance contractors have identified a possible location for the wicket within the grassed area between the existing football pitches (plan included in agenda pack). The suggested location appears to avoid the marked football playing areas, although further investigation would be required to confirm its suitability.

The proposal presents an opportunity to broaden the range of sporting activities available at Bowerhill Sports Field and support the development of women's cricket locally. As the site already accommodates a range of sporting and community activities, consideration is being given to how cricket could potentially be incorporated alongside existing bookings and usage.

3. Existing Bookings and Usage

Bowerhill Sports Field is used by local football clubs and other organisations throughout the year, including during the proposed cricket season.

The field currently accommodates nine football pitches, comprising:

- Two 11-a-side pitches (Pitches 1 and 2)
- Two 9-a-side pitches (Pitches 3 and 4)
- Two 7-a-side pitches (Pitches 5 and 6)
- Three 5-a-side pitches (Pitches 7, 8 and 9)

3.1 Football Bookings and Activities

The Trowbridge and District Football League season commences in early August, with the 11-a-side pitches potentially required for pre-season friendly matches from approximately mid-July.

The Chippenham and District Football League season commences in early September, as does the youth football season for FOF FC, which generally starts during the first week of September.

FOF FC also undertakes evening training camps throughout the week from approximately March until September/October each year.

In addition, FOF FC holds an annual summer tournament over a weekend in June and a presentation event on a weekend day in July.

There is therefore an overlap between the proposed cricket season and existing football activities, particularly during the summer months.

3.2 Other Recreational and Community Activities

The sports field has also accommodated other recreational and community activities during the summer months, including:

- Wiltshire School of Gymnastics undertaking activities on weekdays.
- Herman Miller holding a summer games day on a weekday.

These activities demonstrate the wider community use of the sports field, which would also need to be considered when exploring the introduction of cricket.

4. Potential Impact on Existing Bookings and Usage

4.1 Seasonal Bookings and Availability

Although the proposed May–September cricket season overlaps with existing football and community activities, appropriate booking arrangements may allow these uses to be accommodated alongside one another.

Further information would be required from Melksham Cricket Club regarding the anticipated days, times and frequency of matches and training sessions. This would allow the Council to consider how cricket bookings might fit alongside existing activities, including FOF FC's summer training camps, annual tournament and presentation event, together with pre-season football fixtures and the commencement of the football season.

Consideration would also need to be given to the availability of the field for other recreational and community bookings.

4.2 Proposed Location of the Artificial Cricket Wicket

The potential wicket location identified in initial discussions with the grounds maintenance contractors may allow the existing football pitch layout to be retained: it lies within the grassed area between the pitches and appears to avoid the marked playing areas. However, further assessment would be required to establish the full dimensions of the installation, including any associated run-off areas or protective measures, and whether these would have any implications for existing football activities.

As the wicket would be a permanent installation, consideration would also need to be given to how the area could be used during the football season when cricket is not taking place.

4.3 Football Training Arrangements

During the summer months, the Council seeks to encourage football clubs to undertake training away from the marked football pitches wherever possible. This helps to minimise wear and allows essential maintenance and recovery of the playing surfaces ahead of the forthcoming football season. The grassed areas between and around the marked pitches therefore provide useful space for football training activities.

Whilst the proposed artificial wicket would occupy part of this area, it may still be possible for football training to continue on the surrounding grass when cricket is not taking place. Further consideration would be required to establish whether the installation would affect existing training arrangements and whether any adjustments to the use of the surrounding space would be necessary.

4.4 Cricket Playing Area and Shared Use

Although the artificial wicket itself would occupy a relatively small area, the wider cricket playing area would extend across part of the sports field. The extent of this area would depend on the format of cricket being played and the requirements of Melksham Cricket Club.

Further information would therefore be needed regarding the proposed cricket boundary, whether hardball or softball cricket would be played, and any associated safety requirements. It is anticipated that football and cricket activities could be scheduled at different times where necessary, rather than taking place simultaneously. The shared-use arrangements would need to establish whether any specific measures are required to keep the wider playing area available for football and other activities when cricket is not taking place.

4.5 Grounds Maintenance and Playing Surface Recovery

Summer recovery of the marked football pitches forms part of the council's maintenance arrangements for this regularly used site ahead of the forthcoming football season. Clubs are therefore encouraged to train on the surrounding grassed areas where possible.

The introduction of cricket would represent an additional sporting use of the site, and consideration would need to be given to any implications for the maintenance and condition of the playing surfaces. The extent of any additional maintenance requirements would depend on the proposed level of cricket activity, the areas of the field being used and the arrangements for maintaining the artificial wicket.

Further advice from the grounds maintenance contractors would be beneficial in establishing whether cricket could be accommodated within the existing

maintenance arrangements or whether any adjustments or additional costs would arise.

4.6 Other Recreational and Community Use

In addition to football, the sports field accommodates a variety of recreational and community activities. The introduction of cricket could provide further opportunities for local sporting participation, particularly for women and girls. Consideration would need to be given to how cricket bookings could be managed alongside other established activities.

4.7 Football Foundation Pitch Maintenance Grant Funding

Clarification from the Football Foundation is needed to establish whether the proposed additional sporting use, including a permanent artificial cricket wicket, would affect the terms and conditions of the parish council's existing six-year pitch maintenance grant. The grant supports improvements to the quality and maintenance of the football pitches at Bowerhill Sports Field, and clarification would help ensure that the proposal does not adversely affect this funding or the council's ability to deliver the agreed pitch maintenance programme.

This would be an important consideration before any decision is made to proceed with the installation of cricket facilities.

5. Matters for Further Consideration

The outstanding information needed to assess compatibility with existing bookings and usage is summarised below:

- Confirmation of the anticipated days, times and frequency of cricket matches and training sessions.
- Details of the format of cricket to be played and the dimensions of the cricket playing area.
- Further assessment of the proposed wicket location, including any associated run-off areas or protective measures.
- Confirmation of whether the existing football pitch layout could be retained without alteration.
- Consideration of how football training could continue on the surrounding grassed areas when cricket is not taking place.
- Consideration of how cricket bookings could be scheduled alongside existing football activities and community events.
- Further advice from the grounds maintenance contractors regarding playing surface maintenance, recovery and any associated costs.
- Clarification of any arrangements required for the ongoing maintenance and management of the cricket facilities.
- Clarification from the Football Foundation regarding whether the introduction of cricket facilities or additional sporting use of the site would have any implications for the Council's existing six-year pitch maintenance grant and associated maintenance commitments.

Officer report: Simpler Recycling Regulations- Bowerhill Sports Pavilion

At an Asset Management Committee meeting last year, members considered a report on the new Simpler Recycling requirements and how these would affect Bowerhill Sports Pavilion. Since that meeting, officers have undertaken further investigations into the arrangements that need to be put in place to ensure that the parish council complies with the legislation by 31st March 2027. As members may recall, the new legislation requires businesses and organisations to make arrangements for the separate collection of food waste and dry recyclable materials from general waste. As the parish council has fewer than ten employees, it is classed as a 'micro-firm' and has until 31st March 2027 to implement the new requirements.

At the previous meeting, members were advised that the pavilion was in scope of the legislation and that the parish council would need to provide appropriate waste bins and instructions to hirers to ensure that waste generated within the facility was being separated and disposed of correctly.

Advice from Grist Environmental

Officers have contacted Grist Environmental, the parish council's commercial waste contractor, for further clarification on what arrangements would be required at the pavilion. Grist has confirmed that the general waste generated from the pavilion can continue to be disposed of in the existing commercial general waste bins alongside the waste collected from the sports field. This means that the parish council will not need to provide an additional commercial general waste bin specifically for the pavilion. Grist has advised that the pavilion should have separate collection arrangements for the following waste streams:

- **Food Waste:** For food preparation waste, leftovers and other food waste generated from the pavilion kitchen.
- **Dry Mixed Recycling:** For plastic packaging, metal cans, paper, cardboard and plastic film.
- **Glass:** For glass bottles and jars.

As such, the parish council would need to introduce three additional commercial waste bins at the pavilion for food waste, dry mixed recycling and glass.

Grist have advised that they can provide lockable commercial waste bins to prevent members of the public from depositing rubbish into them, which could otherwise contaminate the waste. The parish council would need to provide coded padlocks for these bins and supply the access codes to Grist to enable collections to take place.

Proposed Waste Arrangements

Grist has provided details of the different bin sizes available for each waste stream, together with the associated collection and rental charges. Given that the Bowerhill Sports Pavilion is predominantly used at weekends during the football season, the smaller bins available may be sufficient initially. It should also be noted that our main hirer of the kitchen and games room is not currently using these facilities at

weekends due to a lack of volunteers. We are unsure when they will start using the kitchen again. Other than this, we only receive occasional ad-hoc bookings of the kitchen. Given the current level of use of the pavilion kitchen and games room, I would suggest initially providing the smaller 120L food waste and glass bins, alongside a 240L dry mixed recycling bin. The amount of waste generated could then be monitored, with the bin sizes reviewed if necessary.

- **120L Food Waste Bin:** £6.50 per collection, with a rental charge of £0.05 per day.

- **240L Dry Mixed Recycling Bin:** £6.50 per collection, with a rental charge of £0.05 per day. This includes a weight allowance of 10kg, with any additional weight charged at £0.16 per kg.
- **120L Glass Bin:** £5.00 per collection, with a rental charge of £0.05 per day.

All costs are excluding VAT.

In terms of collection frequency, you may wish to initially arrange for the bins to be emptied once per month; however, members may wish to consider whether the food waste bin should be emptied fortnightly, particularly in view of potential hygiene issues, odours and pests etc. As per above it is difficult to establish at this stage how much waste will be generated in each of the different waste streams. By initially arranging monthly collections, officers would be able to monitor the amount of waste produced and review whether the collection frequency needs to be increased.

Cost Implications

Grist Environmental have provided costs for both 120L and 240L food waste and glass bins. The smallest dry mixed recycling bin they can provide is 240L.

We have calculated the annual costs based on 12 collections per year (once per month) and 26 collections per year (once per fortnight), to provide members with a comparison of the different options available.

All costs are excluding VAT.

Option 1 – 12 collections per year (monthly)

Waste Type	Bin Size	Cost Per Collection	Annual Rental	Total Annual Cost
Food Waste	120L	£6.50	£18.25	£ 96.25
Food Waste	240L	£8.50	£18.25	£120.25
Dry Mixed Recycling	240L	£6.50	£18.25	£ 96.25
Glass	120L	£5.00	£18.25	£ 78.25
Glass	240L	£6.50	£18.25	£ 96.25

Based on the above, the total annual cost for the three commercial waste bins would be:

- 120L Food Waste, 240L Dry Mixed Recycling and 120L Glass: **£270.75**
- 240L Food Waste, 240L Dry Mixed Recycling and 240L Glass: **£312.75**

Option 2 – 26 collections per year (fortnightly)

Waste Type	Bin Size	Cost Per Collection	Annual Rental	Total Annual Cost
Food Waste	120L	£6.50	£18.25	£187.25
Food Waste	240L	£8.50	£18.25	£239.25
Dry Mixed Recycling	240L	£6.50	£18.25	£187.25
Glass	120L	£5.00	£18.25	£148.25
Glass	240L	£6.50	£18.25	£187.25

Based on the above, the total annual cost for the three commercial waste bins would be:

120L Food Waste, 240L Dry Mixed Recycling and 120L Glass: **£522.75**

240L Food Waste, 240L Dry Mixed Recycling and 240L Glass: **£613.75**

Please note that the above costs do not include any additional charges should the dry mixed recycling bin exceed the 10kg weight allowance, which would be charged at £0.16 per additional kilogram. There would also be a small additional cost for the purchase of coded padlocks which we would have to provide

In addition to the external commercial waste bins, the parish council would need to provide smaller, appropriately labelled waste bins inside the pavilion to enable hirers to separate their waste correctly. We have purchased food waste bins and can have a look at the bins we already have there for the glass/ recycling requirement. Instructions would also need to be provided to pavilion hirers to ensure that they are aware of the new arrangements and their responsibilities when using the facility.

Next Steps

You need to consider the following waste collection arrangements for Bowerhill Sports Pavilion and agree:

1. The provision of three additional lockable commercial waste bins for food waste, dry mixed recycling and glass.
2. The preferred bin sizes and collection frequency, taking into account the costs detailed in the report.
3. That officers arrange for the necessary internal waste bins, signage and instructions for pavilion hirers to be put in place.
4. That officers monitor the amount of waste generated once the new arrangements are implemented and review the bin sizes and collection frequency if necessary.

Outlook

RE: Business waste legislation- Bowerhill Sports Pavilion

From Corey Smith <corey.smith@gristenvironmental.com>
Date Mon 26/10/2026 16:31
To Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Cc Kieren O'Sullivan <kieren.osullivan@gristenvironmental.com>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Hi Marianne,

Please find prices below, we can provide forest lock bins that you will need to put a coded padlock on to ensure nobody can fly tip and then let us know the code.

240ltr Dry Mixed Recycling
£6.50 per empty
Based up to 10kg, £0.16p per kilo thereafter
£0.05p per day container rental

120ltr Glass
£5.00 per empty
No Max Weight
£0.05p per day container rental

240ltr Glass
£6.50 per empty
No Max Weight
£0.05p per day container rental

120ltr Food Waste
£6.50 per empty
No Max Weight
£0.05p per day container rental

240ltr Food Waste
£8.50 per empty
No Max Weight
£0.05p per day container rental

All pricing subject to VAT

All the best,

Corey Smith
Commercial Trade Waste Manager

Tel: 01380 735056
Mobile: 07826 915974
Email: corey.smith@gristenvironmental.com

Grist Environmental, Head Office, William Road, Devizes, Wiltshire, SN10 3EW
Tel: 01380 735050
Email: info@gristenvironmental.com
Web: [www.gristenvironmental.com]www.gristenvironmental.com

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From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 26 October 2026 15:47
To: Corey Smith <corey.smith@gristenvironmental.com>
Cc: Kieren O'Sullivan <kieren.osullivan@gristenvironmental.com>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Re: Business waste legislation- Bowerhill Sports Pavilion

Hi Corey,

Many thanks for coming back to me, I think in terms of the pavilion, could you provide me with a quote for:

120ltr food waste bin- Could you also provide a cost for 240ltr so that the council can consider both sizes
120ltr glass bin- Could you also provide a cost for 240ltr so that the council can consider both sizes
240ltr dry mixed recycling bin

To be emptied once per month

Can these bins be lockable?

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

Want to keep in touch?
Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news

Outlook

Fuel Surcharge Update (Revised)

From Grist Environmental <sales@gristenvironmental.com>
Date Fri 09/10/2026 09:11
To Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

View this email in your browser

Logo

Dear Valued Customer

Important Notice – Revision to Fuel Surcharges Effective 9 October 2026

We are writing to inform you of an increase in our fuel surcharges, effective from **9 October 2026**, following the significant rise in UK fuel prices associated with the ongoing conflict and instability in the Middle East.

The recent escalation in geopolitical tensions has placed further pressure on global energy markets, resulting in substantial increases in fuel costs. Unfortunately, these increases are beyond our control and have a direct impact on the cost of providing our waste collection and transport services.

Whilst we have continued to absorb rising operating costs wherever possible, the scale of the latest increases means that we must revise our fuel surcharges to maintain the reliability and sustainability of our services.

Basis of Fuel Surcharge Calculation

Our revised surcharge is calculated using published UK fuel pump prices, with fuel representing approximately 30% of our total transport operating costs.

Description	Amount
Base fuel price – 2 March 2026	142.15p per litre
Current fuel price – 8 October 2026	199.52p per litre
Increase in fuel price	57.37p per litre
Fuel price increase	40.36%
Fuel as a proportion of transport costs	30%

Revised fuel surcharge	**12.11%**

Revised Fuel Surcharges

With effect from **9 October 2026**, the following surcharges will apply:

Service	Surcharge
RORO deliveries/exchanges	£35.00 per transaction
Skip deliveries/exchanges	£25.00 per transaction
Wheelie bin emptying	£1.00 per empty
Loose material collection	£1.00 per collection
Sack collection	£0.50 per sack
Disposal loads	£20.00 per load
Transport-only services	12.11% of transport charges

These surcharges will be applied at the point of invoicing.

Ongoing Review

We recognise that any increase in costs is unwelcome, and we remain committed to keeping additional charges to an absolute minimum.

We will continue to monitor published UK fuel prices and review our surcharges accordingly. **Should fuel prices reduce, we will reassess the surcharges to ensure they remain fair and proportionate to our actual operating costs.**

We greatly value the relationships we have built with our customers and appreciate your understanding as we respond to circumstances outside our control.

Thank you for your continued support and for choosing Grist Environmental.

Yours faithfully

The Grist Environmental Sales Team

Contact

Telephone: 01380 730411
Email: sales@gristenvironmental.com

Carter Pumps

Our Ref: SD/SN09003 Your Ref: - 13th October 2026

Melksham Without Parish Council,
First Floor,
Melksham Community Campus,
Market Place,
Melksham,
Wiltshire.
SN12 6ES

For the attention of Ms M. Rossi and Ms T. Strange.

Dear Sirs,

Re: Contract Maintenance Service on Booster Pump Set at Sports Pavilion, Westinghouse Way, Melksham.

We note from our records that the existing Maintenance Contract period on the above has now expired. In order to maintain continuity it will be necessary to take out a new Contract, the details for this are as follows and attached.

The Contract Maintenance cost will be **£415.00 + Materials + V.A.T. per visit** and for your particular pumping equipment we recommend **1 visit** per year. If a **three-year Contract** is taken out, this price will be held for the period of the Contract.

We hope this information will be of assistance and will look forward to receiving your instructions which will have our best attention. In the meantime, if there are any details you would like to discuss further, please do not hesitate to contact us.

Assuring you of our best attention at all times.

Yours faithfully,
Carter Pumps Ltd.

S. D. Powell

p.p. Service Department

E & OE

Enc.

Please complete and return the attached acceptance form DOC: CMSA/1601.

T 01380 734900 F 01380 734901 sales@carterpumps.co.uk www.carterpumps.co.uk
Carter Pumps Ltd Beechfield Road, Hopton Industrial Estate, Devizes, Wilts, SN10 2DX
Oxon Office Unit J, New Yatt Business Centre, Witney, OX29 6TJ

NICEIC APPROVED CONTRACTOR
Member Pump pda Distributors Association
REGISTERED IN ENGLAND & WALES No 4078313

CONTRACT MAINTENANCE SERVICE AGREEMENT

This document, in conjunction with Carter Pumps Ltd. Standard Terms & Conditions, forms the basis of this Contract between **Melksham Without Parish Council,** referred to as the Client and **Carter Pumps Ltd.** referred to as the Supplier.

General:
The Supplier agrees to carry out a Contract Maintenance Service to the Client's pumps and equipment, as described in the attached Contract Maintenance Schedules.

Pumps and Equipment Serviced Under This Agreement:

1 no. Grundfos Multi-E3 CRIE 5-4 Booster Pump Set complete with 12 litre Pressure Vessel and Controls

Scope of Works:

See attached Contract Maintenance Schedule.

Charges:

The cost of Contract Maintenance for your pumping equipment will be:

£415.00 + Materials + V.A.T., per visit

If a 3-year Contract is taken out, the cost of the Contract Maintenance will be held for the full period.

PAYMENT TERMS:

Invoiced after each Service visit together with any additional materials or work, with **settlement being strictly nett 30 days.**

Payment Type:

Bank Transfer: (Preferred)
NatWest Plc.
Sort Code: 52-30-27 Account No.: 13347926

Cheques:
Made payable to Carter Pumps Ltd. and sent to:
Carter Pumps Ltd.,
Beechfield Road,
Hopton Industrial Estate,
Devizes,
Wiltshire.
SN10 2DX

Debit/Credit Card:
Most debit/credit cards accepted.

Special Offer:
10% off the cost of 1st Service visit if, a 3-year Contract is taken out.
This does not include materials, or any additional works.
Please return enclosed voucher with signed Contract.

Cancellation:
In the event of the Agreement being cancelled, for whatever reason after the Contract Maintenance has commenced, Carter Pumps Ltd., or their agents, will be entitled to charge all of the remaining period of the Contract Maintenance at the rates shown in Charges. This amount including V.A.T. to become immediately due for payment.

Service Visits - Additional Works:
At the time of carrying out the Contract Maintenance Service visit, in order to minimise the need for additional journeys to site (charged extra), any additional items not listed in the Maintenance Schedule found to require attention, the Client agrees the Supplier can carry out works or fit replacement parts up to a value of **£200.00 + V.A.T.,** or any other value advised by the Client.

Emergency Breakdown:
The Contract Maintenance is designed to keep the pumping equipment in good working order. Even with regular servicing, mechanical equipment can go wrong and in the event of this happening Carter Pumps Ltd. operate an Emergency Breakdown Service, whereby it is guaranteed to attend site within 24 hours of receiving your call, providing a 3 year Contract Maintenance Agreement has been taken out.

Emergency breakdowns will be charged in addition to the Contract Maintenance at the rates ruling at the time.
For Weekend and Out of Hours response the charges will be at overtime rates.

To be Signed by the Client:
Before any servicing works can be scheduled by the Supplier, the Client or a Representative, **must complete and return the attached Document No. CMSA/1601.**

* * *

Please complete and return. **DOC: CMSA/1601**

CONTRACT MAINTENANCE AGREEMENT

Ref: SD/SN09003 - 13/10/2026

Pumps / Equipment:

1 no. Grundfos Multi-E3 CRIE 5-4 Booster Pump Set complete with 12 litre Pressure Vessel and Controls

- I / We hereby accept the offer made by Carter Pumps Ltd., to carry out Contract Maintenance Service on the Pumping Equipment, for the sum of **£415.00 + Materials + VAT per visit,** and request there be (1) / 2 / 3 / 4 * visits per year.
- I / We also accept this Contract for a period of **THREE YEARS** when the above price will be held for the full period.
- I / We further authorise additional expenditure in respect of any repairs found to be necessary at the time of the Service Visit up to a maximum amount of £200 or £ ..... * (Please state alternative amount).
  It is understood for repairs found necessary in excess of this figure, an estimate of costs will be provided before proceeding with the repair, unless otherwise authorised by the Client.
- I / We confirm the Contract Maintenance Service Agreement and Carter Pumps Ltd. Terms & Conditions have been read and understood.

Signed: * ..... Print: * .....

Date: * ..... Please state month for 1st Visit: * .....

For and on behalf of:

Name: Melksham Without Parish Council Official Order No: * .....

Address: First Floor,
Melksham Community Campus,
Market Place,
Melksham,
Wiltshire.

Site: Sports Pavilion,
Westinghouse Way,
Melksham,
Wiltshire.
SN12 6TL

Post Code: SN12 6ES Tel. No: * .....

*** Please delete, amend or enter as necessary.**
Any part not completed or left blank will be assumed to be as recommended in the offer.

Carter Pumps

CONTRACT MAINTENANCE SERVICE SCHEDULE

Booster & Borehole/Submersible Pumps

Customer			Job No:	Date:
Pump 1:	Kw:	Amps:	Volts:	Uno:
Pump 2:	Kw:	Amps:	Volts:	Uno:
Pump 3:	Kw:	Amps:	Volts:	Uno:
Pump 4:	Kw:	Amps:	Volts:	Uno:

Item	√/x/na	Comment - All parts used to be entered on Job Card
1. Check System - Is it working?		
2. ELECTRICAL - Booster & Borehole/Submersible Pumps:		
Check all connections		
Check Inverters, Starters, Contactors, O/Loads		
Check panel lights & switches		
Incoming volts & phase balance		
Megger for "down to earth" / "open circuit"		
Visual check of all cables		
Visual check of junction boxes		
Clean any floats & cables		
Check float(s) operation & re-set if necessary		
3. Mechanical:		
a. Booster & Borehole/Submersible Pumps:		
Check visible pipework & valves for leaks		
Check operation of accessible valves		
Check general pump operation		
Check all mech controls (floats, p/switch etc)		
Check p/cylinder pre-charge pressure (adjust)		
Check p/cylinder for leaks and condition		
b. Booster Pumps (Additional):		
Check & visually inspect surface pump(s)		
Check oil level if applicable and top up		
Audibly check pump for bearing problems		
Check seal for leakage		
4. Final Inspection:		
All items removed are refitted & connected		
Final run - All working correctly		

Additional Comments:

Engineer's signature:	Print:
Client's Signature:	Print:

Carter Pumps Ltd., Beechfield Road, Hopton Industrial Estate, Devizes, Wilts. SN10 2EU Tel: 01380 734900 E: sales@carterpumps.co.uk

Oxon Office: Unit J, New Yatt Business Centre, Witney, Oxon. OX29 6TJ Tel: 01993 868869 E: sales@carterpumps.co.uk

Allotment Report for Asset Management Meeting

Vacant Plots:

We currently have four vacant allotment plots across the two sites:

- **Berryfield:** 2 vacant plots
- **Briansfield:** 2 vacant plots

There is currently nobody on the allotment waiting list.

Following the recent appointment of a new Allotment Warden, arrangements will shortly be made to advertise the vacant plots to encourage new tenants.

Waiting List:

There are currently no one on the allotment waiting list.

Allotment Plot Inspections:

The following dates are being proposed for the allotment plot inspections during 2027:

- W/C 18th January 2027
- W/C 29th March 2027
- W/C 24th May 2027
- W/C 19th July 2027
- W/C 13th September 2027

Shed/Greenhouse Requests:

No shed or greenhouse requests have been approved under delegated powers since the last meeting.

Issues Reported at Allotments:

1. Boundary fencing at Berryfield Allotments:

A report has been received that deer is accessing Berryfield Allotments through a gap in the boundary fence. This is understood to be the same location where cattle previously gained access to the allotments last year.

Members may recall that this fencing issue was raised at the previous meeting and that a contractor had inspected the area. As previously reported, the fencing concerned is not believed to be the responsibility of the parish council, as it is located on land outside the Council's ownership.

The ongoing issue is being brought to members' attention, particularly as the gap continues to allow animals to enter the allotment site. I have attached a map below of how the cows got in last year and the gap.

2.



Unauthorised Public Access at Berryfield Allotments:

A further complaint has been received from an allotment tenant regarding members of the public continuing to use Berryfield Allotments as an informal right of way, despite signage being installed advising that there is no public access. The tenant reported that, on a recent Sunday morning, two separate individuals were seen walking through the allotments with dogs off their leads. When challenged about the no public access signage, one individual reportedly stated that he did not care.

The tenant has also raised concerns about dog fouling on allotment plots, advising that this has occurred on several occasions and has affected other tenants.

Members may recall that unauthorised access through the allotments was raised at the previous meeting, particularly in relation to the gap in the boundary fencing. Despite the signage now being in place, it appears that members of the public are continuing to access the site. Members are asked to note the ongoing concerns regarding unauthorised public access, dog fouling and site security, and to consider whether any further action should be taken to address these issues. Just also to note that we received a report from a resident who backs onto Berryfield allotments to say that they encountered an aggressive allotment holder when they were on the allotment side tending to their fence. Apparently, the allotment holder was telling them that they shouldn't be at the allotments as they are not a tenant etc. We obviously have no way of knowing who that was so I have sent an email to all allotment holders reminding them that if they have any issues they need to report this to the parish council not approach members of the public.

Officer note: Allotment inspection App

As members are aware, we now have an allotment database which allows us to keep all allotment information in one place, including plot inspections. Currently, when the Allotment Warden undertakes the quarterly plot inspections, these are recorded on paper inspection sheets. The information then has to be manually entered into the allotment database.

We have been considering whether it would be beneficial to have some form of app that the Allotment Warden could use whilst carrying out inspections, which would allow the information to be entered directly into the existing database. This would save time and avoid the need for the information to be entered twice. We have had an initial discussion with Clive, our IT contractor who set up the allotment database, to see whether this would be possible, and he has confirmed that it would be feasible.

Before asking Clive to spend any further time looking into how this could work and the potential costs involved, we wanted to seek members' views on whether this is something they would like us to explore further.

Teresa Strange

From: Kieran Powell <FieldOperations@shawvillagehall.onmicrosoft.com>
Sent: 20 October 2026 13:24
To: Teresa Strange
Cc: Rebecca Coles; Marianne Rossi; Martin Franks
Subject: Re: Water leak repair

Hi Teresa

Thank you for the reply.

I fully understand the position you've highlighted. No harm in trying 🤣

In response, to the enquiry to the state of play - the leak has been resolved of which I believe we had some relief from.

The contractor who was undertaking the works, highlighted there was more copper pipe that goes across the carpark and down to the road - due to this they highlighted it would be of benefit to replace pipe upto the road (boundary) as it is likely to susceptible to occuring on this area.

I have forwarded the quotation to you via another email.

Kieran

Kind Regards

Kieran Powell
Field Maintenance & Fire Safety
Shaw Village Hall Committee
07545141427

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 19 October 2026 13:58
To: Kieran Powell <FieldOperations@shawvillagehall.onmicrosoft.com>
Cc: Rebecca Coles <Grants@shawvillagehall.onmicrosoft.com>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Martin Franks <martin.franks@melkshamwithout-pc.gov.uk>
Subject: RE: Water leak repair

Good morning Kieran,

Thank you for your email and for providing the additional information and quotation.

I have reviewed both the existing lease and the draft lease that has been discussed between the Parish Council and the Village Hall Management Trust. My understanding is that responsibility for the repair and maintenance of the property, including services serving the hall, rests with the tenant rather than the Parish Council as landlord. This position is reflected in both lease documents.

I am also mindful that, during discussions regarding the proposed lease, the matters raised by the Management Committee related primarily to insurance arrangements, access, signage, play equipment, lease review provisions, grant funding, and uninsured risks. I have not found any previous lease correspondence suggesting that responsibility for the hall's utilities infrastructure would transfer to the Parish Council.

That said, I appreciate that this is a significant and unexpected expense for the Committee and understand the concern regarding the condition of the existing pipework and the possibility of future failures.

Whilst I am unable to make a decision on behalf of the Parish Council, I can place your request before the Asset Management Committee at its meeting on **2 November 2026** for members to consider. If the Committee is being asked to contribute towards or fund the proposed replacement works, it would be helpful if you could provide any additional supporting information that you would like members to consider, including details of previous repairs (I thought this work was addressed ? is this a further phase for outside of the hall and the previous work was under it?) quotations and any information received from Wessex Water regarding the pipework.

Following the Committee meeting, I will advise you of the outcome.

Kind regards,

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council

From: Kieran Powell <FieldOperations@shawvillagehall.onmicrosoft.com>
Sent: 15 October 2026 10:38
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Rebecca Coles <Grants@shawvillagehall.onmicrosoft.com>
Subject: Fw: Water leak repair

Good Morning Teresa

Following our water leak and repairs, Pete has provided me with the information enclosed - further emails to follow.

We believe as it's an on going thing & the copper pipe is very much in danger of potentially going again - that we get this replaced with a plastic pipe as is the repair that's been done so far.

As this is quite a concern and quite a significant outlay, we are requesting that the repair is pay for by MWPC as a Landlord issue.

Kind Regards

Kieran Powell
Field Maintenance & Fire Safety
Shaw Village Hall Committee
07545141427

From: Pete Jonik <jonikpete@gmail.com>
Sent: 05 October 2026 12:05
To: Kieran Powell <FieldOperations@shawvillagehall.onmicrosoft.com>
Subject: Water leak repair

Hi Kieran

Photos of the recent repair to our cold water feed. If you look closely you can see where they connected the new blue water pipe to the existing copper pipe which tracks across the car park to the grass bank next to the road. I can only assume it's copper all the way to the meter but we won't know until we excavate. If it is copper to the meter Wessex Water said they would replace this section at no cost to us. If you need anything else just ask. I'll forward you the email with the quote to carry out the work.








W
X
Y



Kr

Pete j
P jonik

Outlook

Berryfield Village Hall - damage to Velux window

From Berryfield Chair <berryfieldvhchair@gmail.com>
Date Mon 14/09/2026 22:49
To Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Hi Teresa and Marianne

Yesterday I discovered that in the main hall area, the middle velux skylight is damaged. The external pane has shattered, but the unit is still watertight (at the moment). By chance I had opened the roof blinds to let in more light - they have remained closed all summer due to the heat. But we suspect the damage may have occurred during the bad hailstorm on 28 May, and not due to any criminal damage.

Is this something that can be repaired under our building insurance please?

Kind regards
Shona
Berryfield Village Hall

Teresa Strange

From: Jon Price <jonprice@riggconstruction.co.uk>
Sent: 23 October 2026 08:31
To: Teresa Strange
Cc: Marianne Rossi
Subject: Re: Berryfield Hall partition

Hi Teresa,

Sorry to hear there has been so many issues with the partition, the feedback is noted for future potential projects.

Have A-Door Additions (Building Additions) been involved at all or offered any assistance?

We haven't done so many projects in recent years with sliding folding partitions but always found Building Additions to be a good company to work with but they did used to have a more local office in Frome.

Bromham Community Hub haven't had a great first year with their hall partition either - this was undertaken by another company called Style Partitions and they have encountered issues that have required service calls (fingers crossed all is sorted). I think the nature of the partitions with so many moving parts does make them prone to potential issues and the mechanisms can be affected by the slightest misalignment and reliant on correct operation so can make it difficult in buildings where multiple people will or can operate them.

Many of the companies that sell them in the UK don't actually manufacture the products (most made in Europe) and then also use 3rd parties for installation so whilst there is one point of contract initially this appears to become a bit convoluted as the warranty period comes to an end.

Kind regards,

Jon Price
Commercial Director

RIGG CONSTRUCTION

Lancaster House, Lancaster Park, Bowerhill, Melksham, SN12 6TT
T: 01225 705668
E: jonprice@riggconstruction.co.uk
W: www.riggconstruction.co.uk

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Thursday, October 22, 2026 7:33 PM
To: Jon Price <jonprice@riggconstruction.co.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: FW: Berryfield Hall partition

Hi Jon

This is purely some feedback to you on the partition wall that is at Berryfield Village hall, for any future builds you have.
I thought you would prefer to know.
With kind regards,
Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?
Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news
On X: @melkshamwithout
On Instagram: melkshamwithoutpc
On LinkedIn: Melksham Without Parish Council

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From: Berryfield Chair <berryfieldvhchair@gmail.com>
Sent: 11 October 2026 15:38
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Berryfield Village Hall <berryfieldvillagehall@outlook.com>
Subject: Berryfield Hall partition

Hi both

This email is for information about our sliding partition, so that you are aware for any future hall development.

The issues we have had with the partition include:

- Screws falling out from underneath
- Baffles failing to drop

- Baffles failing to lift so they drag on the floor
- Rubber trims failing underneath (stripping like a windscreen wiper blade)
- Alignment and balance dropping so the panels don't sit flush.

This April we were grateful to receive a grant from MWPC to cover the cost of repairs to the partition. The work was done, but since then the partition has failed again, so last week we had the additional repair carried out at the same time as the annual service. And another bill of £1,110.

My volunteer who attended last week said there were two operatives on site and every panel serviced and adjusted the best they could. They said it was a **badly manufactured and installed system**.

As a committee we have agreed from now on to only move the partition when an absolute necessity - for example, if there are two bookings at the same time (which is rare). We will consider changing our hire options to be fairer. At the moment if you hire the big bit, you get all of it.

For reference:
The panel manufacturer was Building Additions (now called A-Door Additions) - see attached
The servicing and repairs were originally carried out by BMP Sliding Partition Services (no longer trading) - see attached
We now use the services of Premier Wall Servicing Ltd

As a Trust, we do not recommend the original panel manufacturer. In theory, installation of a moveable partition is great to enable flexible use of hall space. However, any organisation running the building needs to factor in long term servicing and repair costs.

I hope this is useful intel for the Parish Council if embarking on a similar capital project to Berryfield Village Hall.

Kind regards
Shona Holt
Chair of Berryfield Village Hall Trust

Outlook

Re: Extending Berryfield Garden

From [redacted]
Date Wed 04/12/2024 13:27
To Teresa Strange <clerk@melkshamwithout pc.gov.uk>
Cc Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

4 attachments (2 MB)
Overhead-photo.pdf; Extended-Including-Canal2.pdf; Extended-Including-Canal1.pdf; 20160824 Melksham Berryfields Play area Lease Plan ANNOTATED.pdf;

HI Teresa,

Many thanks for looking into this!

I would like as much as possible, but I wouldn't want it to be rejected because I've asked for too much so I really am very flexible. I have very roughly annotated the plan you provided, and attached a few other mockups using a version of the canal plans and an overhead photo.

Please let me know if you need any more information.

I hope you all have a great xmas and new year!

[redacted]

On Wed, 4 Dec 2024 at 11:36, Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote:

> Hi [redacted]
>
> Many thanks for having a look, much appreciated. We will look into.
>
> With regards to the potential land sale, we ran the principle of it past the parish council when they met on Monday night; and they didn't say "no".
>
> So they have given me the green light to spend some time on looking into the legalities of it, as there would have been some stipulations on the transfer from Wiltshire Council to the parish council etc.
>
> We will come back to you when they have reviewed that, which will be in the New Year now.

Do you have a very rough idea of where/how much land? Could you mark on the plan attached please?

All the best, Teresa

Teresa Strange

Clerk & Responsible Financial Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place, Melksham

Wiltshire, SN12 6ES

01225 705700

www.melkshamwithout-pc.gov.uk

ADVANCE NOTICE OF LEAVE:
The parish council office will close for the Christmas break on Friday 20th December and re-open on Monday 6th January.

Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?
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From: [redacted]
Sent: 04 December 2024 10:20
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Re: Extending Berryfield Garden

Hello Teresa,

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

On Wed, 23 Oct 2024 at 17:06, [redacted] wrote:

> Hello Teresa,

I popped into the campus the other week and Marianne gave me your contact details. (I believe we may have met once before at the old Berryfield village hall).

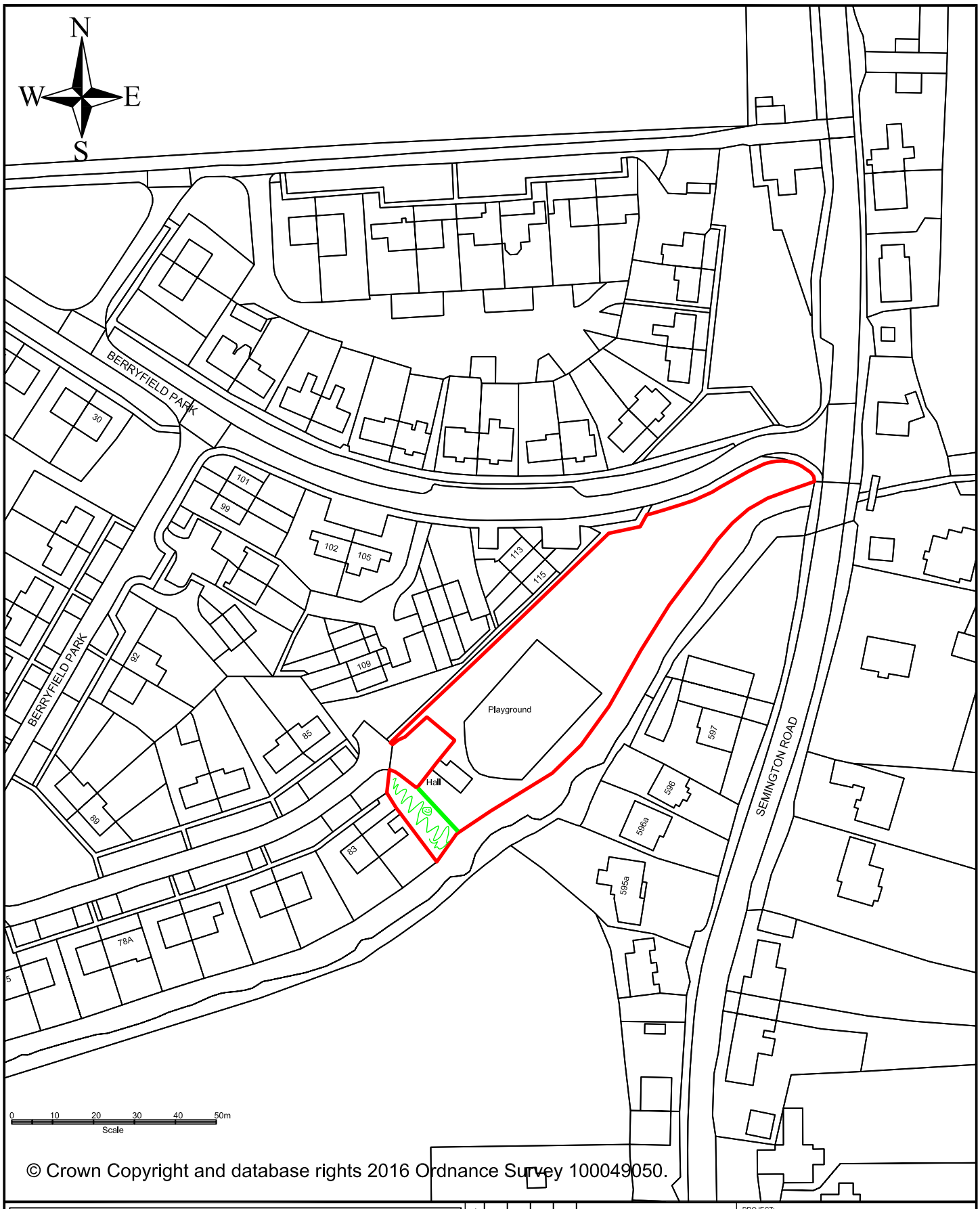
I own number 84 Berryfield (the one on the end where the village hall was). For many years I've been contacting Mike Dawson from Wiltshire Council about trying to extend our garden slightly into the grass on the end.

Usually he responds saying the council is not currently interested in selling any small pieces of land, but this year he has informed me they are in the process of transferring the freehold to you, so here I am! :)

I appreciate the many things you have going on, but I was hoping I could pop into the campus one day when you're around for a quick chat?

Many Thanks

Ben Poole



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Wiltshire Council
Where everybody matters

NOTES:

REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION
J					
H					
G					
F					
E					
D					
C					
B					
A					
O	Aug 2016	PFS			Original

PROJECT:
Melksham
Berryfield Play Area
Location Plan

DRAWING TITLE:
LEASE PLAN

SCALES: 1:1250 @A4

DRAWING No.

REV: O

FILE REF:



Asbestos Management Survey

4 Bath road, Melkhsam Concrete Bus Shelter Shaw (What3Words: ///variety.dumps.salmon)

Surveyed On: 22 Sep 2026

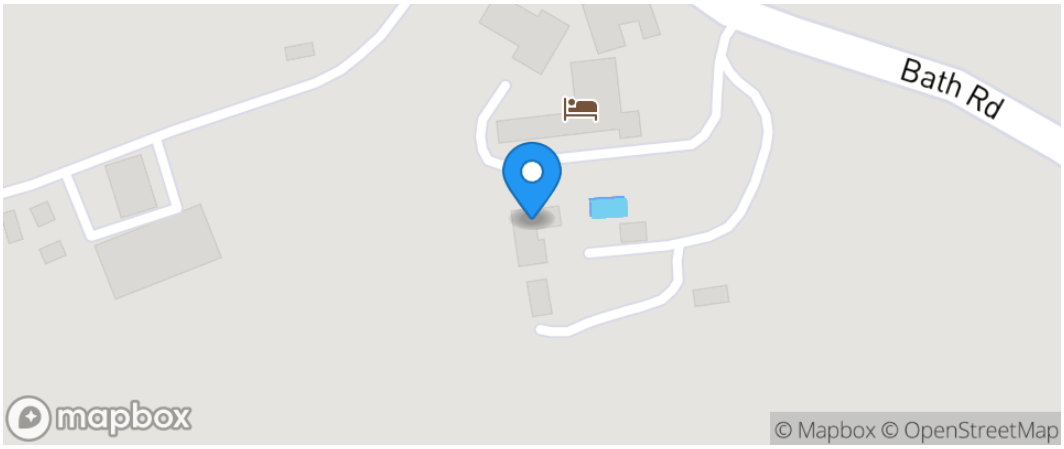
Project: C26629B

UKATA INDUSTRY ASSOCIATE

Hawkins Insulation Ltd
01275 839 500 | www.hawkinsltd.org
Central House, 101 Central Park, Petherton Road, Hengrove, Bristol, BS14 9BZ
CRN: 02132546

HAWKINS INSULATION LTD
Asbestos Removal & Surveying Specialists

Report Details

Report By	Hawkins Insulation Ltd
Client	Melksham Without Parish Council
Project	C26629B
Site Address	4 Bath road, Melkhsam Concrete Bus Shelter Shaw (What3Words: ///variety.dumps.salmon)
Site Coordinates	51.3856433, -2.1564539
Site Location	
Surveyors	Dean Hawkins
Survey Dates	22 Sep 2026
QC Date	28 Sep 2026

Totals

An overview of the data collected on site, during the survey

Very Low	Low	Medium	High
0	0	0	0

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Sign Off

Quality Control
Matthew Harris
28th Sep 2026

Introduction

This survey was conducted in accordance with **HSG 264 (Asbestos: The Survey Guide)**. Hawkins Insulation Ltd cannot accept any liability for loss, injury, damage or penalty issues that arise for reasons of survey scope limitations. Hawkins Insulation Ltd cannot be held responsible for asbestos potentially present in areas of the building not explicitly specified within the client instruction, not indicated on provided site plans or not physically possible to access. Hawkins Insulation Ltd cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos some damage is unavoidable and will be limited to that necessary for taking of the samples.

Limitations of the Report

1. This report only relates to the situation on the day of the site visit and cannot consider subsequent changes in circumstances. Materials were sampled if, in the opinion of the Surveyor/s, there was a high probability that they may contain asbestos.
2. This report contains findings based upon visual inspection and during the survey; all reasonable efforts were made to identify the presence of materials containing asbestos within the surveyed areas.
3. The nature of this survey was a Management inspection at accessible locations, as stated in the guidelines produced by the Department of Environment, Asbestos and manmade fibres in buildings, and Health & Safety Guidance 264 (HSG264). However, asbestos is sometimes concealed within the fabric of buildings or within sealed building voids, so it is not always possible to regard the findings in any survey as being definitive. Therefore, it must always remain a possibility that further asbestos containing materials may be found during an alteration, refurbishment or demolition works. Where areas have been identified as inaccessible, it indicates that the area specified was not accessible to the Surveyor/s at the time of the survey, either because of locked rooms or to gain entry would require an unreasonable degree of dismantling to the structure of the building. The client is advised to be alert to the possibility of there being asbestos materials in such places.
4. Manufactured products containing asbestos have been extremely diverse; therefore, responsibility cannot be accepted for any consequential loss or damage resulting from non-recognition of a material, which is later established as having an asbestos content.
5. No responsibility can be taken for any misinterpretation of this report by any third parties.

Caveat

Every effort has been made to identify all asbestos materials so far as was reasonably practical to do so within the scope of the survey and the attached report. Methods used to carry out the survey were agreed with the client prior to any works being commenced.

Survey techniques used involves trained and experienced surveyors using the combined approach about visual examination and necessary bulk sampling. It is always possible after a survey that asbestos-based materials of one sort or another may remain in the property or area covered by that survey, this could be due to various reasons:

- Asbestos materials existing within areas not specifically covered by this report are therefore outside the scope of

the survey.

- Materials may be hidden or obscured by other items or cover finishes i.e., paint, over boarding, disguising etc. where this is the case then its detection will be impaired.
- Asbestos may well be hidden as part of the structure to a building and not visible until the structure is dismantled later.
- Debris from previous asbestos removal projects may well be present in some areas: general asbestos debris does not form part of this survey however all good intentions are made from its discovery.
- Where an area has been previously stripped of asbestos i.e., plant rooms, ducts etc. and new coverings added, it must be pointed out that asbestos removal techniques have improved steadily over the years since its introduction. Most notably would be the Control of Asbestos at Work Regulations (1987) laying down certain enforceable guidelines. Asbestos removal prior to this regulation would not be of today's standard and therefore debris may be present below new coverings.
- This survey will detail all areas accessed and all samples taken, where an area is not covered by this survey it will be due to No Access for one reason or other i.e., working operatives, sensitive location or just simply no access. It may have been necessary for the limits of the surveyor's authority to be confirmed prior to the survey.
- Access for the survey may be restricted for many reasons beyond our control such as height, inconvenience to others, immovable obstacles or confined space. Where electrical equipment is present and presumed in the way of the survey no access will be attempted until proof of its safe state is given. Our operatives have a duty of care under the Health and Safety at Work Act (1974) for both themselves and others.
- In the building where asbestos has been located and not all areas have been investigated, any material that is found to be suspicious and not detailed as part of the survey should be treated with caution and sampled accordingly.
- Certain materials contain asbestos to varying degrees and some may be less densely contaminated at certain locations (Artex for example). Where this is the case, the sample taken may not be representative of the whole product throughout.
- Where a survey is carried out under the guidance of the owner of the property, or his representative, then the survey will be as per his instruction and guidance at that time.
- Hawkins Insulation Ltd cannot accept liability for loss, injury, damage or penalty issues due to errors or omissions within this report.
- Hawkins Insulation Ltd cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos some danger is unavoidable and will be limited to just that necessary for the taking of the sample.

Executive Summary

Variations to Scope

All areas within scope were accessed during the survey

Summary of Asbestos-Containing Materials

These suspected materials were assessed as **asbestos-containing**.

Building / Level / Location	Item	Material	Material Score	Recommendation	Page
nothing to show					

Summary of Non-Asbestos-Containing Materials

These suspected materials were assessed as **non-asbestos-containing**.

Building / Level / Location	Item	Material	Page
Bus stop / 0 / External	1	Cement	11

Summary of Locations or Items of Limited Access

These locations or items could not be fully accessed during survey. Asbestos should be presumed to be present until a further assessment can be undertaken. Note that the survey scope may exclude other areas - see **Report Details (p. 2)** and **Variations to Scope (p. 5)**.

Building / Level / Location	Inspect	Access / Notes	Photo 1	Photo 2	Page
all locations and items were fully accessed					

Material Assessment Scores

Where ACMs have been identified or presumed, a material score is calculated in accordance with HSG 264 (Asbestos: The Survey Guide). The value assigned to each of the four sample variables is added together to give a total material score between 2 and 12.

Sample Variable	Score	Examples of Score
Product Type (or Debris from Product)	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc)
	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt
	3	Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing
Extent of Damage / Deterioration	0	Good condition: no visible damage
	1	Low damage: a few scratches or surface marks; broken edges on board, tiles etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface Treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
	1	Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc.
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays
	3	Unsealed laggings and sprays
Asbestos Type	1	Chrysotile
	2	Amphibole asbestos excluding crocidolite
	3	Crocidolite

The material score determines the potential for a material to release asbestos fibres when disturbed. This score is then categorised to describe the potential:

Material Score	2	3	4	5	6	7	8	9	10	11	12
Category	Very Low			Low		Medium			High		

Register

Building / Level / Location	Item	Material	Strategy / Sample Id	Extent	Fibre Type	Product Type	Extent of Damage	Surface Treatment	Material Score	Recommendation	Page
n/a											

Inspected Locations and Items

A summary of all locations and items inspected during the survey, including ACMs, non-ACMs and items & locations that could not be fully accessed.

Building / Level / Location	Item	Material	Access / Notes	Material Score	Recommendation	Page
Bus stop / 0 / External	1	Cement		0 None		11

Inspection Photographs

See following pages for additional photographs, notes and scores for inspected locations and items...

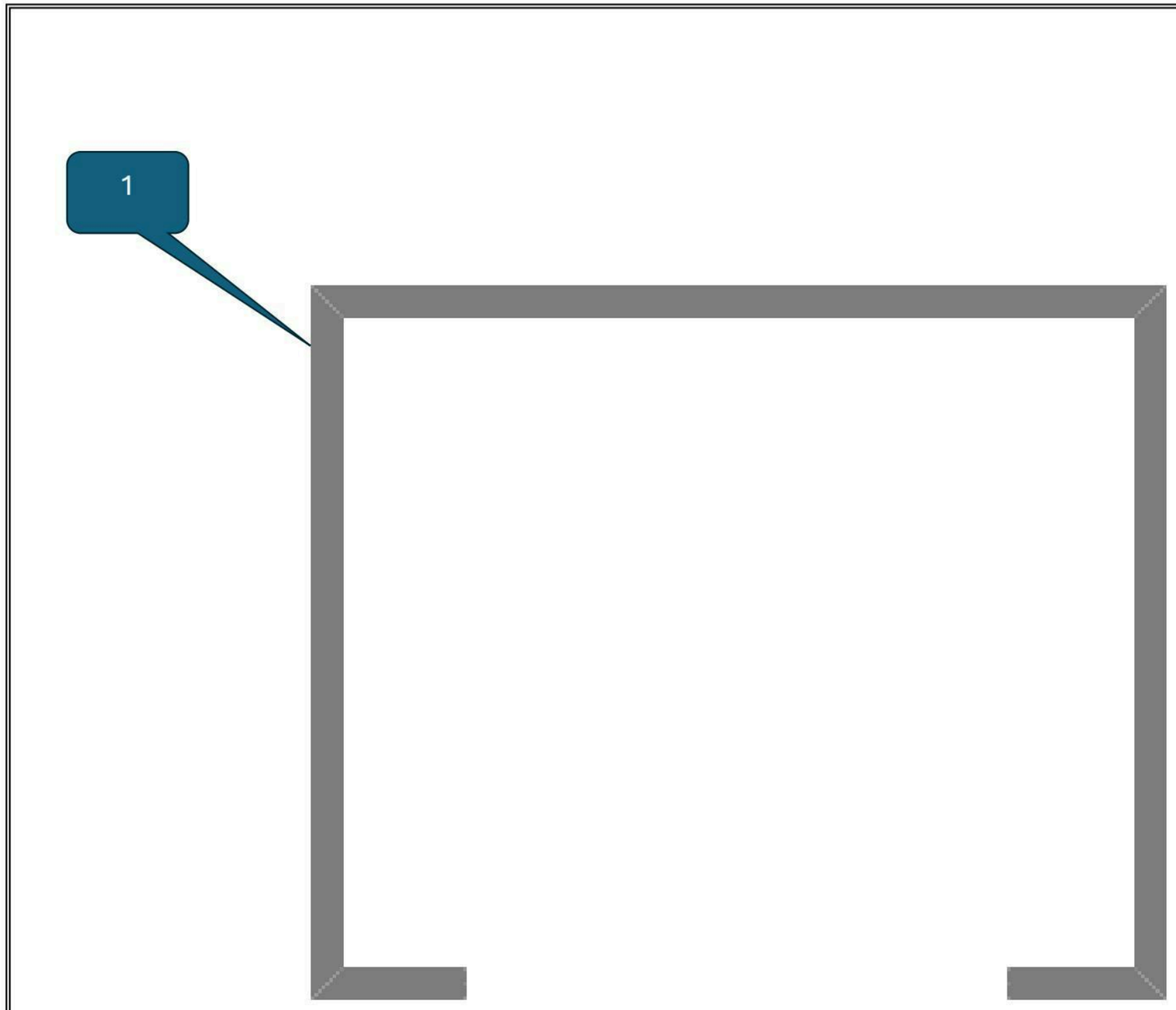
Bus stop > 0 > External > 1

Building	Bus stop	**Level**	0
Location	External	**Item**	1
Material	Cement	**Extent**	7.5m2
			
Ceiling	Cement roof	**Walls**	Solid Construction
Floor	Solid Construction	**Other**	Timber support beam, metal brackets
Strategy / Sample Id	Sample / C26629B/1	**Fibre Type**	NADIS
General Comments	No access to rear of bus.		

Appendices

undefined

See following pages...



	Site Plan 1 of 1
Client	Melksham council
Site Ref	
Address	Bus stop B
Report Date	22/09/2026
Report Ref	C26629b

THIS SITE PLAN SHOULD BE READ IN CONJUNCTION WITH THE FULL ASBESTOS SURVEY REPORT

FLOOR ground

AREA External

KEY	Register Item Numbers
	Positive or Presumed Asbestos
	Non-Asbestos

HAWKINS INSULATION LTD

NOT TO SCALE

All locations are approximate

Limitations of reported information

The information contained within this report of the locations of asbestos containing materials (ACMs) should not be treated as either exhaustive or definitive. It should always be assumed that there may be other ACMs present, hidden or undetected within the fabric of the building. Further investigations may be necessary when carrying out works likely to disturb the fabric of the building.

CASA Environmental Services Ltd

UKAS TESTING 7914

CERTIFICATE OF IDENTIFICATION OF ASBESTOS FIBRES

CLIENT	Hawkins Insulation Limited	**CERTIFICATE NO.**	J138277
ADDRESS	101 Central Park Petherton Road Hengrove Bristol	**DATE OF ISSUE**	25/09/2026
		DATE SAMPLED	22/09/2026
TELEPHONE	01275 839500	**DATE RECEIVED**	23/09/2026
SITE ADDRESS	Bus Stop B,	**DATE ANALYSED**	24/09/2026
		NO. OF SAMPLES	1
SITE REFERENCE		**SAMPLED BY**	Hawkins Insulation Limited

CASA SAMPLE NUMBER	CLIENT SAMPLE NUMBER	SAMPLE LOCATION	FIBRE TYPE DETECTED
BS031461	C26629b/1	Cement Roof	N.A.D.I.S

COMMENTS	

KEY:
NADIS - NO ASBESTOS DETECTED IN SAMPLE. **NAD** - NO ASBESTOS DETECTED WITHIN LAYER. **CHRYSOTILE** – WHITE ASBESTOS. **AMOSITE** – BROWN ASBESTOS. **CROCIDOLITE** – BLUE ASBESTOS. **TREMOLITE/ANTHOPHYLLITE** & **ACTINOLITE** – LESS COMMON ASBESTOS FIBRE TYPES.

Note: All comments are the opinion of the analyst only and do not form part of Casa Environmental Services Ltd's UKAS accreditation.
Note: Samples will be kept for a minimum of 6 months.
Note: Records are kept for a period consistent with any legislation or customer needs and for a minimum of six years.
Note: This Certificate of Identification of Asbestos Fibres can only be reproduced with the written permission of Casa Environmental Services Limited.

ANALYSED BY	**Dawn Douglas**	**AUTHORISED BY**	**Jon House**
SIGNATURE		**SIGNATURE**	

Authorisation by another member of staff is to confirm that the analysis was undertaken in accordance with in-house quality/technical procedures, current HSG248 guidance and by a suitably qualified analyst.

Samples have been analysed to determine the presence of asbestos fibres using Casa Environmental Services Ltd's "in house" method of polarised light microscopy and central stop dispersion staining based on HSG248. Where the site address and sample locations have been provided by the client, Casa Environmental Services Ltd is not responsible for the accuracy or competence of these details or of the sampling techniques that have been used, and that results apply to the samples as they are received. Any sampling undertaken by Casa Environmental Services Ltd operatives has been undertaken using "in house" documented procedures which are based on guidance set out within HSG Guidance books HSG264 & HSG248.

CASA Environmental Services Ltd
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FN099/V6/110124

Types of Asbestos Survey

HSG 264 (Asbestos: The Survey Guide) describes two types of survey:

Management Surveys

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition. Management surveys can involve a combination of sampling to confirm asbestos is present or presuming asbestos to be present.

Refurbishment and Demolition Surveys

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, eg when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

Asbestos Materials

Asbestos is a naturally occurring mineral composed of soft and flexible fibers that are resistant to heat, electricity and corrosion. These qualities make the mineral useful, but they also make asbestos exposure highly toxic.

Asbestos is a group of six naturally occurring fibrous minerals composed of thin, needle-like fibers. Exposure to asbestos causes several cancers and diseases, including mesothelioma and asbestosis.

Asbestos Morphology

Mineral Group	Fibre Type	Common Name
Serpentine	Chrysotile	White
Amphibole	Amosite	Brown
	Crocidolite	Blue
	Anthophyllite	n/a
	Tremolite	n/a
	Actinolite	n/a

Note: *Anthophyllite was used in limited quantities for insulation products and construction materials. It also occurs as a contaminant in chrysotile asbestos, vermiculite and talc. Tremolite and actinolite are not used commercially, but they can be found as contaminants in chrysotile asbestos, vermiculite and talc.*

Dealing With Demolition or Major Structural Alteration

If the building is due for demolition or major structural alteration, Regulation 4 of The Control of Asbestos Regulations 2012 requires that a suitable and sufficient assessment is carried out to establish whether asbestos is present, or liable to be present, in those premises. Before any work takes place a Refurbishment and Demolition access, sampling and identification survey, as defined in HSE Guidance HSG264, will be necessary unless there is reasonable evidence to show that asbestos is not present. Otherwise, it is necessary to presume that asbestos is present and that it is not Chrysotile alone and observe the appropriate provisions of the Regulations to prevent exposure to asbestos by employees.

Dealing With Asbestos Cement

Works on or removal of the non-licensed asbestos-based materials should be carried out by trained competent persons using precautions in accordance with the guidelines as per the Health and Safety Executive. These guidelines outline basic precautions that should be used to prevent fibre release during works. Using these guidelines, it is expected that asbestos fibre levels would be low but must be assessed by the nominated contractor prior to commencing.

Whilst there is no requirement of these works to be undertaken by a contractor licensed to work with asbestos, in practice it is unlikely that an unlicensed contractor will possess the necessary expertise to undertake such works properly.

Dealing With Asbestos Insulating Board, Asbestos Insulation and Asbestos Coatings

These works should be carried out by a contractor licensed to work with asbestos in accordance with The Control of Asbestos Regulations 2012. It should be noted that licensed asbestos contractors, under the terms of their license, must notify the relevant authority of their intention to remove such items. Notification of such works is normally subject to a 14-day period, except for unusual or exceptional circumstances when the enforcing authority (either the Health and Safety Executive or local Environmental Health Department) may grant a waiver if there is immediate risk to health, i.e., an accident.

Notifiable Non-Licensed Works

From 06TH April 2012, some non-licensed works will need to be notified to the relevant enforcing authority.

From the 06TH April 2012, brief written records should be kept of non-licensed work, which must be notified, e.g., copy of notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.

By April 2015, all workers / self-employed doing notifiable non-licensed work with asbestos must be under health surveillance by a doctor. Workers who are already under health surveillance for licensed work need not have another medical examination for non-licensed work. BUT medicals for notifiable non-licensed works are not acceptable for those doing licensed work.

Follow “Managing & Working with Asbestos” The Control of Asbestos (second edition 2013). With reference to Section 9 notification of work with asbestos, Section 22 health records and medical surveillance and Section 10 information instruction & training.

Also, with reference to the asbestos essentials AO decision flow chart.

ASB NNLW1 Notification will need to be provided to The Health & Safety Executive prior to any works being carried out upon these materials.

Unlicensed Contractor

An organisation that does not necessarily hold an asbestos removal license will need to comply with “Managing & Working with Asbestos” The Control of Asbestos Regulations (second edition 2013) they must be able to demonstrate the following:

Evidence of training to work with the type of asbestos they intend to work with. This must be refreshed on an annual basis.

A competent person has produced a specific risk assessment for the work they are to conduct. They have produced a specific method of work, (Method Statement) and work to it.

We strongly suggest that evidence of current insurance to work on asbestos containing materials is checked. Most insurances do not cover asbestos work, so the insurance must state they are covered to work with asbestos containing materials. The insurance should be for Employers Liability and Public Liability.



Asbestos Management Survey

505 Semington Rd Concrete Bus Shelter Shaw habits.imported.expressed

Surveyed On: 22 Sep 2026

Project: C26629C

UKATA INDUSTRY ASSOCIATE

Hawkins Insulation Ltd

01275 839 500 | www.hawkinsltd.org

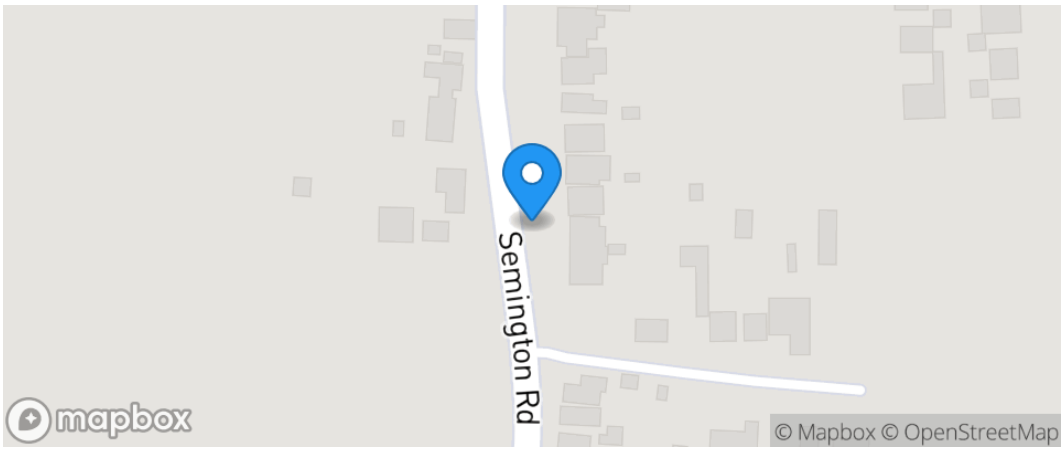
Central House, 101 Central Park, Petherton Road, Hengrove, Bristol, BS14 9BZ

CRN: 02132546

HAWKINS INSULATION LTD

Asbestos Removal & Surveying Specialists

Report Details

Report By	Hawkins Insulation Ltd
Client	Melksham Without Parish Council
Project	C26629C
Site Address	505 Semington Rd Concrete Bus Shelter Shaw habits.imported.expressed
Site Coordinates	51.3573159, -2.1436802
Site Location	
Surveyors	Dean Hawkins
Survey Dates	22 Sep 2026
QC Date	28 Sep 2026

Totals

An overview of the data collected on site, during the survey

Very Low	Low	Medium	High
0	0	0	0

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Sign Off

Quality Control
Matthew Harris
28th Sep 2026

Introduction

This survey was conducted in accordance with **HSG 264 (Asbestos: The Survey Guide)**. Hawkins Insulation Ltd cannot accept any liability for loss, injury, damage or penalty issues that arise for reasons of survey scope limitations. Hawkins Insulation Ltd cannot be held responsible for asbestos potentially present in areas of the building not explicitly specified within the client instruction, not indicated on provided site plans or not physically possible to access. Hawkins Insulation Ltd cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos some damage is unavoidable and will be limited to that necessary for taking of the samples.

Limitations of the Report

1. This report only relates to the situation on the day of the site visit and cannot consider subsequent changes in circumstances. Materials were sampled if, in the opinion of the Surveyor/s, there was a high probability that they may contain asbestos.
2. This report contains findings based upon visual inspection and during the survey; all reasonable efforts were made to identify the presence of materials containing asbestos within the surveyed areas.
3. The nature of this survey was a Management inspection at accessible locations, as stated in the guidelines produced by the Department of Environment, Asbestos and manmade fibres in buildings, and Health & Safety Guidance 264 (HSG264). However, asbestos is sometimes concealed within the fabric of buildings or within sealed building voids, so it is not always possible to regard the findings in any survey as being definitive. Therefore, it must always remain a possibility that further asbestos containing materials may be found during an alteration, refurbishment or demolition works. Where areas have been identified as inaccessible, it indicates that the area specified was not accessible to the Surveyor/s at the time of the survey, either because of locked rooms or to gain entry would require an unreasonable degree of dismantling to the structure of the building. The client is advised to be alert to the possibility of there being asbestos materials in such places.
4. Manufactured products containing asbestos have been extremely diverse; therefore, responsibility cannot be accepted for any consequential loss or damage resulting from non-recognition of a material, which is later established as having an asbestos content.
5. No responsibility can be taken for any misinterpretation of this report by any third parties.

Caveat

Every effort has been made to identify all asbestos materials so far as was reasonably practical to do so within the scope of the survey and the attached report. Methods used to carry out the survey were agreed with the client prior to any works being commenced.

Survey techniques used involves trained and experienced surveyors using the combined approach about visual examination and necessary bulk sampling. It is always possible after a survey that asbestos-based materials of one sort or another may remain in the property or area covered by that survey, this could be due to various reasons:

- Asbestos materials existing within areas not specifically covered by this report are therefore outside the scope of

the survey.

- Materials may be hidden or obscured by other items or cover finishes i.e., paint, over boarding, disguising etc. where this is the case then its detection will be impaired.
- Asbestos may well be hidden as part of the structure to a building and not visible until the structure is dismantled later.
- Debris from previous asbestos removal projects may well be present in some areas: general asbestos debris does not form part of this survey however all good intentions are made from its discovery.
- Where an area has been previously stripped of asbestos i.e., plant rooms, ducts etc. and new coverings added, it must be pointed out that asbestos removal techniques have improved steadily over the years since its introduction. Most notably would be the Control of Asbestos at Work Regulations (1987) laying down certain enforceable guidelines. Asbestos removal prior to this regulation would not be of today's standard and therefore debris may be present below new coverings.
- This survey will detail all areas accessed and all samples taken, where an area is not covered by this survey it will be due to No Access for one reason or other i.e., working operatives, sensitive location or just simply no access. It may have been necessary for the limits of the surveyor's authority to be confirmed prior to the survey.
- Access for the survey may be restricted for many reasons beyond our control such as height, inconvenience to others, immovable obstacles or confined space. Where electrical equipment is present and presumed in the way of the survey no access will be attempted until proof of its safe state is given. Our operatives have a duty of care under the Health and Safety at Work Act (1974) for both themselves and others.
- In the building where asbestos has been located and not all areas have been investigated, any material that is found to be suspicious and not detailed as part of the survey should be treated with caution and sampled accordingly.
- Certain materials contain asbestos to varying degrees and some may be less densely contaminated at certain locations (Artex for example). Where this is the case, the sample taken may not be representative of the whole product throughout.
- Where a survey is carried out under the guidance of the owner of the property, or his representative, then the survey will be as per his instruction and guidance at that time.
- Hawkins Insulation Ltd cannot accept liability for loss, injury, damage or penalty issues due to errors or omissions within this report.
- Hawkins Insulation Ltd cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos some danger is unavoidable and will be limited to just that necessary for the taking of the sample.

Executive Summary

Variations to Scope

All areas within scope were accessed during the survey

Summary of Asbestos-Containing Materials

These suspected materials were assessed as **asbestos-containing**.

Building / Level / Location	Item	Material	Material Score	Recommendation	Page
nothing to show					

Summary of Non-Asbestos-Containing Materials

These suspected materials were assessed as **non-asbestos-containing**.

Building / Level / Location	Item	Material	Page
Bus stop / 0 / External	1	Cement roof sheet	11
Bus stop / 0 / External	2	Window putty	12
Bus stop / 0 / External	3	Window putty	13

Summary of Locations or Items of Limited Access

These locations or items could not be fully accessed during survey. Asbestos should be presumed to be present until a further assessment can be undertaken. Note that the survey scope may exclude other areas - see **Report Details (p. 2)** and **Variations to Scope (p. 5)**.

Building / Level / Location	Inspect	Access / Notes	Photo 1	Photo 2	Page
all locations and items were fully accessed					

Material Assessment Scores

Where ACMs have been identified or presumed, a material score is calculated in accordance with HSG 264 (Asbestos: The Survey Guide). The value assigned to each of the four sample variables is added together to give a total material score between 2 and 12.

Sample Variable	Score	Examples of Score
Product Type (or Debris from Product)	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc)
	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt
	3	Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing
Extent of Damage / Deterioration	0	Good condition: no visible damage
	1	Low damage: a few scratches or surface marks; broken edges on board, tiles etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface Treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
	1	Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc.
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays
	3	Unsealed laggings and sprays
Asbestos Type	1	Chrysotile

table continued from previous page...

	2	Amphibole asbestos excluding crocidolite
	3	Crocidolite

The material score determines the potential for a material to release asbestos fibres when disturbed. This score is then categorised to describe the potential:

Material Score	2	3	4	5	6	7	8	9	10	11	12
Category	Very Low			Low		Medium			High		

Register

Building / Level / Location	Item	Material	Strategy / Sample Id	Extent	Fibre Type	Product Type	Extent of Damage	Surface Treatment	Material Score	Recommendation	Page
n/a											

Inspected Locations and Items

A summary of all locations and items inspected during the survey, including ACMs, non-ACMs and items & locations that could not be fully accessed.

Building / Level / Location	Item	Material	Access / Notes	Material Score	Recommendation	Page
Bus stop / 0 / External	1	Cement roof sheet		0 None		11
Bus stop / 0 / External	2	Window putty		0 None		12
Bus stop / 0 / External	3	Window putty		0 None		13

Inspection Photographs

See following pages for additional photographs, notes and scores for inspected locations and items...

Bus stop > 0 > External > 1

Building	Bus stop	**Level**	0
Location	External	**Item**	1
Material	Cement roof sheet	**Extent**	7.5m2
			
Ceiling	Cement roof	**Walls**	Solid Construction
Floor	Solid Construction	**Other**	Timber support beam, foam insulation
Strategy / Sample Id	Sample / C26629c/1	**Fibre Type**	NADIS

Bus stop > 0 > External > 2

Building	Bus stop	**Level**	0
Location	External	**Item**	2
Material	Window putty	**Extent**	<1m2
			
Ceiling	Cement roof	**Walls**	Solid Construction
Floor	Solid Construction	**Other**	Timber support beam, foam insulation
Strategy / Sample Id	Sample / C26629c/2	**Fibre Type**	NADIS

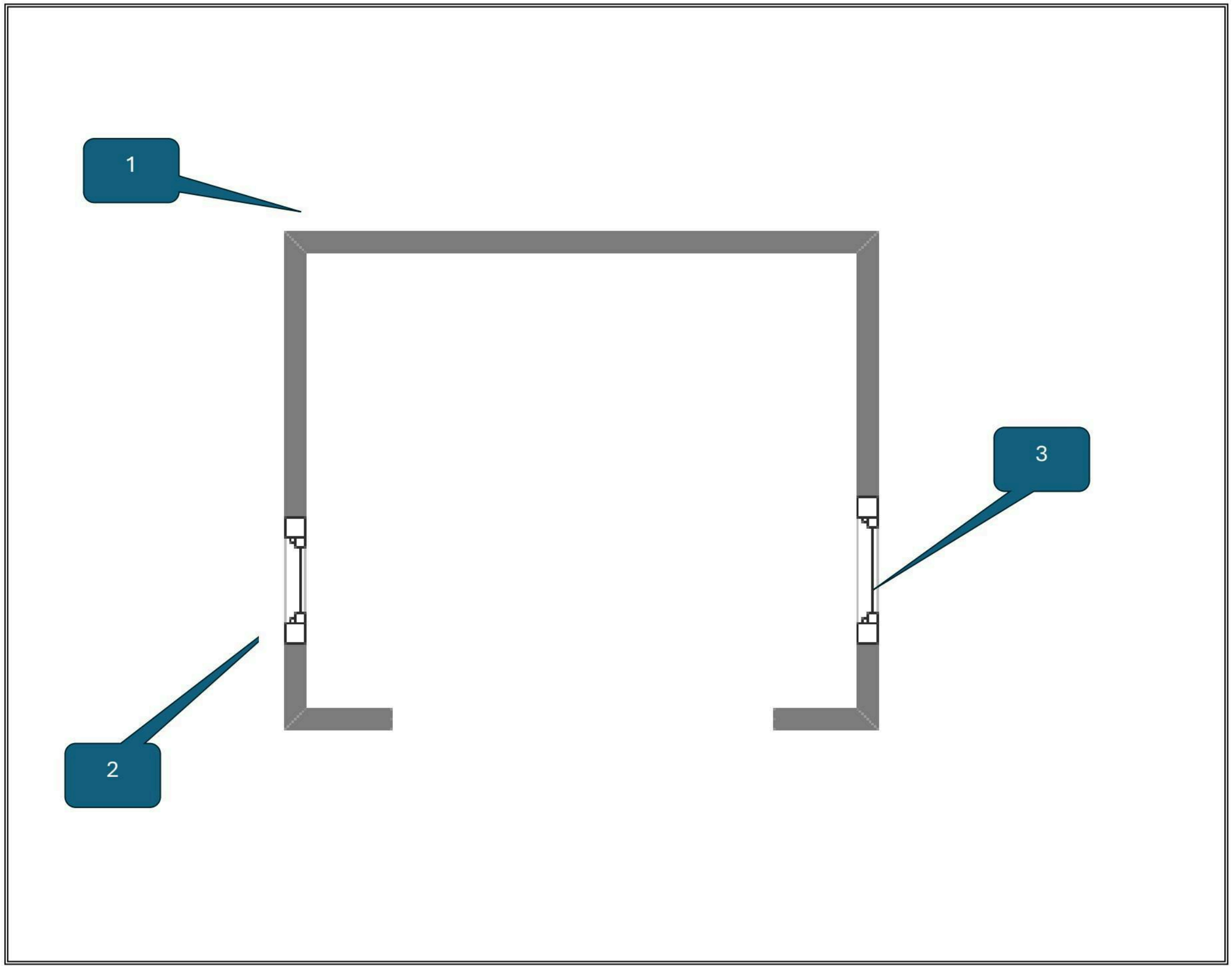
Bus stop > 0 > External > 3

Building	Bus stop	**Level**	0
Location	External	**Item**	3
Material	Window putty	**Extent**	< 1m2
			
Ceiling	Cement roof	**Walls**	Solid Construction
Floor	Solid Construction	**Other**	Timber support beam, foam insulation, timber window cover
Strategy / Sample Id	Sample / C26629c/3	**Fibre Type**	NADIS

Appendices

undefined

See following pages...



	Site Plan 1 of 1
Client	Melksham council
Site Ref	
Address	Bus stop c
Report Date	22/09/2026
Report Ref	C26629c

THIS SITE PLAN SHOULD BE READ IN CONJUNCTION WITH THE FULL ASBESTOS SURVEY REPORT

FLOOR

AREA

KEY	Register Item Numbers
	Positive or Presumed Asbestos
	Non-Asbestos

HAWKINS INSULATION LTD

NOT TO SCALE

All locations are approximate

Limitations of reported information

The information contained within this report of the locations of asbestos containing materials (ACMs) should not be treated as either exhaustive or definitive. It should always be assumed that there may be other ACMs present, hidden or undetected within the fabric of the building. Further investigations may be necessary when carrying out works likely to disturb the fabric of the building.

Bulk Sample Test Certificates

See following pages...

CASA Environmental Services Ltd

UKAS TESTING 7914

CERTIFICATE OF IDENTIFICATION OF ASBESTOS FIBRES

CLIENT	Hawkins Insulation Limited	**CERTIFICATE NO.**	J138276
ADDRESS	101 Central Park Petherton Road Hengrove Bristol	**DATE OF ISSUE**	25/09/2026
		DATE SAMPLED	22/09/2026
TELEPHONE	01275 839500	**DATE RECEIVED**	23/09/2026
SITE ADDRESS	Bus Stop C,	**DATE ANALYSED**	25/09/2026
		NO. OF SAMPLES	3
SITE REFERENCE		**SAMPLED BY**	Hawkins Insulation Limited

CASA SAMPLE NUMBER	CLIENT SAMPLE NUMBER	SAMPLE LOCATION	FIBRE TYPE DETECTED
BS031458	C26629c/1	Cement Roof	N.A.D.I.S
BS031459	C26629c/2	Window Putty	N.A.D.I.S
BS031460	C26629c/3	Window Putty	N.A.D.I.S

COMMENTS

KEY:
NADIS - NO ASBESTOS DETECTED IN SAMPLE. **NAD** - NO ASBESTOS DETECTED WITHIN LAYER. **CHRYSOTILE** – WHITE ASBESTOS. **AMOSITE** – BROWN ASBESTOS. **CROCIDOLITE** – BLUE ASBESTOS. **TREMOLITE/ANTHOPHYLLITE** & **ACTINOLITE** – LESS COMMON ASBESTOS FIBRE TYPES.

Note: All comments are the opinion of the analyst only and do not form part of Casa Environmental Services Ltd's UKAS accreditation.
Note: Samples will be kept for a minimum of 6 months.
Note: Records are kept for a period consistent with any legislation or customer needs and for a minimum of six years.
Note: This Certificate of Identification of Asbestos Fibres can only be reproduced with the written permission of Casa Environmental Services Limited.

ANALYSED BY	**Catherine Rossiter**	**AUTHORISED BY**	**Catherine Rossiter**
SIGNATURE		**SIGNATURE**	

Authorisation by another member of staff is to confirm that the analysis was undertaken in accordance with in-house quality/technical procedures, current HSG248 guidance and by a suitably qualified analyst.

Samples have been analysed to determine the presence of asbestos fibres using Casa Environmental Services Ltd's "in house" method of polarised light microscopy and central stop dispersion staining based on HSG248. Where the site address and sample locations have been provided by the client, Casa Environmental Services Ltd is not responsible for the accuracy or competence of these details or of the sampling techniques that have been used, and that results apply to the samples as they are received. Any sampling undertaken by Casa Environmental Services Ltd operatives has been undertaken using "in house" documented procedures which are based on guidance set out within HSG Guidance books HSG264 & HSG248.

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Tel: 0117 9322 323
Email: enquiries@casaenvironmental.co.uk

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FN099/V6/110124

Types of Asbestos Survey

HSG 264 (Asbestos: The Survey Guide) describes two types of survey:

Management Surveys

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition. Management surveys can involve a combination of sampling to confirm asbestos is present or presuming asbestos to be present.

Refurbishment and Demolition Surveys

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, eg when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

Asbestos Materials

Asbestos is a naturally occurring mineral composed of soft and flexible fibers that are resistant to heat, electricity and corrosion. These qualities make the mineral useful, but they also make asbestos exposure highly toxic.

Asbestos is a group of six naturally occurring fibrous minerals composed of thin, needle-like fibers. Exposure to asbestos causes several cancers and diseases, including mesothelioma and asbestosis.

Asbestos Morphology

Mineral Group	Fibre Type	Common Name
Serpentine	Chrysotile	White
Amphibole	Amosite	Brown
	Crocidolite	Blue
	Anthophyllite	n/a
	Tremolite	n/a
	Actinolite	n/a

Note: *Anthophyllite was used in limited quantities for insulation products and construction materials. It also occurs as a contaminant in chrysotile asbestos, vermiculite and talc. Tremolite and actinolite are not used commercially, but they can be found as contaminants in chrysotile asbestos, vermiculite and talc.*

Dealing With Demolition or Major Structural Alteration

If the building is due for demolition or major structural alteration, Regulation 4 of The Control of Asbestos Regulations 2012 requires that a suitable and sufficient assessment is carried out to establish whether asbestos is present, or liable to be present, in those premises. Before any work takes place a Refurbishment and Demolition access, sampling and identification survey, as defined in HSE Guidance HSG264, will be necessary unless there is reasonable evidence to show that asbestos is not present. Otherwise, it is necessary to presume that asbestos is present and that it is not Chrysotile alone and observe the appropriate provisions of the Regulations to prevent exposure to asbestos by employees.

Dealing With Asbestos Cement

Works on or removal of the non-licensed asbestos-based materials should be carried out by trained competent persons using precautions in accordance with the guidelines as per the Health and Safety Executive. These guidelines outline basic precautions that should be used to prevent fibre release during works. Using these guidelines, it is expected that asbestos fibre levels would be low but must be assessed by the nominated contractor prior to commencing.

Whilst there is no requirement of these works to be undertaken by a contractor licensed to work with asbestos, in practice it is unlikely that an unlicensed contractor will possess the necessary expertise to undertake such works properly.

Dealing With Asbestos Insulating Board, Asbestos Insulation and Asbestos Coatings

These works should be carried out by a contractor licensed to work with asbestos in accordance with The Control of Asbestos Regulations 2012. It should be noted that licensed asbestos contractors, under the terms of their license, must notify the relevant authority of their intention to remove such items. Notification of such works is normally subject to a 14-day period, except for unusual or exceptional circumstances when the enforcing authority (either the Health and Safety Executive or local Environmental Health Department) may grant a waiver if there is immediate risk to health, i.e., an accident.

Notifiable Non-Licensed Works

From 06TH April 2012, some non-licensed works will need to be notified to the relevant enforcing authority.

From the 06TH April 2012, brief written records should be kept of non-licensed work, which must be notified, e.g., copy of notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.

By April 2015, all workers / self-employed doing notifiable non-licensed work with asbestos must be under health surveillance by a doctor. Workers who are already under health surveillance for licensed work need not have another medical examination for non-licensed work. BUT medicals for notifiable non-licensed works are not acceptable for those doing licensed work.

Follow “Managing & Working with Asbestos” The Control of Asbestos (second edition 2013). With reference to Section 9 notification of work with asbestos, Section 22 health records and medical surveillance and Section 10 information instruction & training.

Also, with reference to the asbestos essentials AO decision flow chart.

ASB NNLW1 Notification will need to be provided to The Health & Safety Executive prior to any works being carried out upon these materials.

Unlicensed Contractor

An organisation that does not necessarily hold an asbestos removal license will need to comply with “Managing & Working with Asbestos” The Control of Asbestos Regulations (second edition 2013) they must be able to demonstrate the following:

Evidence of training to work with the type of asbestos they intend to work with. This must be refreshed on an annual basis.

A competent person has produced a specific risk assessment for the work they are to conduct. They have produced a specific method of work, (Method Statement) and work to it.

We strongly suggest that evidence of current insurance to work on asbestos containing materials is checked. Most insurances do not cover asbestos work, so the insurance must state they are covered to work with asbestos containing materials. The insurance should be for Employers Liability and Public Liability.



Asbestos Management Survey

Shaw Hill Melksham Concrete bus stop incur.magnum.skills

Surveyed On: 22 Sep 2026

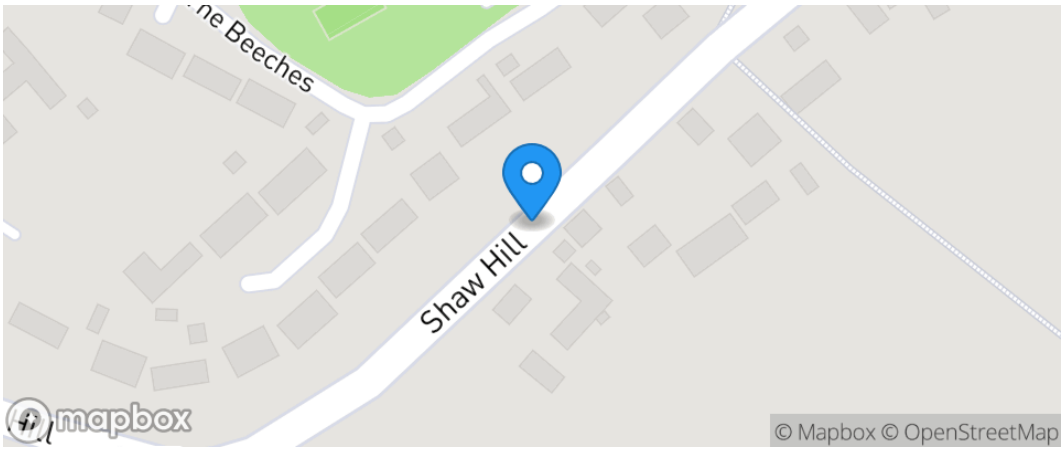
Project: C26629D

UKATA INDUSTRY ASSOCIATE

Hawkins Insulation Ltd
01275 839 500 | www.hawkinsltd.org
Central House, 101 Central Park, Petherton Road, Hengrove, Bristol, BS14 9BZ
CRN: 02132546

HAWKINS INSULATION LTD
Asbestos Removal & Surveying Specialists

Report Details

Report By	Hawkins Insulation Ltd
Client	Melksham Without Parish Council
Project	C26629D
Site Address	Shaw Hill Melksham Concrete bus stop incur.magnum.skills
Site Coordinates	51.3885201, -2.1655879
Site Location	
Surveyors	Dean Hawkins
Survey Dates	22 Sep 2026
QC Date	28 Sep 2026

Totals

An overview of the data collected on site, during the survey

Very Low	Low	Medium	High
1	0	0	0

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Sign Off

Quality Control
Matthew Harris
28th Sep 2026

Introduction

This survey was conducted in accordance with **HSG 264 (Asbestos: The Survey Guide)**. Hawkins Insulation Ltd cannot accept any liability for loss, injury, damage or penalty issues that arise for reasons of survey scope limitations. Hawkins Insulation Ltd cannot be held responsible for asbestos potentially present in areas of the building not explicitly specified within the client instruction, not indicated on provided site plans or not physically possible to access. Hawkins Insulation Ltd cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos some damage is unavoidable and will be limited to that necessary for taking of the samples.

Limitations of the Report

1. This report only relates to the situation on the day of the site visit and cannot consider subsequent changes in circumstances. Materials were sampled if, in the opinion of the Surveyor/s, there was a high probability that they may contain asbestos.
2. This report contains findings based upon visual inspection and during the survey; all reasonable efforts were made to identify the presence of materials containing asbestos within the surveyed areas.
3. The nature of this survey was a Management inspection at accessible locations, as stated in the guidelines produced by the Department of Environment, Asbestos and manmade fibres in buildings, and Health & Safety Guidance 264 (HSG264). However, asbestos is sometimes concealed within the fabric of buildings or within sealed building voids, so it is not always possible to regard the findings in any survey as being definitive. Therefore, it must always remain a possibility that further asbestos containing materials may be found during an alteration, refurbishment or demolition works. Where areas have been identified as inaccessible, it indicates that the area specified was not accessible to the Surveyor/s at the time of the survey, either because of locked rooms or to gain entry would require an unreasonable degree of dismantling to the structure of the building. The client is advised to be alert to the possibility of there being asbestos materials in such places.
4. Manufactured products containing asbestos have been extremely diverse; therefore, responsibility cannot be accepted for any consequential loss or damage resulting from non-recognition of a material, which is later established as having an asbestos content.
5. No responsibility can be taken for any misinterpretation of this report by any third parties.

Caveat

Every effort has been made to identify all asbestos materials so far as was reasonably practical to do so within the scope of the survey and the attached report. Methods used to carry out the survey were agreed with the client prior to any works being commenced.

Survey techniques used involves trained and experienced surveyors using the combined approach about visual examination and necessary bulk sampling. It is always possible after a survey that asbestos-based materials of one sort or another may remain in the property or area covered by that survey, this could be due to various reasons:

- Asbestos materials existing within areas not specifically covered by this report are therefore outside the scope of

the survey.

- Materials may be hidden or obscured by other items or cover finishes i.e., paint, over boarding, disguising etc. where this is the case then its detection will be impaired.
- Asbestos may well be hidden as part of the structure to a building and not visible until the structure is dismantled later.
- Debris from previous asbestos removal projects may well be present in some areas: general asbestos debris does not form part of this survey however all good intentions are made from its discovery.
- Where an area has been previously stripped of asbestos i.e., plant rooms, ducts etc. and new coverings added, it must be pointed out that asbestos removal techniques have improved steadily over the years since its introduction. Most notably would be the Control of Asbestos at Work Regulations (1987) laying down certain enforceable guidelines. Asbestos removal prior to this regulation would not be of today's standard and therefore debris may be present below new coverings.
- This survey will detail all areas accessed and all samples taken, where an area is not covered by this survey it will be due to No Access for one reason or other i.e., working operatives, sensitive location or just simply no access. It may have been necessary for the limits of the surveyor's authority to be confirmed prior to the survey.
- Access for the survey may be restricted for many reasons beyond our control such as height, inconvenience to others, immovable obstacles or confined space. Where electrical equipment is present and presumed in the way of the survey no access will be attempted until proof of its safe state is given. Our operatives have a duty of care under the Health and Safety at Work Act (1974) for both themselves and others.
- In the building where asbestos has been located and not all areas have been investigated, any material that is found to be suspicious and not detailed as part of the survey should be treated with caution and sampled accordingly.
- Certain materials contain asbestos to varying degrees and some may be less densely contaminated at certain locations (Artex for example). Where this is the case, the sample taken may not be representative of the whole product throughout.
- Where a survey is carried out under the guidance of the owner of the property, or his representative, then the survey will be as per his instruction and guidance at that time.
- Hawkins Insulation Ltd cannot accept liability for loss, injury, damage or penalty issues due to errors or omissions within this report.
- Hawkins Insulation Ltd cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos some danger is unavoidable and will be limited to just that necessary for the taking of the sample.

Executive Summary

No access to rear of bus stop

Variations to Scope

All areas within scope were accessed during the survey

Summary of Asbestos-Containing Materials

These suspected materials were assessed as **asbestos-containing**.

Building / Level / Location	Item	Material	Material Score	Recommendation	Page
Bus stop / 0 / External	1	Cement	3 Very Low	Removal by trained operatives	11

Summary of Non-Asbestos-Containing Materials

These suspected materials were assessed as **non-asbestos-containing**.

Building / Level / Location	Item	Material	Page
Bus stop / 0 / External	2	Window putty	12

Summary of Locations or Items of Limited Access

These locations or items could not be fully accessed during survey. Asbestos should be presumed to be present until a further assessment can be undertaken. Note that the survey scope may exclude other areas - see **Report Details (p. 2)** and **Variations to Scope (p. 5)**.

Building / Level / Location	Inspect	Access / Notes	Photo 1	Photo 2	Page
all locations and items were fully accessed					

Material Assessment Scores

Where ACMs have been identified or presumed, a material score is calculated in accordance with HSG 264 (Asbestos: The Survey Guide). The value assigned to each of the four sample variables is added together to give a total material score between 2 and 12.

Sample Variable	Score	Examples of Score
Product Type (or Debris from Product)	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc)
	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt
	3	Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing
Extent of Damage / Deterioration	0	Good condition: no visible damage
	1	Low damage: a few scratches or surface marks; broken edges on board, tiles etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.

table continued from previous page...

Surface Treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
	1	Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc.
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays
	3	Unsealed laggings and sprays
Asbestos Type	1	Chrysotile
	2	Amphibole asbestos excluding crocidolite
	3	Crocidolite

The material score determines the potential for a material to release asbestos fibres when disturbed. This score is then categorised to describe the potential:

Material Score	2	3	4	5	6	7	8	9	10	11	12
Category	Very Low			Low		Medium			High		

Register

Building / Level / Location	Item	Material	Strategy / Sample Id	Extent	Fibre Type	Product Type	Extent of Damage	Surface Treatment	Material Score	Recommendation	Page
Bus stop / 0 / External	1	Cement	Sample C26629D/1	7.5m2	Chrysotile	1	1	0	3 Very Low	Removal by trained operatives	11

Inspected Locations and Items

A summary of all locations and items inspected during the survey, including ACMs, non-ACMs and items & locations that could not be fully accessed.

Building / Level / Location	Item	Material	Access / Notes	Material Score	Recommendation	Page
Bus stop / 0 / External	1	Cement		3 Very Low	Removal by trained operatives	11
Bus stop / 0 / External	2	Window putty		0 None		12

Inspection Photographs

See following pages for additional photographs, notes and scores for inspected locations and items...

Bus stop > 0 > External > 1

Building	Bus stop	**Level**	0
Location	External	**Item**	1
Material	Cement	**Extent**	7.5m2
			
Ceiling	Cement roof sheet	**Walls**	Solid Construction
Floor	Solid Construction	**Other**	Timber support beam, metal brackets
Strategy / Sample Id	Sample / C26629D/1	**Fibre Type**	Chrysotile
Recommendation	Removal by trained operatives		

Material Assessment

Product Type (or Debris from Product)	1	**Extent of Damage / Deterioration**	1
Surface Type / Treatment	0	**Asbestos Type**	1
Material Score		3 / Very Low	

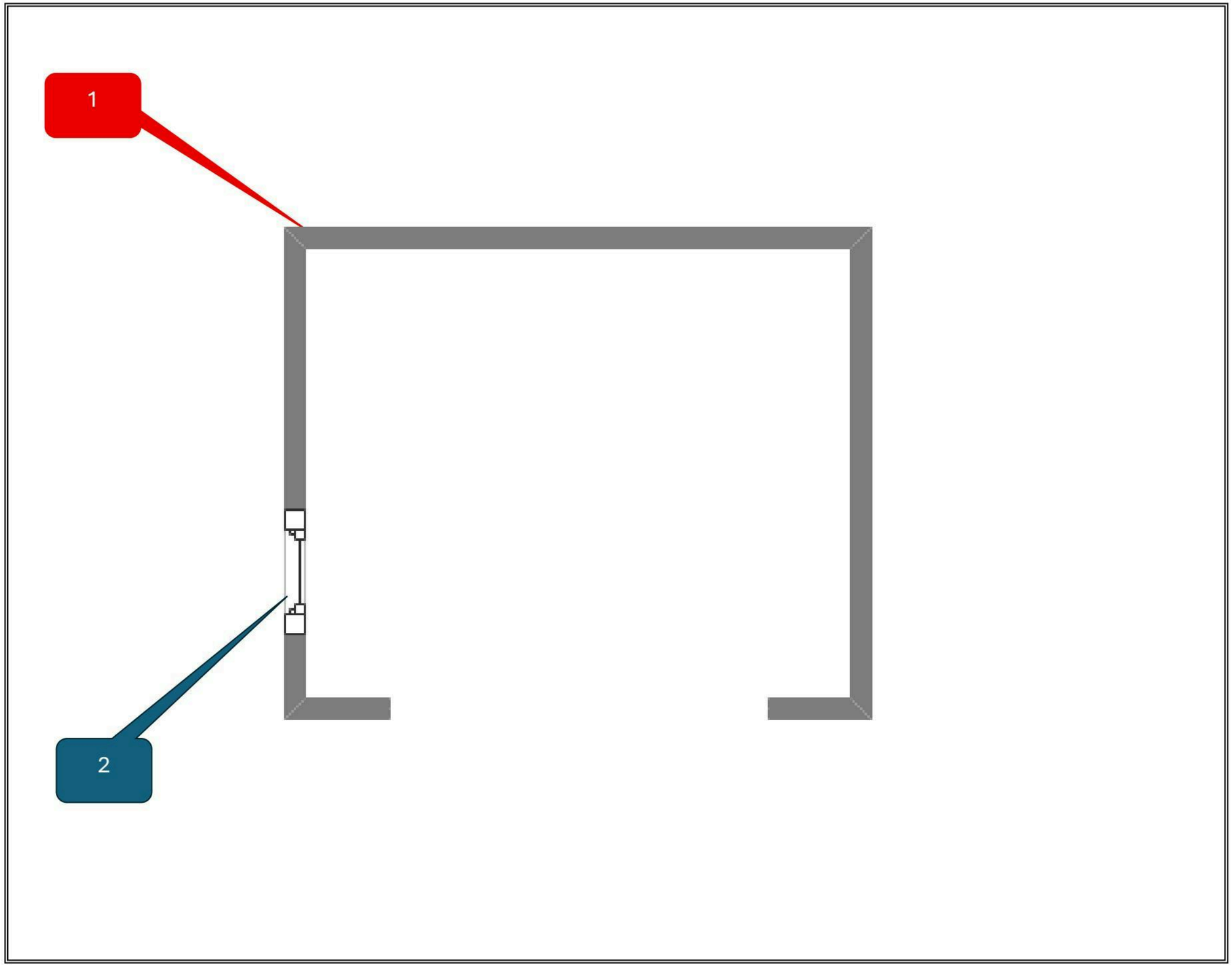
Bus stop > 0 > External > 2

Building	Bus stop	**Level**	0
Location	External	**Item**	2
Material	Window putty	**Extent**	<1m2
			
Ceiling	Cement roof sheet	**Walls**	Solid Construction
Floor	Solid Construction	**Other**	Timber support beam, metal brackets
Strategy / Sample Id	Sample / C26629D/2	**Fibre Type**	NADIS

Appendices

undefined

See following pages...



	Site Plan 1 of 1
Client	Melksham council
Site Ref	
Address	Bus stop d
Report Date	22/09/2026
Report Ref	C26629d

THIS SITE PLAN SHOULD BE READ IN CONJUNCTION WITH THE FULL ASBESTOS SURVEY REPORT

FLOOR

AREA

KEY	Register Item Numbers
	Positive or Presumed Asbestos
	Non-Asbestos

HAWKINS INSULATION LTD

NOT TO SCALE

All locations are approximate

Limitations of reported information

The information contained within this report of the locations of asbestos containing materials (ACMs) should not be treated as either exhaustive or definitive. It should always be assumed that there may be other ACMs present, hidden or undetected within the fabric of the building. Further investigations may be necessary when carrying out works likely to disturb the fabric of the building.

Bulk Sample Test Certificates

See following pages...

CASA Environmental Services Ltd

UKAS TESTING 7914

CERTIFICATE OF IDENTIFICATION OF ASBESTOS FIBRES

CLIENT	Hawkins Insulation Limited	**CERTIFICATE NO.**	J138278
ADDRESS	101 Central Park Petherton Road Hengrove Bristol	**DATE OF ISSUE**	25/09/2026
		DATE SAMPLED	22/09/2026
TELEPHONE	01275 839500	**DATE RECEIVED**	23/09/2026
SITE ADDRESS	Bus Stop D,	**DATE ANALYSED**	25/09/2026
		NO. OF SAMPLES	2
SITE REFERENCE		**SAMPLED BY**	Hawkins Insulation Limited

CASA SAMPLE NUMBER	CLIENT SAMPLE NUMBER	SAMPLE LOCATION	FIBRE TYPE DETECTED
BS031462	C26629d/1	Cement Roof Sheet	Chrysotile
BS031463	C26629d/2	Window Putty	N.A.D.I.S

COMMENTS

KEY:
NADIS - NO ASBESTOS DETECTED IN SAMPLE. **NAD** - NO ASBESTOS DETECTED WITHIN LAYER. **CHRYSOTILE** – WHITE ASBESTOS. **AMOSITE** – BROWN ASBESTOS. **CROCIDOLITE** – BLUE ASBESTOS. **TREMOLITE/ANTHOPHYLLITE** & **ACTINOLITE** – LESS COMMON ASBESTOS FIBRE TYPES.

Note: All comments are the opinion of the analyst only and do not form part of Casa Environmental Services Ltd's UKAS accreditation.
Note: Samples will be kept for a minimum of 6 months.
Note: Records are kept for a period consistent with any legislation or customer needs and for a minimum of six years.
Note: This Certificate of Identification of Asbestos Fibres can only be reproduced with the written permission of Casa Environmental Services Limited.

ANALYSED BY	**George House**	**AUTHORISED BY**	**Catherine Rossiter**
SIGNATURE		**SIGNATURE**	

Authorisation by another member of staff is to confirm that the analysis was undertaken in accordance with in-house quality/technical procedures, current HSG248 guidance and by a suitably qualified analyst.

Samples have been analysed to determine the presence of asbestos fibres using Casa Environmental Services Ltd's "in house" method of polarised light microscopy and central stop dispersion staining based on HSG248. Where the site address and sample locations have been provided by the client, Casa Environmental Services Ltd is not responsible for the accuracy or competence of these details or of the sampling techniques that have been used, and that results apply to the samples as they are received. Any sampling undertaken by Casa Environmental Services Ltd operatives has been undertaken using "in house" documented procedures which are based on guidance set out within HSG Guidance books HSG264 & HSG248.

CASA Environmental Services Ltd
Casa Environmental Services Ltd
The Haybarn
Londonderry Farm
Keynsham Road
Willsbridge
Bristol
BS30 6EL

Tel: 0117 9322 323
Email: enquiries@casaenvironmental.co.uk

Report Format © Copyright 2011 Casa Environmental Services Ltd

FN099/V6/110124

Types of Asbestos Survey

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Asbestos Management Survey

4 Bath Road, Melksham Concrete Bus Shelter Shaw (What3Words: ///variety.dumps.salmon)

Surveyed On: 22 Sep 2026

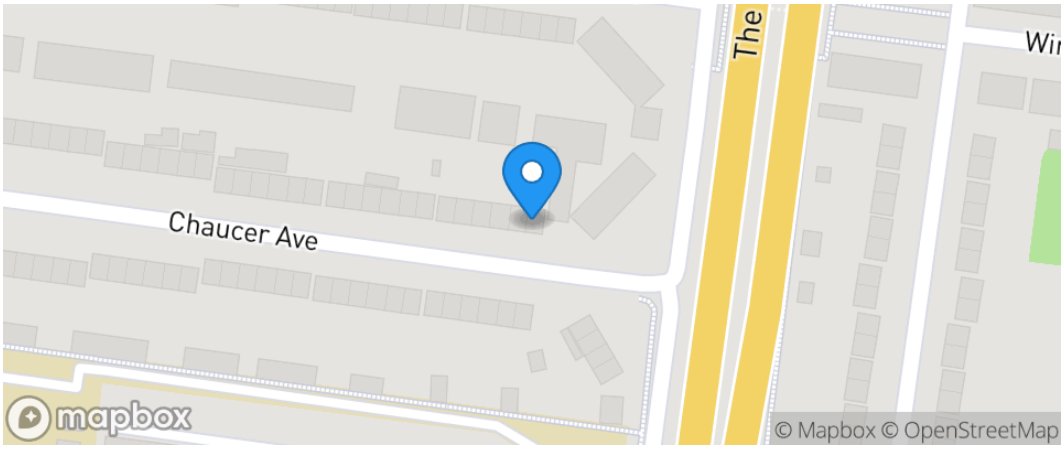
Project: C26629A

UKATA INDUSTRY ASSOCIATE

Hawkins Insulation Ltd
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Central House, 101 Central Park, Petherton Road, Hengrove, Bristol, BS14 9BZ
CRN: 02132546

HAWKINS INSULATION LTD
Asbestos Removal & Surveying Specialists

Report Details

Report By	Hawkins Insulation Ltd
Client	Melksham Without Parish Council
Project	C26629A
Site Address	4 Bath Road, Melksham Concrete Bus Shelter Shaw (What3Words: ///variety.dumps.salmon)
Site Coordinates	51.4746751, -0.4060799
Site Location	
Surveyors	Dean Hawkins
Survey Dates	22 Sep 2026
QC Date	28 Sep 2026

Totals

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Very Low	Low	Medium	High
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Quality Control
Matthew Harris
28th Sep 2026

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Caveat

Every effort has been made to identify all asbestos materials so far as was reasonably practical to do so within the scope of the survey and the attached report. Methods used to carry out the survey were agreed with the client prior to any works being commenced.

Survey techniques used involves trained and experienced surveyors using the combined approach about visual examination and necessary bulk sampling. It is always possible after a survey that asbestos-based materials of one sort or another may remain in the property or area covered by that survey, this could be due to various reasons:

- Asbestos materials existing within areas not specifically covered by this report are therefore outside the scope of

the survey.

- Materials may be hidden or obscured by other items or cover finishes i.e., paint, over boarding, disguising etc. where this is the case then its detection will be impaired.
- Asbestos may well be hidden as part of the structure to a building and not visible until the structure is dismantled later.
- Debris from previous asbestos removal projects may well be present in some areas: general asbestos debris does not form part of this survey however all good intentions are made from its discovery.
- Where an area has been previously stripped of asbestos i.e., plant rooms, ducts etc. and new coverings added, it must be pointed out that asbestos removal techniques have improved steadily over the years since its introduction. Most notably would be the Control of Asbestos at Work Regulations (1987) laying down certain enforceable guidelines. Asbestos removal prior to this regulation would not be of today's standard and therefore debris may be present below new coverings.
- This survey will detail all areas accessed and all samples taken, where an area is not covered by this survey it will be due to No Access for one reason or other i.e., working operatives, sensitive location or just simply no access. It may have been necessary for the limits of the surveyor's authority to be confirmed prior to the survey.
- Access for the survey may be restricted for many reasons beyond our control such as height, inconvenience to others, immovable obstacles or confined space. Where electrical equipment is present and presumed in the way of the survey no access will be attempted until proof of its safe state is given. Our operatives have a duty of care under the Health and Safety at Work Act (1974) for both themselves and others.
- In the building where asbestos has been located and not all areas have been investigated, any material that is found to be suspicious and not detailed as part of the survey should be treated with caution and sampled accordingly.
- Certain materials contain asbestos to varying degrees and some may be less densely contaminated at certain locations (Artex for example). Where this is the case, the sample taken may not be representative of the whole product throughout.
- Where a survey is carried out under the guidance of the owner of the property, or his representative, then the survey will be as per his instruction and guidance at that time.
- Hawkins Insulation Ltd cannot accept liability for loss, injury, damage or penalty issues due to errors or omissions within this report.
- Hawkins Insulation Ltd cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos some danger is unavoidable and will be limited to just that necessary for the taking of the sample.

Executive Summary

Variations to Scope

All areas within scope were accessed during the survey

Summary of Asbestos-Containing Materials

These suspected materials were assessed as **asbestos-containing**.

Building / Level / Location	Item	Material	Material Score	Recommendation	Page
nothing to show					

Summary of Non-Asbestos-Containing Materials

These suspected materials were assessed as **non-asbestos-containing**.

Building / Level / Location	Item	Material	Page
Bus stop / 0 / External	1	Cement roof sheet	11

Summary of Locations or Items of Limited Access

These locations or items could not be fully accessed during survey. Asbestos should be presumed to be present until a further assessment can be undertaken. Note that the survey scope may exclude other areas - see **Report Details (p. 2)** and **Variations to Scope (p. 5)**.

Building / Level / Location	Inspect	Access / Notes	Photo 1	Photo 2	Page
all locations and items were fully accessed					

Material Assessment Scores

Where ACMs have been identified or presumed, a material score is calculated in accordance with HSG 264 (Asbestos: The Survey Guide). The value assigned to each of the four sample variables is added together to give a total material score between 2 and 12.

Sample Variable	Score	Examples of Score
Product Type (or Debris from Product)	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc)
	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt
	3	Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing
Extent of Damage / Deterioration	0	Good condition: no visible damage
	1	Low damage: a few scratches or surface marks; broken edges on board, tiles etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface Treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
	1	Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc.
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays
	3	Unsealed laggings and sprays
Asbestos Type	1	Chrysotile
	2	Amphibole asbestos excluding crocidolite
	3	Crocidolite

The material score determines the potential for a material to release asbestos fibres when disturbed. This score is then categorised to describe the potential:

Material Score	2	3	4	5	6	7	8	9	10	11	12
Category	Very Low			Low		Medium			High		

Register

Building / Level / Location	Item	Material	Strategy / Sample Id	Extent	Fibre Type	Product Type	Extent of Damage	Surface Treatment	Material Score	Recommendation	Page
n/a											

Inspected Locations and Items

A summary of all locations and items inspected during the survey, including ACMs, non-ACMs and items & locations that could not be fully accessed.

Building / Level / Location	Item	Material	Access / Notes	Material Score	Recommendation	Page
Bus stop / 0 / External	1	Cement roof sheet		0 None		11

Inspection Photographs

See following pages for additional photographs, notes and scores for inspected locations and items...

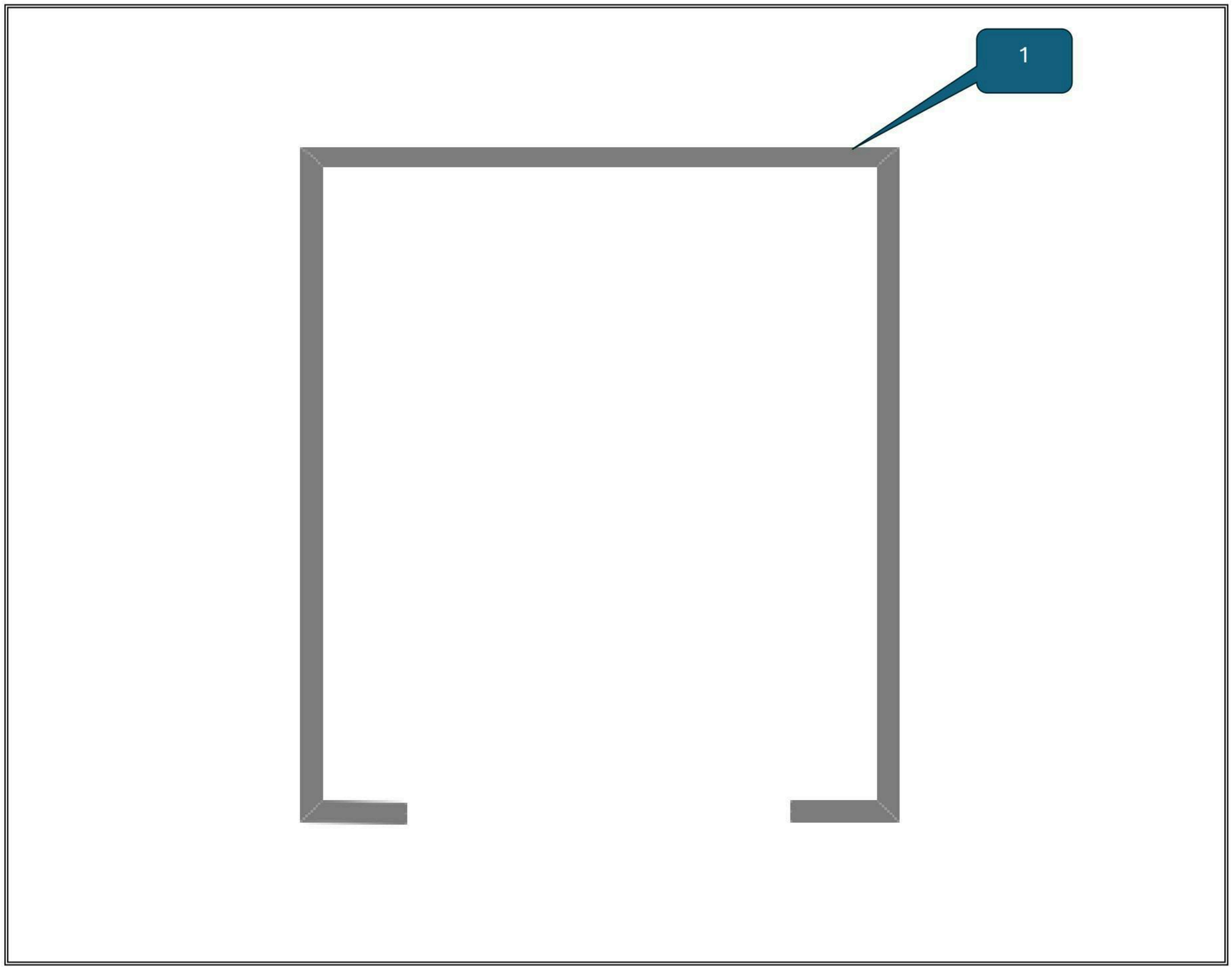
Bus stop > 0 > External > 1

Building	Bus stop	**Level**	0
Location	External	**Item**	1
Material	Cement roof sheet	**Extent**	10m2
			
Ceiling	Cement roof	**Walls**	Solid Construction
Floor	Solid Construction	**Other**	Timber support, metal brackets, metal support beam
Strategy / Sample Id	Sample / C26629A/1	**Fibre Type**	NADIS

Appendices

Floorplans

See following pages...



	Site Plan 1 of 1
Client	Melksham council
Site Ref	
Address	Bus stop A
Report Date	22/09/2026
Report Ref	C26629a

THIS SITE PLAN SHOULD BE READ IN CONJUNCTION WITH THE FULL ASBESTOS SURVEY REPORT

FLOOR Ground

AREA BUS STOP

KEY	Register Item Numbers
	Positive or Presumed Asbestos
	Non-Asbestos

HAWKINS INSULATION LTD

NOT TO SCALE

All locations are approximate

Limitations of reported information

The information contained within this report of the locations of asbestos containing materials (ACMs) should not be treated as either exhaustive or definitive. It should always be assumed that there may be other ACMs present, hidden or undetected within the fabric of the building. Further investigations may be necessary when carrying out works likely to disturb the fabric of the building.

Bulk Sample Test Certificates

See following pages...

CASA Environmental Services Ltd

UKAS TESTING 7914

CERTIFICATE OF IDENTIFICATION OF ASBESTOS FIBRES

CLIENT	Hawkins Insulation Limited	**CERTIFICATE NO.**	J138279
ADDRESS	101 Central Park Petherton Road Hengrove Bristol	**DATE OF ISSUE**	25/09/2026
		DATE SAMPLED	22/09/2026
TELEPHONE	01275 839500	**DATE RECEIVED**	23/09/2026
SITE ADDRESS	Bus Stop A,	**DATE ANALYSED**	25/09/2026
		NO. OF SAMPLES	1
SITE REFERENCE		**SAMPLED BY**	Hawkins Insulation Limited

CASA SAMPLE NUMBER	CLIENT SAMPLE NUMBER	SAMPLE LOCATION	FIBRE TYPE DETECTED
BS031464	C26629a/1	Cement Roof	N.A.D.I.S

COMMENTS	

KEY:
NADIS - NO ASBESTOS DETECTED IN SAMPLE. **NAD** - NO ASBESTOS DETECTED WITHIN LAYER. **CHRYSOTILE** – WHITE ASBESTOS. **AMOSITE** – BROWN ASBESTOS. **CROCIDOLITE** – BLUE ASBESTOS. **TREMOLITE/ANTHOPHYLLITE** & **ACTINOLITE** – LESS COMMON ASBESTOS FIBRE TYPES.

Note: All comments are the opinion of the analyst only and do not form part of Casa Environmental Services Ltd's UKAS accreditation.
Note: Samples will be kept for a minimum of 6 months.
Note: Records are kept for a period consistent with any legislation or customer needs and for a minimum of six years.
Note: This Certificate of Identification of Asbestos Fibres can only be reproduced with the written permission of Casa Environmental Services Limited.

ANALYSED BY	**Catherine Rossiter**	**AUTHORISED BY**	**Catherine Rossiter**
SIGNATURE		**SIGNATURE**	

Authorisation by another member of staff is to confirm that the analysis was undertaken in accordance with in-house quality/technical procedures, current HSG248 guidance and by a suitably qualified analyst.

Samples have been analysed to determine the presence of asbestos fibres using Casa Environmental Services Ltd's "in house" method of polarised light microscopy and central stop dispersion staining based on HSG248. Where the site address and sample locations have been provided by the client, Casa Environmental Services Ltd is not responsible for the accuracy or competence of these details or of the sampling techniques that have been used, and that results apply to the samples as they are received. Any sampling undertaken by Casa Environmental Services Ltd operatives has been undertaken using "in house" documented procedures which are based on guidance set out within HSG Guidance books HSG264 & HSG248.

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FN099/V6/110124

Types of Asbestos Survey

HSG 264 (Asbestos: The Survey Guide) describes two types of survey:

Management Surveys

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition. Management surveys can involve a combination of sampling to confirm asbestos is present or presuming asbestos to be present.

Refurbishment and Demolition Surveys

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, eg when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

Asbestos Materials

Asbestos is a naturally occurring mineral composed of soft and flexible fibers that are resistant to heat, electricity and corrosion. These qualities make the mineral useful, but they also make asbestos exposure highly toxic.

Asbestos is a group of six naturally occurring fibrous minerals composed of thin, needle-like fibers. Exposure to asbestos causes several cancers and diseases, including mesothelioma and asbestosis.

Asbestos Morphology

Mineral Group	Fibre Type	Common Name
Serpentine	Chrysotile	White
Amphibole	Amosite	Brown
	Crocidolite	Blue
	Anthophyllite	n/a
	Tremolite	n/a
	Actinolite	n/a

Note: *Anthophyllite was used in limited quantities for insulation products and construction materials. It also occurs as a contaminant in chrysotile asbestos, vermiculite and talc. Tremolite and actinolite are not used commercially, but they can be found as contaminants in chrysotile asbestos, vermiculite and talc.*

Dealing With Demolition or Major Structural Alteration

If the building is due for demolition or major structural alteration, Regulation 4 of The Control of Asbestos Regulations 2012 requires that a suitable and sufficient assessment is carried out to establish whether asbestos is present, or liable to be present, in those premises. Before any work takes place a Refurbishment and Demolition access, sampling and identification survey, as defined in HSE Guidance HSG264, will be necessary unless there is reasonable evidence to show that asbestos is not present. Otherwise, it is necessary to presume that asbestos is present and that it is not Chrysotile alone and observe the appropriate provisions of the Regulations to prevent exposure to asbestos by employees.

Dealing With Asbestos Cement

Works on or removal of the non-licensed asbestos-based materials should be carried out by trained competent persons using precautions in accordance with the guidelines as per the Health and Safety Executive. These guidelines outline basic precautions that should be used to prevent fibre release during works. Using these guidelines, it is expected that asbestos fibre levels would be low but must be assessed by the nominated contractor prior to commencing.

Whilst there is no requirement of these works to be undertaken by a contractor licensed to work with asbestos, in practice it is unlikely that an unlicensed contractor will possess the necessary expertise to undertake such works properly.

Dealing With Asbestos Insulating Board, Asbestos Insulation and Asbestos Coatings

These works should be carried out by a contractor licensed to work with asbestos in accordance with The Control of Asbestos Regulations 2012. It should be noted that licensed asbestos contractors, under the terms of their license, must notify the relevant authority of their intention to remove such items. Notification of such works is normally subject to a 14-day period, except for unusual or exceptional circumstances when the enforcing authority (either the Health and Safety Executive or local Environmental Health Department) may grant a waiver if there is immediate risk to health, i.e., an accident.

Notifiable Non-Licensed Works

From 06TH April 2012, some non-licensed works will need to be notified to the relevant enforcing authority.

From the 06TH April 2012, brief written records should be kept of non-licensed work, which must be notified, e.g., copy of notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.

By April 2015, all workers / self-employed doing notifiable non-licensed work with asbestos must be under health surveillance by a doctor. Workers who are already under health surveillance for licensed work need not have another medical examination for non-licensed work. BUT medicals for notifiable non-licensed works are not acceptable for those doing licensed work.

Follow “Managing & Working with Asbestos” The Control of Asbestos (second edition 2013). With reference to Section 9 notification of work with asbestos, Section 22 health records and medical surveillance and Section 10 information instruction & training.

Also, with reference to the asbestos essentials AO decision flow chart.

ASB NNLW1 Notification will need to be provided to The Health & Safety Executive prior to any works being carried out upon these materials.

Unlicensed Contractor

An organisation that does not necessarily hold an asbestos removal license will need to comply with “Managing & Working with Asbestos” The Control of Asbestos Regulations (second edition 2013) they must be able to demonstrate the following:

Evidence of training to work with the type of asbestos they intend to work with. This must be refreshed on an annual basis.

A competent person has produced a specific risk assessment for the work they are to conduct. They have produced a specific method of work, (Method Statement) and work to it.

We strongly suggest that evidence of current insurance to work on asbestos containing materials is checked. Most insurances do not cover asbestos work, so the insurance must state they are covered to work with asbestos containing materials. The insurance should be for Employers Liability and Public Liability.

AGENDA ITEM 15

Strategic Asset Management Review and Future Budget Requirements

CLERK'S REPORT

1. Purpose of Report

Following consideration of the individual asset reports, members are asked to review the Council's overall arrangements for managing and safeguarding its assets, identify any significant risks or gaps, and consider future maintenance and financial requirements.

This review builds on the responsibilities and proper practices outlined in the Officer's Report under Agenda Item 5(a).

2. Asset Management Arrangements

Members are asked to consider whether the Council has adequate arrangements in place for the inspection, maintenance, insurance and safeguarding of its assets, including those operated by third parties.

In particular, the Committee may wish to consider the following:

QEII Diamond Jubilee Sports Field and Pavilion (Bowerhill)

- Whether current inspection and maintenance arrangements remain adequate.

  Officers have discussed a report that details all the routine maintenance undertaken by contractors on a regular basis, and the Finance & Amenities Officer has a task to prepare a facilities management report for the CiLCA qualification that would suit this aspect.

- Any longer-term requirements for repairs, replacement of equipment or improvements to the facilities.
- Progress towards the Council's longer-term objective of improving drainage at the sports field.

Shaw Village Hall and Playing Field

- Progress with renewal of the lease and clarification of the respective responsibilities of the Parish Council and Management Committee.
- Whether the recently commissioned building condition survey identifies any matters requiring further action or future financial provision.
- Confirmation of the current building insurance arrangements, as the 2026/27 schedule has not yet been provided by the Management Committee.

- Progress towards introducing arrangements under the new lease whereby the Parish Council arranges the building insurance and is reimbursed by the Management Committee.

Berryfield Village Hall

- Whether the Council has sufficient assurance that maintenance obligations under the 125-year lease are being met.
- Whether appropriate arrangements are in place for monitoring the condition of the building and any longer-term maintenance requirements.
- Continued oversight of building insurance arrangements and reinstatement values.

Other Council Assets

Members should also consider any significant issues identified during the meeting relating to play areas, public open spaces, allotments, bridges, street furniture and other assets, including whether current inspection, maintenance and replacement arrangements remain adequate.

3. Risk Management

The Committee is asked to identify any significant risks or gaps in current arrangements which may require further investigation or referral to Full Council or the Finance Committee.

These may include:

- Building condition and significant future repair liabilities.
- Insurance arrangements and the adequacy of reinstatement values.
- Lease and management responsibilities.
- Maintenance and inspection arrangements.
- Future replacement of ageing assets.

Any significant risks identified should be considered for inclusion in, or amendment to, the Council's Risk Register.

4. Budget Requirements for 2027/28 and Beyond

The Committee's Terms of Reference include identifying maintenance, repair and renewal requirements to inform the Finance Committee and Full Council.

Following consideration of the individual agenda items, members are asked to identify:

- Maintenance and repair works requiring provision in the 2027/28 budget.
- Replacement of assets approaching the end of their useful life.
- Capital projects or improvements arising from the Council's adopted Objectives & Priorities.
- Longer-term expenditure requirements which may need to be included in future financial planning.
- Any proposed additions to, or use of, existing earmarked reserves.

Where costs have not yet been established, members may recommend that quotations, surveys or further information be obtained to inform subsequent budget decisions.