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## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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### Monday 5<sup>th</sup> February 2024

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

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 12<sup>th</sup> February 2024 at 7.00pm** at **Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES** to consider the agenda below.

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

Click link here:

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

Or go to [www.zoom.us](http://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](http://www.melkshamwithout-pc.gov.uk). If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

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

Yours sincerely

Teresa Strange, Clerk

**YOU CAN ACCESS THE AGENDA HERE**



# AGENDA

## 1. Welcome, Housekeeping and Apologies

## 2. To receive **Declarations of Interest**

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

**Legal/Contractual-** agenda Items 5a, 5b, 5c, 6a, 6b, 6f, 7e & 8

**Quotations** – can be discussed if anonymised - Items 5d, 6e, 9a

## 4. Public Participation

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

- a) To consider way forward with quarterly play area inspections
- b) To consider way forward with play area safety surfacing cleaning
- c) To note correspondence from the Council's solicitor regarding vehicular access to Pathfinder Way Play Area and consider a way forward.
- d) To approve quotation for footpath repair around manhole cover outside of Berryfield Play Area (*arising from min. 274/23a*).
- e) To note tree limb clearance undertaken under delegated powers at Kestrel Court Play Area following storm.

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

- a) To receive update on current bookings
- b) To note current debtor and consider next steps
- c) To consider hire charges for moveable goal posts for training sessions.
- d) To consider updated information obtained regarding the installation of advertising hoarding at the sports field and approve location.
- e) To approve quotation to improve the drainage on the middle football pitch
- f) To consider correspondence received from St Barnabas Church regarding Beanacre Play Area annual rent payments
- g) To consider correspondence from St Barnabas Church requesting that the parish council cut back the play area hedge on the cricket field side.
- h) To note drinking water fountain leak and action taken

## 7. Allotments

- a) To receive report on waiting list
- b) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds
- c) To consider a request from an allotment holder for assistance in clearing rubbish from their allotment left from the previous tenant.

- d) To receive update on responses received from allotment tenants following request for their views on setting up an Allotment Association and consider way forward.
  - e) To note the Internal Auditors observations around the allotments farm business tenancy agreement and consider seeking formal legal advice.
  - f) To consider allotment rent charges for 2024/25
- 8. Grass cutting and bin emptying:** To consider grass cutting and bin emptying contract specification and approve quotation from current contractors for three year contract.
- 9. Bus shelters:**
- a) To approve quotation for replacement Beanacre bus shelter including the removal and disposal of asbestos roof.
  - b) **Real time information:** To note latest update following recent meeting regarding real time information and consider next steps. <https://www.papercast.com/>
- 10. Weed spraying:** To approve quotation to undertake weed spraying around the parish
- 11. Village Halls:**
- a) **Berryfield Village Hall:** To note Village Hall applying to the Area Board for funding towards air conditioning and consider any parish council actions.
  - b) **Whitley Reading Rooms:** To note upcoming AGM and potential requirement for the council to insure building if a new committee is unable to be formed.
  - c) To note meeting arranged with local village halls.
- 12. Shurnhold Fields:** To receive update on the car park enhancement project
- 13. Signage:** To approve quotation for signage required in various locations around the parish.
- 14. Trees:** To consider request from resident for tree planting on the copse between the road and the pedestrian/cycle way at the Spa.
- 15.** To consider request from Councillor Terry Chivers for stabbing and bleed kits to be provided in the Parish
- 16. Defibrillator:** To note that the Pathfinder Way defibrillator cabinet has now been installed and receive update on the defibrillator going live with the ambulance service.
- 17.** To consider uses for patio slabs now that they are not required by the Berryfield Village Hall Trust.
- 18. Bins:** To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers.

**Copy to: All Councillors**

## **Tree limb clearance at Kestrel Court Play Area under delegated powers:**

The parish council received a report from a resident following storm Isha that some tree limbs had come down inside of Kestrel Court Play Area (photos below). As this posed a safety risk the Clerk authorised the necessary works at a cost of £360 + VAT.





**MELKSHAM WITHOUT PARISH COUNCIL  
BOWERHILL JUBILEE SPORTS FIELD & PAVILION  
2023/24 FEES- From August 2023**

<b>Football Pitch</b>	<b>2023/24</b>
Club – per match – adult <b>with use of pavilion</b>	£66.00
Club- per match – adult <b>without use of pavilion</b>	£38.50
Club – per match – junior 9v9 pitch <b>without use of pavilion</b>	£33.00
Club – per match – junior 7v7 pitch <b>without use of pavilion</b>	£27.50
Club – per match – junior 5v5 pitch <b>without use of pavilion</b>	£22.00
Club – per match – adult with use of changing rooms for toilet and handwashing use only- Due to Covid reasons	£50.60
Blanket Booking- Future of Football FC (FoF FC)	£110 per weekend (For the use of Youth Pitches only)

<b>Hire of outside toilet and car park for training sessions</b>	<b>2023/24</b>
Under 25 people	£16.50
From 26-50 people	£22.00
Over 50 people	£33.00

<b>Training Camps for Future of Football Ltd</b>	<b>2023/24</b>
Includes use of car park, changing rooms to store bags for the day and outside toilet	£110.00 per session

Bowerhill Bomber race	£82.50
Colin Fitness (use of one changing room)	£11.00

<b>Hire of Kitchen and games room <i>*As set out by Full Council 25<sup>th</sup> July 2022 min. 140/22iv</i></b>	<b>2023/24</b>
To charge an hourly rate of £5 per hour with a minimum charge of £10 per session.	
1 hour hire	£11.00
2-hour hire	£11.00
3-hour hire	£16.50
4-hour hire	£22.00
5-hour hire	£27.50

Future of Football FC Blanket Bookings- As per Asset Management 15<sup>th</sup> February 2021- Min 328/20a- FOF to have a weekend blanket booking for matches on the youth pitches only.

Notes

1. 'Without use of Pavilion' includes access to the external toilet facilities
2. 'With use of Pavilion' includes access to the above facilities as well as 2 changing rooms and the official's area

***Recommended at Finance Committee 12<sup>th</sup> June 2023 min. 55c/23, and approved at Full Council 19<sup>th</sup> June 2023.***

**Melksham Without Parish Council, First Floor, Melksham Community Campus,  
Market Place, Melksham, SN12 6ES  
Email: [admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)**

**Officers note for Asset Management Meeting Monday 12<sup>th</sup> February 2024:**

You have already looked at the hire charges for 2023/24; however, Staverton has inquired about the costs associated with using the 11 aside goal posts for training sessions. You might remember that they had requested this previously as part of their weekend home booking, which you refused. Looking at the schedule of fees, you don't really have a cost associated with the use of the goal posts only. While we have a fee for hiring the toilet and car parking for training, which includes an element of cleaning, we don't have anything for the hire of the goals. Staverton doesn't want to hire the pavilion facilities or car park, just the goals for training.

**How much do you want to charge them for hiring the goals? Do you want to have a fee for home teams and another for ad-hoc teams?**

## **Information following further investigation on advertising hoarding:**

At the December Full Council meeting, you reviewed the request from FOF to install some advertising hoarding on the side closest to Portal Road. The FA guidance shows that the runoff distance should be 6 yards (around 5.5m); however, FOF are saying the distance between the proposed fencing and pitch is 4.5m. I have gone back to them to advise on the FA guidance, but they have disputed this as no other pitches have this distance. I have investigated this further and have contacted the Wiltshire FA, who have advised that the 5.5m distance is the distance between touchlines for pitches that are side by side of each other.

For pitches that are not next to another pitch, the recommended distance is a minimum of 2m but the Wiltshire FA has said that 3m is ideal. They advised that with things such as advertising hoarding, it is at the discretion of the council as to how much distance you feel is safe, as the information from the FA is only guidance.

You also asked us to contact our contractors to see how much room they would need between the trees and any fencing to be able to cut the grass, so we can determine how much distance is between the pitch and the proposed fencing. They have come back to say that they can strim this area, so grass cutting will not be an issue.

As a reminder they will be using the same fencing as they have around their goal post compound (photo shown below). The proposed height for the fencing is 3ft and the material being used for the advertising boards is dibond.

### **Things you need to consider if you are minded to approve this:**

- Health and Safety of this being installed on a public open space. Do you want to request details of the contractor who is going to install the fencing and ask for their public liability insurance. Should we ask them to provide a risk assessment as well?
- As the fencing and sponsorship hoarding is going to be installed on our field, do we want to ask for a share of the sponsorship to put back into the field? If so, maybe this needs to be an agreement between the parish council and organisation?



## Marianne Rossi

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**From:** [REDACTED]  
**Sent:** 13 December 2023 21:51  
**To:** Marianne Rossi  
**Cc:** Teresa Strange  
**Subject:** RE: Re: FW: Play Area Hedge

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Marianne,

A bit of Goodwill on the part of MWPC would not come amiss here. MWPC planted the hedge and should, in my opinion, be responsible for trimming all of it in a publicly accessible area. The additional time and cost from your contractor would surely be minimal if carried out at the same time that he cuts the hedge inside the play area?

Having said that, I assume that MWPC will not object to us cutting it and leaving the cut off pieces inside the play area, as English law states that they remain the property of MWPC!!!!

Regards,

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

**From:** "Marianne Rossi" <admin@melkshamwithout-pc.gov.uk>  
**To:** "[REDACTED]"  
**Cc:** "Teresa Strange" <clerk@melkshamwithout-pc.gov.uk>  
**Sent:** Wednesday, 13 Dec, 23 At 16:36  
**Subject:** RE: Re: FW: Play Area Hedge

Further to your below email, any hedge trimming required on the church field side would be the responsibility of the church, not the parish council, so our contractors will not be trimming the church side of the hedge.

With regard to the street light outside 45A Westlands Lane, just to say that it is still with the highways team for investigation. I will let you know once I have an update on this.

Best Wishes,

Marianne

Marianne Rossi

Finance and Amenities Officer

Melksham Without Parish Council

## Marianne Rossi

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**From:** [REDACTED]  
**Sent:** 01 February 2024 16:15  
**To:** Marianne Rossi  
**Cc:** Teresa Strange  
**Subject:** Re: Drinking Water fountain leak

Hi Marianne,

I will forward this to them now. Hopefully it's just a loose connection inside, and not an issue with the actual water fountain.

I'll invoice both months in February in that case, thank you.

Be in touch soon.

Kind regards,

[REDACTED]

Sent from my iPhone

On 1 Feb 2024, at 15:19, Marianne Rossi <admin@melkshamwithout-pc.gov.uk> wrote:

Hi [REDACTED]

I hope all is well with you?

A few weeks ago, Terry spotted a lot of water around the drinking water fountain but wasn't sure whether it was due to the weather or not, so he turned the supply to the fountain off. He came back to it last Thursday and turned the supply back on. He has been to the pavilion today and has discovered that there is an internal water leak. Is this something that can be looked at by the guys who installed it? I'm not sure where we stand with any type of installation warranty from them?

Also, I don't think we have received an invoice from you for your visit in January; our next pay run is at the end of February if you want to include it on your invoice for your Feb visit.

Many thanks

Best Wishes,  
Marianne

Marianne Rossi  
Finance and Amenities Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus

# Allotment Report for Asset Management Meeting

Monday 12 February 2024

## Vacant Plots:

We currently have the following vacant plots:

Berryfield: 2

Briansfield: 2

**Total vacancies: 4**

## Waiting List:

There are currently 11 people on the waiting list for the allotments.

The Allotment Warden is in the process of showing the next people on the waiting list around the vacant plots. All rent for the year has now been paid and the Allotment Warden will be undertaking his quarterly plot inspections shortly.

## Shed/ greenhouse requests

The Clerk has approved one shed request on Plot 16 Briansfield under her delegated powers since the last meeting.

## Plot Holder request for assistance with clearing rubbish from plot:

An allotment tenant has requested for some help in clearing their plot following rubbish being left by the previous tenant. The Allotment Warden has looked at it and its too much for him to remove in his car. It's not the normal procedure for the council to clear plots, plus the new tenant was shown around the allotment garden and had chosen that plot to take on.

**What would you like to do?** This request came in November time, and the Allotment Warden has checked and the rubbish is still on the plot.

## Complaint received regarding a resident of Berryfield Lane using Briansfield allotment car park for their own personal use:

We have received an anonymous complaint about someone using the Briansfield allotment car park for their own personal use (please see letter attached). The Allotment Warden has not mentioned anything following his weekly visits but I have made him aware of the complaint and have asked him to keep an eye on it. We can send round an email to all allotment holders reminding them that the car park is only for their use while tending to their plots but just wanted to make you aware.



Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES

Dear Sir,

I write with regard to parking at the Briansfield allotments off Berryfield Lane Melksham.

As part of the tenancy agreement of both Briansfield and Berryfield we are told that 'there shall be no parking on the section of Berryfield Lane leading to Boundary Farm' and that 'tenants may use the Briansfield car park **only** when tending the allotment plot. The car park gate shall remain closed after parking.'

The reason I am writing is that a resident of Berryfield Lane is now using the Brainsfield car park as his own personal car park. Over Christmas they used the car park to park a black Skoda Estate, a green Mini and a blue BMW forcing people who want to use the car park in order to tend to their allotment to park on Berryfeld Lane. This is not the first time this has happened and the blue BMW is often parked there even though the residents can walk to the allotments, they are also parking cars in the car park when they are not attending to their allotment. I am aware that they also take their dog onto the allotment on the rare occasions that they do go onto Briansfield. I believe this is in violation of the tenancy agreement.

I am not prepared to leave my name as I do not want any backlash from this tenant when I am on my allotment.

Many thanks for reading my complaint.

*Maage. 30/1/24.*

## Marianne Rossi

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**From:** [REDACTED]  
**Sent:** 28 November 2023 13:52  
**To:** Marianne Rossi  
**Subject:** Allotment 16b

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Marianne

Is there someone who can help with the clearing of the rubbish left by the previous tenant if the allotment?

We paid in September for a full year then paid again in October for this year and it seems like it was for the privilege of the previous tenants rubbish.

We have tidied up what we can and rotavated the allotment but there is no way of getting rid of the rubbish as there is no way to get close to it with a skip without other tenants using it.

I have attached photos of the items we need to dispose of - metal wood and plastic - we will not burn this as it is not environmentally friendly



## **Responses received following consultation with allotment holders on whether they would be interested in setting up an association:**

You might remember that at the last Asset Committee meeting in November, you agreed that we should send some more information out to allotment tenants about what an allotment association would involve. We understood that although information was sent out to tenants with their allotment letters, some tenants discarded it because they didn't realise what the council was asking. We sent more info out and gave tenants until the end of the year to respond. Following the second letter/ email only 5 plot holders responded, who were all on Briansfield (8 tenants had responded to the first letter). Most of the tenants who had responded to the first letter had also responded to the second correspondence sent.

This consultation was undertaken following a request from some allotment holders at Briansfield Allotments requesting that the council install additional water troughs at the allotments. We did obtain a cost estimate for this, which was around £2,000 + VAT and was based on two troughs being installed at Briansfield allotments. When we consulted the allotment tenants on whether they would be interested in setting up an association, we explained about the request for more troughs and the fact that an association would have better opportunities for obtaining grant funding. The parish council does not hold a reserve for the allotments, and under allotment law, you are unable to make a profit on the allotments, but you can invest back into them. The alternative option would be to increase the rent for the Briansfield tenants to pay for the additional troughs. There is an agenda item to review the rent for the next allotment year, but currently you do not have any surplus funds from allotment rents for the troughs. As a reminder, a few allotment tenants from Briansfield had made a request for additional troughs as they did not feel that there was adequate water provision at the allotments.

**As there doesn't appear to be much appetite from allotment tenants to form an association, would a way forward be to consult with the tenants of Bransfield on whether they wish for additional troughs?** Setting out that if they did and you agreed to go ahead with the project, the council would have to increase rents to cover the cost, as this would be classed as a request from tenants themselves. This would be a way that we could determine how many tenants would like to see more troughs.

Extracts from relevant minutes attached:

## Extract from Asset minutes 10th July 2023

**Resolved:** Agenda items 7b, 8h to be held in closed session for reason 3d (b) terms of tenders and proposals and counter proposals in negotiations for contracts.  
Agenda item 10a to be held in closed session for reason 3d (d) the early stages of any dispute.

The committee agreed to suspend standing orders for a period of public participation.

### 106/23 Public Participation:

There were two members of the public present at the meeting who were tenants at Briansfield allotments. They wished to discuss issues relating to water provision at the allotments, which was an item on the agenda to be discussed under item 9cii. The plot holder stated that he had spoken to a number of allotment tenants who shared his concerns regarding the current water supply that was available at the site. He explained that due to the climate and the fact that the weather was becoming hotter, the current provision of two water troughs, which served the whole site, was unacceptable because of the walking distance between plots. While he appreciated that the distance was not the same for all tenants, those plots that resided in the middle areas in particular had the longest distance to travel. He explained that he had to walk a distance of around 60 metres from his plots to the troughs to get water. He felt that there needed to be an additional two troughs installed at either end of Briansfield, which would make it more accessible for everyone to access water. He advised that he had knowledge of at least two allotment tenants relinquishing their plots due to the fact that they were finding it difficult to access water at the site. The other issue was that tenants did try their best to collect their own water during the year with water butts on their plots; however, because the maximum shed size allowed was only 6x4ft, this did not capture enough water for it to flow into the water butts.

The other tenant echoed what had already been explained and advised that due to the fact that there was very dry weather in May and June, this hindered the ability for tenants to collect their own water in their water butts. He explained that his plot was located near the troughs but was concerned for those tenants who were having to walk a distance from their plot to access the troughs, especially those who are less mobile. He is aware that some accidents have occurred on the site and is concerned that more may occur due to the walking distance and the number of times tenants have to go to and from the troughs.

The tenant also wished to highlight that he felt that the grass cutting needed some attention down the side of the allotments. It was clarified that, as part of the tenancy agreement, tenants have a responsibility to ensure that pathways between their plots are maintained. The parish council only contracts for grass cutting on the tracks around the allotments.

The Council reconvened and agreed to bring all allotment items under agenda item 9 forward for discussion.

was confirmed that there was no contingency, as the funds received from tenants were for water usage and maintenance; therefore, the council was unable to approve this request.

- **Allowing Allotment holders to keep compost bins down the length of the hedge row**

Members felt that compost bins would obstruct access for hedge maintenance to be undertaken. While members understood that composting took up space on plots, it was felt that it needed to be done on allotment holders' own plots as this was part of having an allotment. It was noted that there was an area near the car park that tenants had used for this in the past; however, this got abused by tenants depositing rubbish in the area. This in turn cost the council a considerable amount of money to clear the site; therefore, they are unable to allow this request for tenants to deposit materials outside of their plots.

**Recommendation:** The council respond to the tenants' requests, as discussed above.

## **ii) Request for additional water provisions at the allotments**

Members discussed the request for more water provisions at Briansfield allotments. Councillor Baines advised that when the council installed the existing water troughs at the allotments, it cost a considerable amount at that time and that was some years ago. It was noted that the supply and metre were now at the site, so the costs would only be for additional pipe work within the allotment and for new troughs. The Clerk advised that originally at Berryfield allotments there were standpipes; however, tenants were attaching hosepipes to the taps and continuously running them. This resulted in high water costs, which is why troughs were eventually installed at that site.

19.32pm Councillor Chivers briefly left the meeting.

Councillor Glover suggested that an allotment association could be formed, and the council could lease the allotments to the association on a peppercorn rent. The association would then take over the running costs of the sites and be able to action their own priorities. It was noted that some council allotments were run this way, and this was why they can get additional facilities at the site. It was noted that allotment associations are formed and run by the allotment tenants themselves; therefore, there needed to be a majority of allotment holders who wished to do this. The Clerk advised that the council had investigated this approach before with tenants; however, there didn't seem to be much interest in forming an association. This didn't mean to say that there wasn't any interest now. It was suggested that the next time the council wrote to the tenants, they could include the suggestion about forming an association to see whether there was an appetite for it. Discussions also took place as to whether the Briansfield and Berryfield allotments would be considered separately or together. The Clerk advised that Briansfield car park was used by all

tenants across both sites, so it may be difficult for one site to set up an association without the other. It was also noted that there would be better buying power if both sites combined to form an association, and they would have better access to obtaining grant funding.

19.35pm Councillor Chivers returned to the meeting.

After a robust discussion, members felt that quotations should be sought for new troughs to see if this was something that the council would be able to do. If the council were to install more troughs, this would mean that the council would have to increase the allotment rent to fund this.

**Recommendation 1:** The council obtain quotations to install an additional water trough at both ends of Briansfield allotments and bring them back to a future meeting for consideration.

**Recommendation 2:** Officers to ask tenants when they are next written to whether they would like to form an allotment association.

**d) To consider whether bonfires should be allowed at the allotments following recent call out to unattended bonfire**

Councillor Baines reported that there had been a bonfire left unattended at the allotments. Unfortunately, as officers could not determine from the information, they had received whether the bonfire was controlled, they had to attend the site. When officers attended the site, the bonfire was found to be in control and smouldering; however, it was noted that plastic was being burned, which was not appropriate. The Finance & Amenities Officer did send around an email to all allotment tenants reminding them of their responsibilities around bonfires, and the tenant did reply to apologise. It was noted that the current allotment rules allowed tenants to hold bonfires on their plot as long as they had consideration for neighbouring properties. It was confirmed that officers had not been made aware of any other incidences of unattended bonfires; therefore, members felt that this was an isolated incident that should be monitored. It was suggested that the Allotment Warden should be made aware, and perhaps when he is showing new tenants around the allotments, he could make them aware of the tenancy rules around bonfires.

Members did not wish to completely ban bonfires; however, they were concerned that they could get out of control, especially due to the dry weather over the past few years. The Clerk queried whether it may be better that in extreme cases where outside authorities have asked that people do not light bonfires, she could have delegated powers to request that tenants don't have them during that period. Members agreed that this would be the best course of action.

Councillor Glover suggested that the council ban bonfires during the summer period to reduce the risk of one becoming out of control. Members discussed this in more detail and felt that this would be a good way forward.

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

**c) To receive report from officer asset visit (1st Sept) and consider any actions required.**

The Clerk advised that the officer visit to the allotments had not yet been undertaken as planned, as officers had to attend the Berryfield Village Hall end-of-defect meeting before this evening's meeting. The Clerk explained that officers were still planning on attending the allotments to exercise the council's right to access their own land.

It was noted that members had attended the allotments on a site visit before the last asset management meeting to view their general condition.

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

At the last Asset Management meeting, members tasked officers with obtaining some quotations for new water troughs at Briansfield allotments. This was following a request from some tenants at Briansfield allotments who felt that there were not adequate water provisions at the site. Since the last meeting, officers have undertaken some investigations into this and have received one cost estimate for the work. It was noted that another contractor was approached to provide a quotation; however, they came back to say that they were unable to do so until February 2024, at the earliest, due to their work load. Councillor Baines explained that the cost estimate received was based on two water troughs being installed on the right-hand side of the allotments at the end of the first and third tracks. He had been in discussion with one allotment holder, and it was felt that one of the troughs should be moved to the left-hand end of the first track, which would make it possible to connect into the existing supply pipe to the current tanks. This would offer a better distribution of access to the water troughs for all tenants and may reduce the cost estimate slightly. The cost estimate received was around £2,000 + VAT, and it was noted that the reason why the contractor hasn't provided a detailed quote for these works is because they only provided quotations for works estimated to be over £3,000 + VAT.

Councillor Baines advised that members needed to consider how any new water troughs would be funded if the council were minded to go ahead with the works. It was noted that this was something requested by allotment holders themselves, and the council had recently consulted with tenants on whether they would be interested in setting up an association. It was considered that if an allotment association was formed, they would have much better access to obtaining grant funding for this project. Members felt that this information should be passed onto the allotment holders at Briansfield to inform them of the cost of new troughs and advise that if an association is formed, grant funding may be available. Councillor Baines advised that the alternative if tenants did not wish to form an association

was that the Briansfield allotment tenants would have to contribute through their allotment rent to fund the project.

**Recommendation:** Officers to inform the Briansfield allotment tenants that the cost for two additional water troughs was up to £3,000 + VAT, and advise them that they may be able to obtain grant funding if they were to form an allotment association. If this was not something they were interested in doing, their rent would have to be increased to fund the new troughs if the council were to go ahead with the project.

## 172/23 Grass cutting and bin emptying

### a) To consider way forward with contract options from 1st April 2024

The Clerk advised that the council's 3-year grass cutting and bin emptying contract had come to an end on the 31st March 2023. Due to the economic climate at the time, the council agreed to roll the contract over for another year (until March 2024) with a 10% increase and re-evaluate the situation before March next year. The Clerk explained that although this is only September and there are still six months left to run, it is something the council needs to think about, especially if they wish to go out to tender. The Clerk confirmed that if the council did wish to obtain costs from other contractors, they would have to go out to tender rather than obtain quotations due to the contract value. The Clerk advised that the council has previously looked at whether it's in the interest of the public for officers to spend their time showing contractors around all of the different areas in the parish if they are happy with their current contractors and the costs are in the same ballpark as before. It was felt that it was unfair to potential contractors to undertake a lot of work preparing a tender response.

Members felt that officers should obtain a quotation from their current contractor for a new contract based on the current grass cutting and bin emptying specifications. If it's at an acceptable cost, the council could continue with them, as they provided the council with a good level of service.

**Recommendation:** Officers to obtain a quotation for the grass cutting and bin emptying contract from the current contractor based on the specification currently in place. This to be brought back to a future meeting so that the council can consider a way forward.

### b) To note update on s96 licence for Roundabout Sponsorship and consider any further action if required.

The Clerk advised that the parish council has been maintaining the Western Way roundabout (known as ex Carson Tyre roundabout) for some time now. It now appears that Wiltshire Council issued two section 96 licences for the same roundabout, one to the parish council and the other to the town council. As the parish council's licence ran out in 2021, it has now been confirmed by the Wiltshire Council officer that it's no longer the responsibility of the parish. This means that the parish council is no longer required to maintain and remove the

**b) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds**

The Clerk has not approved any shed or greenhouse requests under her delegated powers since the last meeting.

**c) To consider request from allotment tenant for plot refund following notice being given that they are unable to carry on tending to the plot.**

The Finance & Amenities Officer had received some correspondence from an allotment holder who had paid their allotment rent for the new year but now feels that they are unable to tend to the plot. It was explained that they had two plots at the allotments and wished to give up one of the plots. They have requested a refund as it was only a few weeks into the allotment year. Members were reminded that it was their policy not to give anyone discounts if they relinquished their plot during the year, regardless of when the plot was given up. Similarly, if someone took on a plot during the year, they would not receive a discount and would have to pay the full year's rent regardless of when they took it on. Due to the fact that the plot holder had two plots at the allotments and, after reassessing, felt that they were unable to tend to both, this had been put on the agenda so that members could consider it as a special case. It was noted that there was a waiting list on the allotments, so there would be no issue in finding another tenant. It was felt that as this tenant had been upfront about the fact that they were unable to tend to the plot and had not left it for months for the plot to become overgrown, the refund should be granted and the plot let out to someone on the waiting list. Members wished to be clear that this was granted on the basis that there were people on the waiting list for plots. If there were vacant plots that the council was unable to let, such requests would have to be carefully considered.

**Recommendation:** The council to approve the request from the allotment tenant to refund their rent for one of their plots.

**d) To receive update on responses received from allotment tenants following request for their views on setting up an Allotment Association and consider way forward.**

It was noted that all tenants were written to with their rent renewal letters, and provided a leaflet about setting up an allotment association. So far, the council have received eight responses from tenants saying that they would be in favour of this way forward. Members were informed from an allotment holder under public participation that there may well be more interest from tenants if more information was sent out about it. The Finance & Amenities Officer had queried with members whether officers went back to the allotment tenants by email with more information on an allotment association, and could also tie in an action from the last asset management meeting to go back to the tenants of Briansfield informing them about the council's investigations into water troughs. Members felt

that this would be a suitable way forward, and they should be given until the end of the year to respond.

The Clerk suggested that more information could be given to tenants on their responsibilities, such as grass cutting, repairs and maintenance, weekly health and safety checks and showing tenants around plots.

**Recommendation:** Officers to write to all allotment tenants again providing more information to tenant on what an allotment association involves. Responses should be received from them by the end of the calendar year.

## 277/23 Berryfield Village Hall:

- a) **To consider any parish council action as a result of site visit with acoustic engineer to mitigate issue with acoustic performance at the village hall.**

The Clerk explained that the village hall was having issues around sound and its acoustic performance, and a quote had been sought by the Management Committee to solve this issue. She queried whether this was the responsibility of the Trust that had taken over the running of the hall or whether it should be something the council should be taking on to help the Trust as they had only been going for a short time and would not have built up enough reserves yet. It was noted that to comply with planning conditions, the hall was so isolated that the sound was unable to be let out. Members acknowledged that they were aware of this and that the hall was designed in a way to comply with planning conditions, but in hindsight, they wonder whether absorption should have been designed into the building.

Councillor Holt as Chair of the Trust, updated members on what the Trust had agreed at their last meeting. She explained that they had agreed to go ahead with the acoustic panelling as a project themselves and are looking to apply for the Suez Community Fund for some grant funding to pay for 50% of the project. In order for them to apply to the grant fund, they need to obtain two quotations for the works. They had received one but had contacted another contractor, who advised that in order for them to provide a quote, they would need to undertake a site survey at a cost of between £300-£500. Members agreed that the parish council should fund the site survey in order for the Trust to obtain the second quote required for them to apply for grant funding. Members wished to clarify that this request was separate from any grant funding the Trust may apply for from the parish council in the future and should not prejudice any application made.

**Recommendation:** The parish council fund the cost of the site survey required for the Berryfield Village Hall Trust to obtain a second quote in order for them to apply for grant funding towards the improvement of the village halls acoustic performance.

# **Allotment Account to inform rent charges for 2024/25- Starting from 1st October 2024**

## **Budget for 2024/25**

### **Budgeted Allotment income**

Berryfield Allotments	£1,497.00
Briansfield Allotments	£1,385.00
<b>Total Income</b>	<b>£2,882.00</b>

### **Budgeted Expenditure**

Total Expenditure	£2,191.00
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Which includes the costs for the following:

Water – Allotments  
Allotment Grass Cutting  
Repairs & Maintenance  
Allotment Warden Salary  
Pest Control

Income 2024/25	£2,882.00
Expenditure 2024/25	£2,191.00
Difference	£ 691.00

Current rental charges for the allotments:

### **Resident charge:**

5 perches (Half Plot)	£35
2.5 perches plot	£18
10 perches (Full Plot)	£70
3.75 perches	£27

### **Non Residential Charge:**

5 perches (Half Plot)	£70
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2.5 perches plot	£35
10 perches (Full Plot)	£140
3.75 perches	£ 54

We currently have 4x 2.5 perches' plots all on Briansfield  
We have 1x 3.75 perches plot which is also on Berryfield which is charged at £27 (Residential rate).

## Marianne Rossi

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**From:** Marianne Rossi  
**Sent:** 29 January 2024 14:58  
**Cc:** Teresa Strange  
**Subject:** Meeting with reps from Village Halls in the area to get to know each other/ share information

Dear Village Halls,

I hope you are all well.

One of the things we are looking to do is set up a one off meeting with a few representatives from each village hall in the area so that you all have an opportunity to meet each other in one room. This would be a good opportunity to share information and ideas with each other, as you will all have had different experiences running your halls. One of the other things that we thought may also be beneficial was to set up a WhatsApp group with you all moving forward so that you can share information, etc. in the future, which can be discussed at the meeting.

The meeting will be held at our meeting space in the Melksham Community Campus on **Thursday 22nd February at 6pm** if you would like to attend. The address is as follows:

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

There is plenty of parking in the car park and there is no need to sign in at reception. For those of you who haven't attended our meeting space before the directions are as follows: As you go through the entrance doors to the Campus you will see some stairs/ lift on your right, if you walk up those stairs or use the lift our offices will be on your right.

We do have the ability to hold a hybrid meeting if some of you are unable to attend in person but would still like to attend. If you would like to attend the meeting this way please let us know and we can arrange to send the Zoom link to you prior to the meeting.

If you are able to attend, please let me know so that we know to expect you.

Best Wishes,  
Marianne

## Marianne Rossi

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**From:** Teresa Strange  
**Sent:** 06 February 2024 11:30  
**To:** Marianne Rossi  
**Subject:** FW: Land off Spa Road Roundabout Melksham

Sorry I thought I had sent to you

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**From:** Teresa Strange  
**Sent:** 02 February 2024 09:41  
**To:** Alford, Phil <Phil.Alford@wiltshire.gov.uk>  
**Cc:** Nick.Holder@wiltshire.gov.uk  
**Subject:** RE: Land off Spa Road Roundabout Melksham

Thanks Phil

Nick and I are aware of some trees planted by a resident in Bowerhill that are on WC land, and will need moving as the resident may not have permission; at the very least thinned out.

These would be a good candidate rather than Woodland Trust whips.

On the agenda for the parish council asset management committee on 12<sup>th</sup> Feb.

Kind regards, Teresa

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**From:** Alford, Phil <[Phil.Alford@wiltshire.gov.uk](mailto:Phil.Alford@wiltshire.gov.uk)>  
**Sent:** 01 February 2024 22:19  
**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** FW: Land off Spa Road Roundabout Melksham

FYI

Cllr Phil Alford  
Melksham Without North and Shurnhold  
Cabinet Member for housing, strategic assets and asset transfers

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**From:** [REDACTED]  
**Sent:** Thursday, February 1, 2024 8:09 AM  
**To:** Alford, Phil <[Phil.Alford@wiltshire.gov.uk](mailto:Phil.Alford@wiltshire.gov.uk)>  
**Cc:** Baker, Dean <[Dean.Baker@wiltshire.gov.uk](mailto:Dean.Baker@wiltshire.gov.uk)>  
**Subject:** RE: Land off Spa Road Roundabout Melksham

Phil

In principle, it should not be a problem but we would need to tie up the details of species and exact location.

Regards

Chris

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**From:** Alford, Phil <[Phil.Alford@wiltshire.gov.uk](mailto:Phil.Alford@wiltshire.gov.uk)>  
**Sent:** Wednesday, January 31, 2024 10:21 PM

To: [REDACTED]

Subject: Land off Spa Road Roundabout Melksham

Hi Chris,

I was just wondering if there were any plans to replant the copse between the roundabout and The Spa (SN12 6QL). It has been heavily cut back due to Ash dieback but also the recent works by BT and Wessex Water for the new roundabout.

If there are no plans to do this can the parish council make some trees available to have it replanted when the works there are complete. Presumably they would need to be sensible species and not too close to the road but they would also need to be able to screen the roundabout for the residents. It would also help block out the sound of the traffic.

Thanks,

Phil

Cllr Phil Alford  
Melksham Without North and Shurnhold  
Cabinet Member for housing, strategic assets and asset transfers

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## **Bins replaced under Clerks delegated powers since the last Asset meeting**

As per the Full Council meeting on 14<sup>th</sup> December 2020 the Clerk was given delegated powers to replace damaged or missing Wiltshire Council bins as long as Wiltshire Council continue to empty them. It was agreed that the Clerk would report back any bins that had been replaced under her delegated powers at the next Asset Management meeting. Below is the list of bins that have been replaced in this financial year:

There has been a request from a resident of Westlands Lane, Beanacre, for a bin to be installed in the layby near the substation which was discussed at the last Asset Management meeting. This is because this area accumulates a large amount of rubbish. As per the parish council's policy, we only replace bins so that the bin emptying will be on Wiltshire Council's schedule as they will not empty any additional bins. It has previously been highlighted that there were two bins next to each other opposite Tesco's in Bowerhill, and it has been agreed by Wiltshire Council that the smaller dog bin there will be taken away by them. They have agreed that we can replace this with a bigger bin and install it at Westlands Lane, which will be emptied on their schedule. The bin has been ordered and delivered to the contractors; we are just waiting for it to be installed.