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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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

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

Monday 3rd July 2023

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

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 10th July 2023 at 7.00pm at Sports Pavilion, Westinghouse Way, Bowerhill, SN12 6TL** to consider the agenda below.

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



Serving rural communities around Melksham

AGENDA

1. Welcome, Housekeeping and Apologies

2. To appoint Chairman & Vice Chair of Asset Management Committee for 2023/24

3. To receive Declarations of Interest

4. 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 (**Agenda Item 7b, 8h & 10a**) where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

5. Public Participation

6. Council Assets:

- a) To consider Report on condition of Council assets, and recommend future action
- b) To note update on burnt benches at BRAG Picnic Area and consider way forward
- c) To note software changes made to the SID (SID dropped off to the manufacturer 28th June)

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

- a) To review latest quarterly play area inspection report and consider any actions required
- b) To approve quotations for play area and MUGA safety surfacing cleaning and consider whether Whitworth Play Area should be included bearing in mind advice about surfacing.
- c) To consider draft and recommend for approval the land transfer of Davey Play Area (if received)
- d) To consider adopting a Memorial Street Furniture Policy

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

- a) To note pitch layout for new season and update on current bookings
- b) To note contractors undertook verti-draining on the field for the same cost as spiking and approve to vire the budget under the rates heading to sports field spiking
- c) To approve quotation to fertilise the pitches during the season
- d) To approve agreement for storage container to be located in the pavilion car park
- e) To note current issues with water tank and consider any actions
- f) To note current legislation regarding dogs on playing fields
<https://www.fieldsintrust.org/knowledge-base/dogs>
- g) To note budget costing for outdoor gym equipment and agree basis for obtaining grant funding and community consultation
- h) To note current issues with waste collections and consider future action

9. 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 the following correspondence received from allotment tenants:
 - I. Suggestions on various improvements that could be made at the allotments
 - II. Request for additional water provisions at the allotments
- d) To consider whether bonfires should be allowed at the allotments following recent call out to unattended bonfire
- e) To note information following officer training on legionella and approve quotation to test the water troughs once a year

10. Trees

- a) To review tree inspection report and approve quotations for required works
- b) To consider way forward for tree growing into play area fence at Shaw Play Area
- c) To note response from T W Landscapes with regard to planting of the Jubilee Trees

11. Village Halls:

- a) Shaw Village Hall and Playing Field: To note current situation with lease and consider any requests for the new lease following meeting with Shaw Management Committee
- b) To note upcoming new legislation 'Martyns Law'
<https://www.gov.uk/government/news/martyns-law-to-ensure-stronger-protections-against-terrorism-in-public-places>

12. Office Equipment:

- a) **Photocopier:** To note advice from photocopying engineer regarding replacement repair parts and consider way forward
- b) To consider purchasing microwave for office kitchen area

13. Approved contractors and suppliers: To consider current list of approved contractors and suppliers

14. Bins:

- a) To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers
- b) To consider bin request for Semington Road

Copy to: All Councillors

Asset Condition rating

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	Supplier	Location	Area	COMMENTS 2023/24
CHAIN OF OFFICE/CHAIRMAN'S BOARD	CIVIC REGALIA	12	N	Chain of office		Melksham Campus Offices	o	Good - Needs new Box
CHAIN OF OFFICE/CHAIRMAN'S BOARD	CIVIC REGALIA	13	N	Chairmans Board		Melksham Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	14	N	Stairlift		Crown Chambers	o	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	15	N	Wheel chair for use in office		DONATED	o	Donated to charity shop as per asset management minutes 6th June 22 min 62/22
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	16	N	10 plastic chairs		Bowerhill Sports Pavilion	o	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	23	N	1 large meeting table		Melksham Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	24	N	2 filing cupboards (not locable)		Bowerhill Sports Pavilion kit room	BH	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	25	N	3x Near Crisis board 1x Near TV Screen 3 filing cabinets		Melksham Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	26	N	25 meeting chairs		Crown Chambers	o	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	27	N	3 computers		Bowerhill Sports Pavilion Office	o	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	28	N	1 x acer extensa computer & monitor		Bowerhill Sports Pavilion Office	o	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	29	N	3x 24" Monitors and 2 DVI Monitor leads		Melksham Campus Office	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	30	N	1X 24" Monitor		Melksham Campus Office	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	31	N	4 desks		Crown Chambers	o	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	32	N	Check & Review official 4 office chairs (Now 2)		Melksham Campus Office	o	Satisfactory
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	33	N	4 9 filing drawers		Melksham Campus Office	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	34	N	Colour printer		Crown Chambers	o	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	35	N	Disabled toilet facilities & sink		Crown Chambers	o	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	36	N	Laminator		Crown Chambers	o	

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Supplier	Location	Area	COMMENTS 2023/24
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	37	N	<i>CCTV viewing</i> Large screen for viewing plans etc		Bowerhill Sports Pavilion games room	BH	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	38	N	Mobile phone		Melksham Campus Offices	O	Good - Not really used just here so that the out of office calls can be directed to officers
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	39	N	4 Ipecs telephones (Have been replaced with new handsets but have not disposed of items so still on asset register)		Melksham Campus Offices	O	Not in use have been replaced by new phones - currently located in office
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	40	N	Photocopier Canon IR2870		Crown Chambers	O	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	41	N	Photocopier Canon IRC3580NE		Melksham Campus Meeting Room	O	Satisfactory - Seems to be working ok but is increasingly difficult to obtain parts for it so will need to look at replacements shortly
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	42	N	Postal scales		Crown Chambers	O	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	43	N	Refrigerator		Crown Chambers	O	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	44	N	Telephone System		Crown Chambers	O	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	45	N	Vacuum Cleaner		Bowerhill Sports Pavilion	BH	Has been disposed of by Bessfield Waste hall due to attachment failing apart.
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE	46	N	Water heater - Aquanus A73 Santon Oversink		Crown Chambers	O	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	47	N	Stationery		Melksham Campus Meeting Room	O	Good
STREET FURNITURE	STREET FURNITURE	147	N	Entrance sign to Office		Bowerhill Sports Pavilion	BH	Not in use located in Pavilion Switch room
STREET FURNITURE	STREET FURNITURE	148	N	External Office Sign		Bowerhill Sports Pavilion	BH	Needs to be removed from door at Pavilion as no longer our office
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	200	N	Video door entry system and control Kit		Bowerhill Sports Pavilion Office	BH	Good - Was installed for office use but left at Pavilion for wires.
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	201	N	HP 250 G6 Intel Core i5 Laptop		Melksham Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	202	N	Office Desks x 4no		Melksham Campus Offices	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	203	N	Office Desk Cable trays x 4no		Melksham Campus Offices	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	204	N	Office Desk Privacy Wave Screens 1600mm x 2no		Bowerhill Sports Pavilion	BH	In storage at Pavilion - Not in use as using Perspex Screens in office
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	205	N	Office Desk Privacy Wave Screens 800mm x 2no		Bowerhill Sports Pavilion	O	As per above under asset 204.

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Supplier	Location	Area	COMMENTS 2023/24
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	206	N	Whiteboard 1200mm x 1800mm		Bowerhill Sports Pavilion Office	BH	Good - left at Pavilion
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	207	N	Whiteboard 1200mm x 900mm		Bowerhill Sports Pavilion Office	BH	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	208	N	Whiteboard 600mm x 900mm		Bowerhill Sports Pavilion Office	BH	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	210	N	Laptop backpack		Melksham Campus offices		Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	211	N	3 no 8 way 2m surge tower extension sockets		Bowerhill Sports Pavilion Office	BH	
OUTSIDE EQUIPMENT	STREET FURNITURE	222	N	1no. Office sign A4		Bowerhill Sports Field	BH	- Need to have 93 of Pavilion door as no longer office
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	229	N	Folding Sack Truck (for meetings)		Bowerhill Sports Pavilion Office	BH	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	231	N	Lenova Intel Core i5 Desktop PC		Bowerhill Sports Pavilion Office		
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	233	N	Laminator		Melksham Campus Meeting Room		Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	235	N	1X 17" Fujitsu Siemens Monitor				
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	236	N	1X 15" Dell Monitor				
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	237	N	16 x black stackable visitor chairs		Melksham Campus meeting room		Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	239	N	Postal scales		Melksham Campus Meeting Room		Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	244	N	Fly 3 Mesh back stackable chairs x16	Officeright	Melksham Campus Meeting Room		Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	245	N	Orthopaedica Chair- ^{Spice} _{desk} Office desk	Officeright	Melksham Campus offices		Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	246	N	A Boards x4	Officeright	Bowerhill Sports Pavilion Office		Good - Currently in office following Neighbourhood Plan event.
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	247	N	4X Chairs (with arms for visitors)	Officeright	Melksham Campus Meeting Room		Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	248	N	Orthopaedica Chair- Finance desk	Officeright	Melksham Campus office		Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	262	N	Card Reader	IZETTLE	Melksham Campus office		Not in use
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	263	N	Tablet	Amazon- Lenovo Tab E7	Melksham Campus office		Good

Category	Insurance category	Item Number	Asbestos ? Y/N	Item	Supplier	Location	Area	COMMENTS 2023/24
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	279	N	Perspex screen 700x1600mm	Office right- for office desks (Landscape side)	Melksham Community Campus Office	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	283	N	Perspex screen 700x787mm with bracket	Office Right- for office desks (portrait side)	Melksham Campus offices	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	324	N	Jabra PanaCast 50 Video conference bar and remote controller	Best4Systems	Melksham Community Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	325	N	TV Screen 75inch	John Lewis- Samsung (UE75AU7100) (2021) HDR 4K Ultra HD Smart TV 75 inch with TVPlus Black	Melksham Community Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	326	N	TV Screen 75inch	John Lewis- Samsung (UE75AU7100) (2021) HDR 4K Ultra HD Smart TV 75 inch with TVPlus Black	Melksham Community Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	327	N	Dishwasher	John Lewis- Beko (DVN04X20W) Freestanding (White)	Melksham Community Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	328	N	Under Counter Fridge	John Lewis- Bosch serie 2 (KTL15NWFAG) under counter with ice box (White)	Melksham Community Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	329	N	Video Doorbell Intercom	Ubiquiti UVC-G4-Doorbell UNFI Protect WiFi 5 Video Doorbell- 5MP Camera, night vision & audio	Melksham Community Campus Outside Lobby	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	330	N	Office phone- Parish Officer desk	Best4Systems- Yealink MP54 IP Phone Team edition	Melksham Community Campus Office	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	331	N	Office phone- Clerk desk	Best4Systems- Yealink MP54 IP Phone Team edition	Melksham Community Campus Office	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	332	N	Office phone- Finance & Amenities Officer desk	Best4Systems- Yealink MP54 IP Phone Team edition	Melksham Community Campus Office	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	333	N	Office phone-Meeting room	Best4Systems- Yealink MP54 IP Phone Team edition	Melksham Community Campus Meeting Room	o	Has not been set up yet
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	337	N	Filing Cabinet- x1	Office Right- Bisley 5 Drawer- Silver	Melksham Community Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	338	N	UniFi UDM Pro (Router)	Custodes Ltd	Melksham Community Campus Meeting Room- Comms room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	339	N	Unifi 16W PoE Switch	Custodes Ltd	Melksham Community Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	340	N	Unifi Access Points x2	Custodes Ltd	Melksham Community Campus Meeting Room- Comms room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	341	N	Unifi G4 Dome (CCTV Camera)	Custodes Ltd	Melksham Community Campus Meeting Room	o	Good

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Supplier	Location	Area	COMMENTS 2023/24
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	342	N	Dell Micro 3000 PC	Custodes Ltd	Melksham Community Campus Meeting Room- Behind TV on the wall (TV on left hand side as you walk into the room)	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	345	N	4x Whiteboards 900x1200mm	Office Right- Cathedral Magnetic Aluminium Frame	Campus Office	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	347	N	1X Magnetic drywipe board	Office Right	Melksham Community Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	350	N	Whiteboard 1200x900mm	Office Right	Melksham Community Campus Office	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	351	N	Nobo Essence Whiteboard 900x600mm	Office Right	Melksham Community Campus Office	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	352	N	4x Pop up 4 way power & Data pods for meeting table	Office Right	Melksham Community Meeting room	o	Good

At JH Jones Yard - Not Yet Installed

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Supplier	Location	Area	COMMENTS 2023/24
STREET FURNITURE	STREET FURNITURE	292	N	Springback picnic table	TDP- 1.5m in brown	Hornchurch Road public open space	AT JH Jones	
STREET FURNITURE	STREET FURNITURE	293	N	Springback picnic table	TDP- 1.5m in brown	Hornchurch Road public open space	AT JH Jones	
STREET FURNITURE	STREET FURNITURE	354	N	Bench 1 from Wiltshire Council for Wildflower areas			AT JH Jones	
STREET FURNITURE	STREET FURNITURE	355	N	Bench 2 from Wiltshire Council for Wildflower areas			AT JH Jones	

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Supplier	Location	Area	COMMENTS 2023/24
OUTSIDE EQUIPMENT	STREET FURNITURE	56	N	Speed Indicator Device		Moves every 14 days to a new scheduled location	V	Old town Council SID
OUTSIDE EQUIPMENT	STREET FURNITURE	221	N	8no. Equipment Warning sign A3		Parish	V	
OUTSIDE EQUIPMENT	MOWERS & MACHINERY	230	N	Spear & Jackson Mini Bypass Lopper		ROW Volunteer Home Address	V	
OUTSIDE EQUIPMENT	MOWERS & MACHINERY	238	N	Spear & Jackson Garden Pruning Saw		ROW Volunteer Home Address	V	
OUTSIDE EQUIPMENT	STREET FURNITURE	310	N	Speed Indicator device including a spare set of batteries	Solagen Model: SAS300 Mobile SID with slow down	Various locations around Parish- Moved every 14 days	V	Good
OUTSIDE EQUIPMENT	STREET FURNITURE	334	N	Speed Indicator Device	Elan City- Evolis Radar Speed Sign with 4x batteries. (Serial number S-00-418-401#22/17-0103)	Various locations around Parish- Moved every 14 days	V	Good

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Supplier	Location	Area	COMMENTS 2023/24
		190		- Number omitted in ERROR				
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	240	N	Finlux 55" TV screen	Ebuyer	ITEMS DONATED TO BERRYFIELD VILLAGE HALL		Donated to Berryfield Village Hall Trust as per office relocation minutes 13th June 2022 item 9 and approved by Full Council 20th June 2022 (min. 87/22b)
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	241	N	Invision Large TV Screen Stand	Amazon	ITEMS DONATED TO BERRYFIELD VILLAGE HALL		Donated to Berryfield Village Hall Trust as per office relocation minutes 13th June 2022 item 9 and approved by Full Council 20th June 2022 (min. 87/22b)
OUTSIDE EQUIPMENT	STREET FURNITURE	271	N	Speed Indicator device including a spare set of batteries	Solagen Model: SAS300 Mobile SID with slow down	Various locations around Parish and Athwath	Moved every 14 days	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	272	N	Laptop	Lenovo V15 AMD Ryzen 5- Serial Number: PF2ASLR9	Councillor Alan Baines house		
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	273	N	Laptop	Lenovo V15 AMD Ryzen 5- Serial Number: PF2ASLR10	Councillor David Pafford house		
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	274	N	Laptop	Lenovo V15 AMD Ryzen 5- Serial Number:	Councillor Robert Shea Simonds house		
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	275	N	Laptop	Lenovo V15 AMD Ryzen 5- Serial Number:	Councillor John Glovers House (Was originally at Cllr Coombes house but has now been wiped down and taken to Cllr Glover)		
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	276	N	Laptop	Lenovo V15 AMD Ryzen 5- Serial Number:	Clerks Laptop & docking station		
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	277	N	Laptop	Lenovo V15 AMD Ryzen 5- Serial Number:	Parish Officer Laptop & docking station		
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	278	N	Laptop	Lenovo V15 AMD Ryzen 5- Serial Number: PF29BVEB	Finance & Amenities Officer Laptop & docking station		
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	298	N	7x folding meeting tables - 1830x 685mm & 700mm high in Oak @ £108.26 each	GOPAK	DONATED TO BERRYFIELD VILLAGE HALL		Donated to Berryfield Hall.
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	299	N	Laptop	Lenovo V15 AMD Ryzen 5 Laptop- Serial Number: PF2GBV2A	Councillor Terry Chivers House		
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	300	N	Laptop	Lenovo V15 AMD Ryzen 5 Laptop- Serial Number: PF2GBDRQ	Councillor Richard Wood House		
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	301	N	Laptop	Lenovo V15 AMD Ryzen 5 Laptop- Serial Number: PF2GBN57	Councillor Shona Holt House		
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	302	297	Laptop	Lenovo V15 AMD Ryzen 5 Laptop- Serial Number: PF2GC1HF	Handed back to the office by Councillor Mary Pile - 25.10.22 and re- issued to Councillor Peter Richardson		
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	306	N	Laptop	Lenovo V15 Intel Core i5 Laptop- Serial Number	Councillor Andy Russell house		
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	307	N	Laptop	Lenovo V15 Intel Core i5 Laptop- Serial Number	Councillor John Doel House		
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	308	N	Laptop	Lenovo V15 Intel Core i5 Laptop- Serial Number	Councillor Rob Hoyle House		

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Supplier	Location	Area	COMMENTS 2023/24
OUTSIDE EQUIPMENT	OUTSIDE EQUIPMENT	1	N	Water troughs		Berryfield & Briansfield Allotments	A	Berryfield troughs okay Briansfield troughs okay, one gate side has dropped one end <u>Satisfactory</u>
OUTSIDE EQUIPMENT	OUTSIDE EQUIPMENT	2	N	Notice Boards		2 @ Briansfield, 1 @ Berryfield	A	All seem secure, no movement. May need wood presave soon. <u>Satisfactory</u>
FENCING/GATES	FENCING/GATES	7	N	Briansfield Gate and fence		Briansfield Allotments	A	Both gates have dropped but are <u>Satisfactory</u>
OUTSIDE EQUIPMENT	STREET FURNITURE	223	N	2no. No Dog Fouling sign A4		Allotments	A	<u>Good</u>
MACHINERY/TOOLS	MOWERS & MACHINERY	226	N	Petrol Strimmer		Allotment Shed	A	Not used this year. <u>Satisfactory</u> May need servicing.
MACHINERY/TOOLS	MOWERS & MACHINERY	227	N	Petrol Leaf Blower		Allotment Shed	A	Still wrapped in but <u>Good</u>
MACHINERY/TOOLS	MOWERS & MACHINERY	228	N	Full Face Shield		Allotment Warden's Home Address	A	<u>Good cond</u>
OUTSIDE EQUIPMENT	OUTSIDE EQUIPMENT	270	N	Shed	Cleveland Sitesafe- Apex Toolsafe 128- 12'x8' or 3.66mx2.46m Height 2.34m or 7'	Briansfield Allotments car park	A	<u>Good.</u>
STREET FURNITURE	STREET FURNITURE	357	N	Noticeboard posts	Arian Design	In Allotment shed	A	Can't see any square Noticeboard posts in shed. Only 4 round post which I believe were left over from apple trees.

Also new hedge trimmer as follows:-

Outside Eqpt | Outside Eqpt. | > | N | Cordless Hedge trimmer | ARGO McCreyn | Allotment Warden's Home | A? | Good

Also thought fences used to be on here.

If they are, can't see near fencing. Fence seems good and post seem fine. Satisfactory
Good

Also there is now an old Vesta Petrol lawn Mower in shed looks scrap.

Marianne Rossi

From: [REDACTED]
Sent: 29 June 2023 17:05
To: Marianne Rossi
Subject: Re: Cleaning

Hi Marianne

To be honest not sure that the vax would be much use.. a standard Henry hoover is as good as any. The floors are so hard waring that to get a proper washer would be a massive expense. So a Henry hoover to pick up the bits and a good ole jet wash to deep clean is probably the best cost effective solution.

Many thanks

Jen

Sent from my iPhone

> On 29 Jun 2023, at 09:35, Marianne Rossi <admin@melkshamwithout-pc.gov.uk> wrote:
> Thanks Jen, I have just checked with Berryfield Village Hall because I think we left it there and they have disposed of it because the attachment was falling apart. There is a Vax type carpet washer that they have offered us, would this be any good for the pavilion? If not we could purchase something new if there is anything that you think would be suitable for the pavilion?
>
> Best Wishes,
> Marianne
>
>
>
>
> Marianne Rossi
> Finance and Amenities Officer
> Melksham Without Parish Council
> First Floor
> Melksham Community Campus
> Market Place
> Melksham
> Wiltshire
> 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
> On twitter: @melkshamwithout
> On Instagram: melkshamwithoutpc
>
>
>
> This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk

Henry Bagged Corded Cylinder Vacuum Cleaner - Red



The hoover has been disposed off due to it coming to the end of its life, therefore as per the email (attached) from Jen the cleaner she had advised that Henry the hoover would be a good fit for the pavilion to replace the old one that has been disposed. I have had a look around and there is one on special offer in Argos for £130.

<https://www.argos.co.uk/product/8086071?clickPR=plp:1:14>

Marianne Rossi

From: [REDACTED]
Sent: 05 June 2023 17:15
To: Marianne Rossi
Cc: Teresa Strange
Subject: Re: BRAG Benches at Picnic Area- Damage

Ignore my last mail. I didn't see the pictures.
Yes we are aware of the stupid people who don't understand (or care) that heat conducts...
I have a plan on how to solve the issue.
Actually, if you have any contacts who can get paving slabs and mesh (something similar to over shelves) then that would be very helpful.
Thanks.
M

From: [REDACTED]
Sent: 05 June 2023 17:10
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Re: BRAG Benches at Picnic Area- Damage

Hi,
Do you mean the surfaces? Heat damage from disposable BBQ?
M

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 05 June 2023 16:14
To: [REDACTED]
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: BRAG Benches at Picnic Area- Damage

CAUTION: This is an external email. Please be very careful when clicking links or opening attachments.
See the URL nok.it/ext for additional information.

Hi Mark,

Our Caretaker has been down to the picnic area this afternoon and has found that most of the benches have been damaged, are BRAG aware of this? Does it need to be reported to the police?

Best Wishes,
Marianne

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

Damaged benches at BRAG Picnic Area



Damaged benches at BRAG Picnic Area



Damaged benches at BRAG Picnic Area



Damaged benches at BRAG Picnic Area



June 2023 quarterly play area inspection photos

Beanacre Play Area-

Berryfield Play Area-

Bowerhill Sports Field-

Hornchurch Road Play Area-

Kestrel Court Play Area-

Shaw Play Area-

Whitworth Play Area-

Davey Play Area- Not yet adopted by MWPC-

To access the photos for the above play areas, please follow the below link to the folder:

[Photos](#)

Berryfields				Date	16.06.23
Equipment	Risk Level			Inspector Name	B neate
	Low	Medium	High	Comments	
Fence	x			minor damage. overgrown vegetation	
Gates	x			temporary bumpstop fitted. paint flaking. finger trap. missing curb edge at entrance	
Furniture					
Bins					
Signs					
Surface					
Hanging Basket Posts	x			soil erosion. paint flaking.	
Teenage Shelter	x			moss and algae. caps missing. paint flaking.	
Free Standing Slide	x			paint flaking. minor soil erosion. moderate corrosion which has created holes in the structure.	
Spring See-Saw	x			wet pour shrinkage. soil erosion.	
Cone Climber	x			soil erosion. wet pour shrinkage.	
1 Bay 2 Seat (Cradle)	x			paint flaking	
1 Bay 2 Seat (Flat)	x			paint flaking. minor soil erosion around the surface. weed growth in safety surfacing.	
Additional Comments					
Signature				Contract Manager Signature	

Bowerhill sports field				Date	16.06.23
Equipment	Risk Level			Inspector Name	B neate
	Low	Medium	High	Comments	
Fence		x		moderate damage to fence	
Gates					
Furniture					
Bins					
Signs					
Surface					
Multi Use Games Area (MUGA)	x			soil erosion around the edge	
Additional Comments					
Signature				Contract Manager Signature	

Hornchurch Way				Date	19.06.23
Equipment	Risk Level			Inspector Name	G dougherty
	Low	Medium	High	Comments	
Fence					
Gates	x			fast closing. paint flaking	
Furniture	x			paint flaking	
Bins					
Signs					
Surface	x			some splits in the safety surfacing. weeds growing around the surface	
Multi Play (Junior)	x			some wear on the ropes. bolt missing	
Multi Play (Toddler)	x			damage to the spy hole	
Goalmouth and Basketball Post					
Rocking Duck					
See Saw		x		dampener has failed	
Roundabout					
2 Bay (2 Flat, 2 Cradle)					
Additional Comments					
Signature				Contract Manager Signature	

Kestrel Court				Date	19.06.23
Equipment	Risk Level			Inspector Name	G dougherty
	Low	Medium	High	Comments	
Fence					
Gates	x			paint flaking.	
Furniture					
Bins	x			sharp metal fixings exposed	
Signs					
Surface	x			a number of holes have been excavated inside the play area	
Multi Play (Junior)	x			trip hazards at the edging. moderate corrosion on the underside of the platforms. concrete footings exposed beside the platforms	
Goal End	x			trip hazards around the edging. paint flaking. cap missing	
See Saw	x			fixings loose	
Spring Whale	x			clamps are beginning to loosen	
Roundabout	x			slight wobble on the bearing. moss and algae	
1 Bay 2 Seat (Cradle)		x		the bolts on the underside are very corroded. concrete edges exposed	
1 Bay 2 Seat (Flat)	x			Minor chain wear	
Additional Comments					
tree canopy hanging too low less than 2.5meters					
Signature		Contract Manager Signature			

Shaw			Date	19.06.23
Equipment	Risk Level			Inspector Name
	Low	Medium	High	G dougherty
				Comments
Fence	x			vegetation growing through the fence.
Gates	x			rubber bumpstop missing. paint flaking.
Furniture	x			trip hazard on the bench base.
Bins				
Signs				
Surfaces	x			cracks opening in the ground.
Multi Play (Junior)	x			caps broken or missing. moderate corrosion beneath the platforms.
Multi Play (Senior)	x			weeds growing in the safety surface. minor corrosion beneath slide and other steel surfaces. paint flaking. air cracks in the timber
Spinning cone Climber and basket swing	x			compacted matting
Basket Ball Goal	x			nets damaged. gaps opening around the edges.
Spring Aeroplane	x			clamps loose beneath safety surface. caps missing.
Spinner Bowl	x			moss and algae present.
1 Bay 2 Seat (Cradle)	x			paint flaking and corrosion present. plastic wrapping on the chains perished. weed growth in the surface.
1 Bay 2 Seat (Flat)	x			weed growth in the safety surface. paint flaking. bushes severely worn
Additional Comments				
Signature			Contract Manager Signature	

Beanacre				Date	19.06.23
Equipment	Risk Level			Inspector Name	G dougherty
	Low	Medium	High	Comments	
Fence					
Gates	x			fast closing. paint flaking	
Furniture	x			benches can be lifted on opposing corners creating finger traps	
Bins					
Signs					
Surfaces	x			moss and algae	
adventure trail	x			Minor fraying of the ropes. splits in the safety surface and edges.	
bridge crossings	x			air cracks in the timber. splits in the surface and edges	
maintenance gate	x			lock missing	
swings inclusive and cradle	x			air cracks in the timber. splits in the surface and edges	
mutiplay junior	x			securings missing or corroded	
cone climber	x			slight damage to the safety surface	
swings flat	x			Minor trip hazards around the edges	
Additional Comments					

smeaton way				Date	16.06.23
Equipment	Risk Level			Inspector Name	B neate
	Low	Medium	High	Comments	
Fence	x			thistles growing through the fence	
Gate pedestrian					
benches					
Bins					
Signs	x			more permanent emergency information signs should be fitted	
Surface	x			the path edge has trip hazards and loose rocks all along one side and seems to be crumbling	
cone climber	x			cap missing. bolts protruding the wrong direction.	
spring seesaw					
cradle swings					
flat swings					
roundabout	x			notches in base of roundabout may cause injury to unprotected feet	
gate maintenance	x			drop bolt hole has been filled with tarmac and unable to be locked	
picnic benches	x			the surface beneath the beaches is breaking up	
teenage shelter					
Additional Comments					
Signature				Contract Manager Signature	

Davey play area- PLEASE NOTE- This Play Area hasn't been adopted by the parish council yet				Date	16.06.23
Equipment	Risk Level			Inspector Name	B neate
	Low	Medium	High	Comments	
Fence					
Gate pedestrian	x			trip hazard	
Furniture	x			bench seat slightly warped	
Bins					
Signs	x			sign damaged	
Surface					
gate maintenance	x			drop bolt not seating correctly	
agility course					
basket swing	x			chains hung incorrectly. caps missing	
4 way springer					
rocking horse					
roundabout	x			notches in base that may cause injury to unprotected feet	
talk tubes					
multi play					
Additional Comments					
Signature		Contract Manager Signature			

Officer note- Memorial Street Furniture Policy

We have recently had a request from a resident via BRAG regarding donating some money for a memorial bench to be installed at the BRAG picnic area. BRAG has agreed a suitable location with the family at the picnic area, and to ensure that the new bench is kept the same as our style of bench, we have agreed to order the bench and arrange for its installation once we have received the funds. In order to ensure that it is regularly checked, etc we have told the family that once it is installed, the bench will become a parish council asset and therefore be put on the asset register. However, we don't have a policy that says this, and although we don't get many requests for this type of thing, there isn't anything in place for when this is requested. For example, what happens when the bench comes to the end of its life, gets damaged, etc. Melksham Town Council has a policy on this type of thing (enclosed), and we wondered whether we should adopt something similar for these types of requests? I have also found a policy from Wroughton Parish Council for comparison.



Melksham Town Council

Memorial Bench and Donations Policy

1. Sponsorship of Commemorative/Memorial Benches Policy

1.1 To add to the quality of Town Council parks and open spaces, seating is provided to allow visitors to enjoy the environment and the outdoor space. The Town Council believes that seating is an essential element of the out-door offer and something that all well-maintained and managed parks should accommodate. Seating encourages parents to bring children to parks and watch them play in comfort, seating also offers the less able and older people a welcome rest.

1.2 The Town Council offers opportunities which enable members of the community to sponsor benches (at approved locations) in memory of a loved one. It is envisaged that donated memorial benches will be placed in the town's parks and open spaces and other agreed (in advance) locations.

1.3 Applications for benches in locations other than on the council's approved list will be considered and if they meet the requirements of Highways and Town Council terms, approval may be granted.

2. Principles

2.1 Through this policy the Council will try to ensure that donations and sponsorship at such facilities are appropriate, regulated, and managed. This policy will be reviewed periodically and will be made available to the public and to all applicants for bench donations.

2.2 The Council will ensure a clear, measurable, and sympathetic approach to the provision and management of bench donations and will take into account the sometimes, contrasting needs of a variety of users.

2.3 The policy will also seek to ensure that donated benches have a common appearance, style and size which are appropriate for their location and will not cause offence to others.

2.4 The Town Council will not permit third parties to provide their own benches for installation.

3. Locations

3.1 Donated Benches

Suitable locations within the town where people are likely to make good use of the bench will be considered. Whilst the council will consider any reasonable requests for placing a donated bench we ask prospective donors to be mindful of requesting locations that are accessible and where it can be demonstrated that the bench will be used. Likewise, the council will have to be mindful that to maximise the lifespan of the bench, locations with high levels of vandalism and that offer poor access for maintenance may not be suitable.

Once a bench is erected in a public area, it becomes available for anyone to use.

The Town Council has a number of attractive places for memorial benches to be situated, including:

- St Michaels Closed Churchyard
- King George V Park
- All parks and open spaces (under Town Council control)

(locations to be identified)

3.2 Existing Benches

The council recognises that in some areas of the town that have a special significance for the donor/person being remembered there may already be a sufficient supply of seating. In this instance, the council may be able to offer the opportunity to replace an existing bench that is coming towards needing to be replaced OR allow the donor to adopt an existing bench for the placement of a suitable plaque with the council being able to use their donation to supply a bench in another area of the town where the council feels it would benefit the community.

(locations to be identified)

4. Conditions of Scheme

4.1 The Town Council will arrange for the choice, specification and procurement of the bench, its installation and suitable memorial plaque.

4.2 The cost of a memorial bench is £1,000 which includes installation, regular maintenance, a brass plaque (with an approved inscription) 12.5 cm x 5 cm, naming the loved one to be remembered. Purchase of a memorial/commemorative bench will be for the expected life period of the bench only, after which time it will be removed.

4.3 Once a donated bench has been installed, it becomes the Town Council's property. When the bench has reached the point of needing to be replaced as it is no longer economically repairable, the council will attempt to contact the donor and offer them the opportunity to replace the memorial bench at whatever the current cost at that time is. If they choose not to replace the bench the donor accepts that any replacement bench will not continue to display their plaque and may be sponsored by someone else and have a different plaque displayed.

4.4 It will be the responsibility of the donor to notify the Council if their address or contact details change.

4.5 Memorial/commemorative benches may not be used for advertising or commercial purposes.

4.6 Benches dedicated in memory of someone will require the agreement of the next of kin, personal representative and/or executor.

4.7 The inscribed plaque will be sourced and installed by the Town Council.

4.8 Plaques may contain the name of the person and date of birth and death and must be approved by the Town Clerk. Any additional personal inscriptions/dedications must also be approved by the Town Clerk, but such requests would not usually be declined. Where the Clerk recommends a request is rejected, the donor may appeal and request that the matter is considered by the council or any committee of the council that such responsibilities have been delegated to.

4.9 Dedications and donated benches will only be available to remember deceased people (not pets)

4.10 Donated benches become the property of the Town Council and will be included in the council's standard insurance cover. However, the Town Council reserves the right to remove any bench which in its opinion is damaged or beyond economic repair, where it's replacement or repair is not possible through the council's insurance. In this event, the council would follow the procedure set out in 4.3.

4.12 The Town Council's open spaces are there for the enjoyment of everyone and as such are not considered to be 'memorial' gardens. Therefore, no additional mementoes e.g. vases, statues, balloons or other ornamentation etc., will be permitted on or around the bench. These will be removed by the Council without reference to the original applicant.

4.13 Notwithstanding clause 4.12 above, the council does recognise that at anniversaries or other significant dates the donor or other individuals may want to place appropriate floral tributes. Such tributes should not prevent the use of the bench and should be removed within seven days. The Town Council reserves the right to remove any floral tributes/wreaths left by a bench after ten days without further reference to the donor.

5. Contact

To arrange for a memorial/commemorative plaque to an existing bench or to donate a new bench, contact the Town Council by email townhall@melksham-tc.gov.uk or telephone the Town Council office on 01225 704187.

Approved by the Asset Management and Amenities committee on 19 April 2022.

To be reviewed April 2024.

WROUGHTON PARISH COUNCIL – MEMORIAL POLICY



Wroughton Parish Council recognises the wish for memorials and will consider a memorial on land owned or managed by Wroughton Parish Council. The Parish Council will consider requests for memorials on an individual basis and retains the right to refuse or limit the number of memorials.

OBJECTIVES

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial
- To establish responsibility for the maintenance, repair and replacement of memorials
- To ensure that memorials are not out of place in the area in which they are situated

The content of this policy may be revised as necessary at the discretion of the Parish Council.

GENERAL

- All applications for memorials should be made using the Memorial Application form.
- All memorials must be paid for by the applicant prior to purchase and installation by the Council. Wroughton Parish Council will inform the applicant of the price on receipt of an application form.
- Wroughton Parish Council will attempt to accommodate the wishes of the applications, but it may limit the number of memorials in a particular area.
- Wroughton Parish Council accepts no responsibility if a memorial is damaged, vandalised or stolen.
- Wroughton Parish Council reserves the right to remove memorials at any time.
- Wroughton Parish Council will only permit memorials to individuals or, in exceptional circumstances, a historical event. Applications for deceased pets will not be considered.
- Memorials will be limited to benches and trees. No additional mementos e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the memorial. These will be removed without reference to the original applicant.

MEMORIAL BENCHES

- Benches must be of the type specified by Wroughton Parish Council in order to be coordinated with any other benches already situated in the intended location or to fulfil health and safety or access requirements.
- Wroughton Parish Council will be responsible for all installation work.
- Memorial plaques fitted to benches will be supplied and fitted by Wroughton Parish Council.
- The inscription on the plaque must be agreed with Wroughton Parish Council and there will be a limit on the number of words.
- Wroughton Parish Council will maintain the bench within its maintenance programme.
- The total cost of the installation of a memorial bench will be dependent on the type of bench allowed and the type of fittings required. Wroughton Parish Council will purchase the bench, all materials and supply labour for installation and will be reimbursed by the applicant.

MEMORIAL TREES

- Memorial plaques will not be permitted on or near trees. Existing plaques will remain.
- A list of memorial trees and any commemorations will be available on the Parish website.
- Trees will be chosen by Wroughton Parish Council in discussion with the applicant to fit the planting scheme of the area. The applicant will be notified of the tree species to be planted.
- The planting of trees may not be possible in some areas.
- Wroughton Parish Council will charge for the tree, stake, guard and planting labour. The tree will be maintained by the Parish Council in line with its current maintenance programmes.

WROUGHTON PARISH COUNCIL – MEMORIAL POLICY

APPLICATION FOR A MEMORIAL

Applicants should read the Wroughton Parish Council's policy on memorials prior to making an application.

Please complete the form and return by post to the Clerk, Wroughton Parish Council, Ellendune Community Centre, Barrett Way, Wroughton, SN4 9LW, or via email: clerk@wroughton.gov.uk

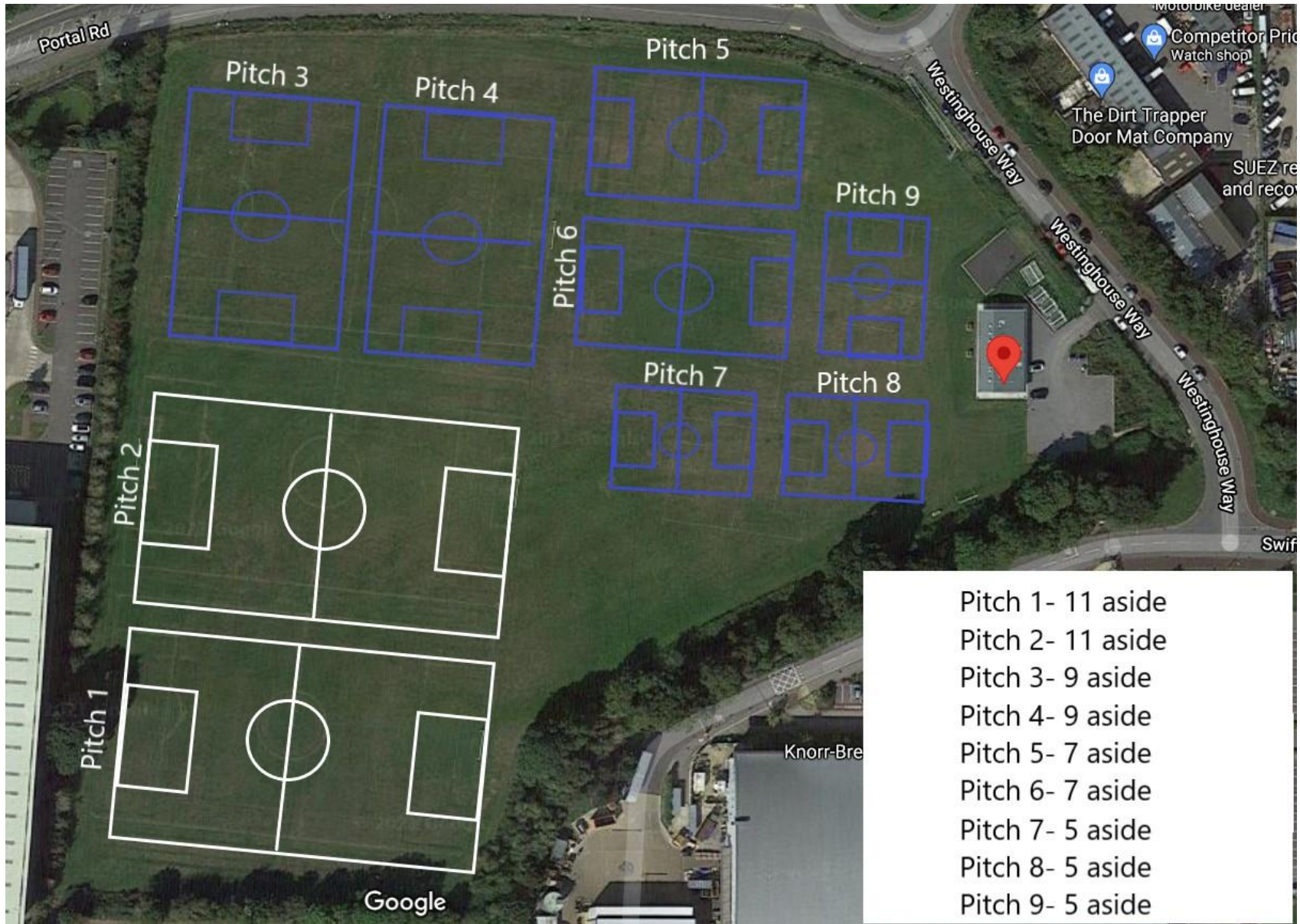
APPLICANT	
Name:	
Telephone Number:	
Email Address:	
Address:	
Have you read our Memorial Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant's signature: (if posted)	Date:
REQUESTED MEMORIAL TYPE	
Bench without plaque <input type="checkbox"/> Bench with plaque <input type="checkbox"/> Tree <input type="checkbox"/>	
DETAILS OF MEMORIAL (E.G. PLAQUE INSCRIPTION)	
<i>Please give details below</i>	

Pitch layout next season and update on current bookings:

At the Finance Committee meeting on 12th June, members agreed to host five adult football teams at the sports field this season across the two weekend leagues. All five teams have confirmed that they will be entering into the league. Due to the timeframe involved, the decision couldn't wait until this committee that's why it was discussed at the Finance Committee. It was also agreed that the council should keep both of the 11 aside pitches on the field. We have applied for the grant funding from the football foundation to get some money towards movable goals and are awaiting to hear back.

With regards to the junior pitches, I have enquired with FOF on what their requirement will be for the new season; however, there is no more capacity for any additional pitches over what we already have. So, if anything the only changes made to the current layout will either be changing the position of some pitches around, but I am still awaiting a response from them on this.

I have been made aware by JH Jones that FOF are looking at using an 11 aside pitch this season due to their increased growth and their age groups moving up, however the request hasn't come to the parish council yet. **If this request from them does come in, are you happy that they use an 11 aside as well?** Bearing in mind that you have already said yes to five adult teams. They have a blanket weekend booking for all of the youth pitches and you have previously said that any use of an 11 aside would need to be booked separately and would be an additional charge but the adult teams would take priority. Last season they were offered the option of having an 11 aside marked around the 9 asides which would be part of their blanket booking, but they were unhappy with this due to the amount of usage the 9 asides would be getting.



Quotation to fertilise the pitches during the season

Following conversations with Tony Jones regarding the pitches, he has advised that some areas of the field need fertilising, such as the pitches at the front of the pavilion and the pitch closest to Knorr Bremse. To keep the pitches in good condition and ready for the usage that the new season will bring, he feels that this needs to be done.

You will note that he has provided a quotation of £1,616.00 + VAT for this service. I have spoken to him, and he has explained that this quote includes another application when it is required during the season. Last season, there were times when the work needed to be done, but the quotation was waiting to be approved. By that time, we could get it to a meeting to get approved, we had missed the boat on getting it done. This is why he has provided this quotation so that when it is required, he can go and do it without waiting for a decision to be made as it would have been pre-approved.

In the budget for the pitch improvements, you have £1,500, which is all to come from solar farm funding. You have already spent £745.50 from this budget on spiking/ verti draining this financial year. You have had a £0 rates bill for the pavilion, and the recommendation is to vire the £835 under that heading to the field maintenance. If you approve the quote, this would mean that you will use up your budgeted spend this year for sports field maintenance.

You do have money in the Bowerhill Sports Field reserve for any other required expenditure this year.

Marianne Rossi

From: Tony Jones <tony.jones@jonesdevelopments.co.uk>
Sent: 28 June 2023 15:41
To: Marianne Rossi
Subject: Fertilizing football pitches

Good afternoon Marianne.

To supply and spread a Rigby Taylor Delta fertilizer on all pitches at Bowerhill playing field.

£1616.00 plus vat

Kind regards

Tony Jones



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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

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

Agreement for storage container in Bowerhill Sports Field and Pavilion car park

This agreement is made between Melksham Without Parish Council (council) and (Organisation) on (DATE HERE)

Melksham Without Parish Council following consultation with Fields in Trust has granted you permission to erect a storage container in the Bowerhill Sports Field and Pavilion car park on the proviso that you follow the conditions set out below:

1. It is to be erected in the location agreed upon and set out by Melksham Without Parish Council to ensure that such a structure would not take up any valuable car parking space. For this agreement the agreed location is at
2. The council is not responsible for loss by accident, fire, theft or damage to the storage container or its contents and it shall be, and remain, the property of the hirer.
3. The storage container must be removed by the hirer from the premises, at the hirer's sole cost and expense, upon ceasing to use the pavilion facility. The hirer shall repair any damage caused by such removal.

Council Officer:

Signature.....

Date:.....

Organisation Name.....

Signature.....

Date:.....

Councillor Holt enquired as to whether the drinking water fountain could be installed at another location in the parish. The Clerk explained that the council was also going to purchase a fountain at Shaw Village Hall, however there needed to be a water supply, so similar issues would occur there as well. As it needed a water supply to function, the parish play areas would also not be a suitable location. In addition, the idea for the fountain to be located at the Bowerhill Sports Field was so that it was at a place where it would be inspected on a weekly basis, as well as encouraging hirers and members of the public to not bring plastic bottles to the field. This was to help with the parish council environmentally friendly work and also to reduce the number of bottles left at the sports field, as when the contractors come in with their tractor to cut the grass, the plastic from the bottles get shredded. Members felt that as it was unknown as to whether the plumbing work or the electrical work was required first, this item should be deferred to a future agenda.

Recommendation: The council to defer this item to a future agenda.

c) To approve quotation for annual ventilation system service:

The Clerk explained that the annual ventilation system service was now due at the pavilion, therefore, officers had acquired a quotation from Wiltshire Air Conditioning Services. This was to inspect and service the system in the games room as well as the fans in all of the changing rooms. The quoted amount for this service was £517.50 + VAT.

Recommendation: The council approve the quotation of £517.50 + VAT to undertake the ventilation service at the pavilion.

d) To approve quotation to service water boost pumps

A quotation had been sought from Grundfos to undertake the water boost pump service at a cost of £344.52 + VAT. It was noted that this was an annual service and was one that has been recommended to be done. The Clerk confirmed that provisions for this had been included in the budget.

Recommendation: The council approve the quotation of £344.52 + VAT from Grundfos to service the water boost pumps at the pavilion.

e) To consider potential rental charges for organisations who store containers for storage in the car park:

The Clerk explained that Future of Football already had a storage container located in the car park to store all of their match day and training items. The council had previously agreed that the ATC could store a storage container in the car park on the same basis of Future of Football pending permission from Fields in Trust. The Clerk queried whether members felt that there should be a charge or lease type agreement associated with this, in particular with regards to what happens with the container if the organisation left. It was queried whether such an agreement was in place for Future of Football, the Clerk confirmed that it wasn't.

Councillor Holt queried whether the number of storage containers in the car park would be subject to planning permission. The Clerk confirmed that local authorities are allowed to erect small things such as bus shelters etc without requiring planning permission. The Clerk explained that for Future of Football's container she had written to Wiltshire Council to confirm that planning was not required for these types of items which had been confirmed. The only permission required was from Fields in Trust. Councillor Glover queried whether this would take up a car parking space, the Clerk confirmed that it wouldn't as cars could park in front of the unit, due to the space being wide enough to do so. The Clerk made members aware that the Full Council had already approved for the ATC to store a container in the car park.

Members felt that the container needed to be the same colour as Future of Footballs, to match what was already in the car park. Discussion took place as to whether these organisations needed to be charged a bond for storing the containers, so that if they left and did not remove the container on their own accord the council had some funds to remove it. Questions were raised as to whether it was fair to impose a charge on Future of Football when their container had already been installed for some time. Equally, was it fair to charge the ATC if Future of Football were not being charged. It was felt that the council needed to be consistent, therefore did not feel that these organisations should be charged.

Members felt that there should be some type of agreement in place for both of these organisations which state that they must remove the container upon ceasing using the facility.

✗ **Recommendation:** The council put together an agreement for both Future of Football and the ATC which states that they must remove their storage containers ✗ upon ceasing to use the pavilion facility.

397/22 Allotments:

a) To receive report on waiting list:

Members reviewed the report on the allotment waiting list put together by the Finance & Amenities Officer. It was noted that there were currently four vacancies with four people on the waiting list. The Allotment Warden was currently in the process of showing people around the vacant plots. As of 1st January 2023 two tenancy agreements were terminated due to unpaid rent. The Allotment Warden was keeping an eye on a few plots, but would undertake a quarterly plot inspection shortly, so any tenants with overgrown plots would be written to then.

The Clerk wished to highlight to members that she had recently seen on her Clerk's Facebook forum that some councils were taking deposits from tenants to hold in case councils have to clear tenants' plots once they have relinquished them. She explained that there were some discussions with other Clerks that a

Allotment Report for Asset Management Meeting

Monday 10th July 2023

Vacant Plots:

We currently have the following vacant plots:

Berryfield: 2

Briansfield: 1

Total vacancies: 3

One tenant had taken on one of the vacant plots and sent back the tenancy agreement, but had not paid. This was chased up and the tenant has now decided that they are unable to commit to the plot.

Waiting List:

There are currently 8 people on the waiting list for the allotments.

The Allotment Warden is now in the process of showing the next three people on the waiting list around the vacant plots following his annual leave.

Shed/ greenhouse requests

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

Plot inspections

The Allotment Warden is currently watching a few plots across both a sites. One plot has been written to on Briansfield to ask them to begin cultivation otherwise their tenancy agreement will be terminated.

Bonfires

You will note that an item to be discussed under agenda item 9d is to consider whether bonfires should be allowed at the allotments. This is following an incident where we received a report in the office about an unattended bonfire. As we were unsure about whether this was controlled or not, we attended the site to find that it was still very hot and smouldering. It was found that plastic and felt-type materials were being burned on the bonfire. All allotment holders have been reminded about their responsibilities around this, and if they must have a bonfire, they need to ensure that they are burning the right materials. Just to note that to date, we haven't

had any other issues with bonfires at the allotments since this incident. We wanted to bring this to your attention in case you wanted to consider your rules around it. We know that some councils, such as Melksham Town Council, ban bonfires during certain times of the year (April–September, for example).

Marianne Rossi

From: [REDACTED]
Sent: 12 April 2023 09:27
To: Marianne Rossi
Subject: Briansfield Allotments request's/ suggestions.

Hi Marianne,

I hope you are all well there?

I am loving our Allotment.

We wanted to submit some ideas and requests.

This land down the side of the allotments is pruned yet not very usable.

I was hoping to see:

- the water butt and notice board moved back to the hedge.
- A gravelly or bark track laid down the side of the Allotment for access of deliveries.

And my favourite suggestion..

- Allowing Allotment holders to keep compost bins down the length of the hedge row there is an art to soil making and it requires space for empty bins to turn the compost into one and other.

An observation I have made is due to restricted space people aren't able to create the right conditions for composting so we end up creating 'weed' mounds which become unmanageable.

Reducing the use of chemicals is the aim of the game.

So to have a track where resources can be brought onto site and appropriately constructed compost bins in place, we should be off to a great new era for Briansfield Allotments.

I am looking forward to discussing this with the Allotment warden.

I understand if there may be factors that I have overlooked.

Regards.

[REDACTED]

Information to go with request for additional water provisions at the allotments

You last looked at installing an additional water trough at Briansfield Allotments in October last year, following a request from a tenant at Briansfield allotments. Extract from the Asset Management meeting below:

To consider request from Allotment Holder to install an additional water trough at the bottom end of Briansfield Allotments:

The Allotment Warden had received a request from a tenant for an additional water trough to be installed at the bottom end of Briansfield Allotments. It was understood from the tenant that during the extreme hot weather in the summer the troughs were some distance from their plot and felt that it would be useful if another one was installed. It was noted that officers had not received any requests for additional troughs to be installed at the allotments by any other tenant. Councillor Baines explained that Briansfield allotments had two water troughs one either side of the middle area, he did not feel that that it was necessary to install another water trough at this site, considering the costs associated with it. It was queried whether there was any rule against plot holders having water butts on their plots which would collect rain water, the Clerk advised that there wasn't and it was in fact encouraged. Members felt that the current troughs installed were in walking distance of each plot, therefore, it was not necessary for an additional one.

Recommendation: *The council refuse the request to install an additional water trough at Briansfield allotments.*

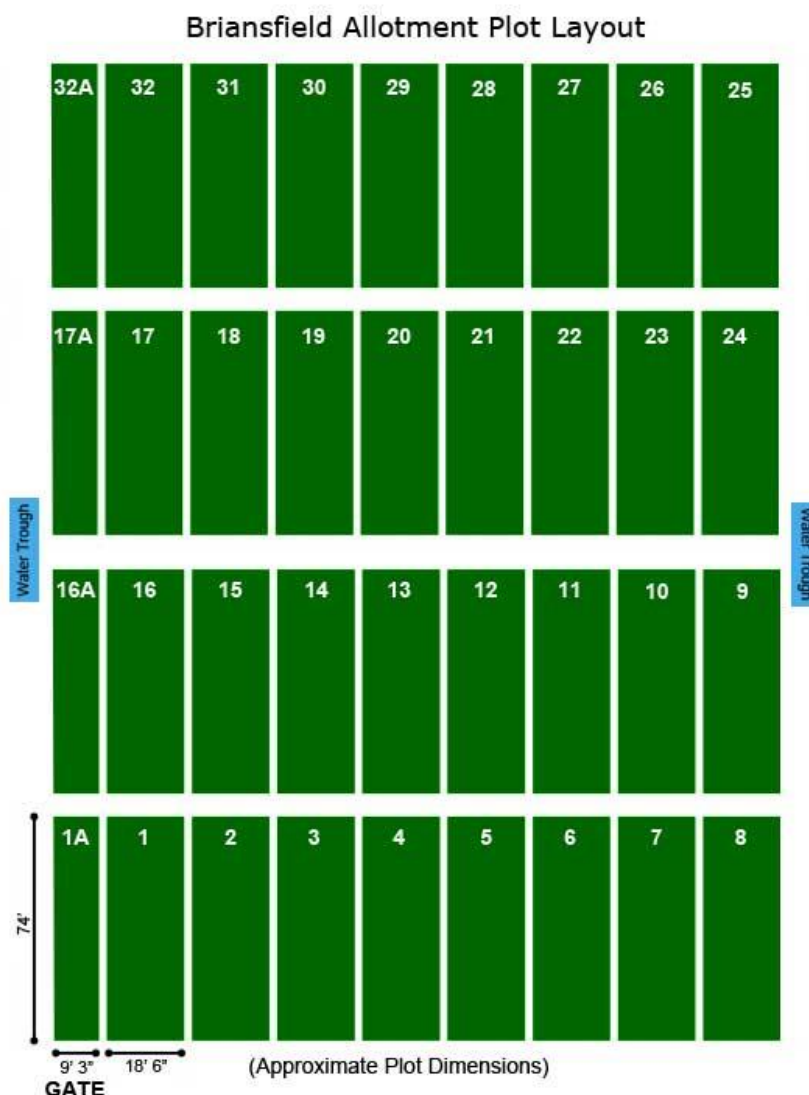
We have recently received an email from an allotment tenant at Briansfield requesting that the council re-look at the water provision for allotment holders at Brainsfield, as it was becoming increasingly difficult particularly in the heat for some tenants to carry the water back to their plots. They suggested that maybe the council could consider installing standpipes. As a bit of history, quite some time ago you did have standpipes at Berryfield allotments, but when you took on the Briansfield site, you opted to have water troughs. Water usage on both sites was compared with each other, and the usage on the Berryfield site was much higher than on Briansfield. It was also discovered that some allotment holders were attaching hosepipes continuously to the taps, and pipes were also being buried underground. As a result of this, the council decided to take standpipes out of Berryfield allotments and install water troughs instead.

I have spoken to the Allotment Warden who is aware that some tenants are going to write to the parish council requesting that this is looked at. To date, we haven't had any correspondence from any other allotment holder on this issue (apart from the tenant last year and the one who has recently contacted us). The Allotment Warden

did explain that quite a few of the allotment holders, particularly at the back and front of Briansfield allotments, were finding it quite difficult to access the water.

As per the email from the allotment tenant, tenants have been looking at other allotment gardens that have standpipes. I have investigated this with Devizes Town Council, and they have confirmed that they only have water troughs and no taps available to tenants. I have contacted Warminster Town Council, and they have replied to say they have a borehole for water, but their allotments are run by an association, so they provided me with the contact details for them so I could get some more details. I haven't heard back from them yet.

I have contacted Chippenham Town Council, and I have been in contact with their allotment association (email provided as part of the agenda pack). Water is currently provided by standpipes; however, Chippenham Town Council may be considering replacing the standpipes with troughs. Interestingly, Wessex Water had recently offered all allotment holders in Chippenham water butts for their plots. I contacted Wessex Water to see whether they were still doing this scheme and would be interested in offering it to allotment tenants in Melksham Without. Unfortunately, this is a pilot scheme in Chippenham, and are not offering this to the wider community at this time.



Marianne Rossi

From: [REDACTED]
Sent: 12 June 2023 15:29
To: Marianne Rossi
Cc: Teresa Strange
Subject: RE: [REDACTED]

Marianne,

Hello thanks for getting back to me.

The other insights into the history of the allotment 'plumbing' are very interesting; perhaps in the 21st century we could consider individual metered taps for each allotment; pay as you go could be an idea?

I don't agree with the constant connections and pirating connections, when there are sensible alternatives. Devizes and Warminster seem to be able to allow 'a tap' per allotment which is included in their annual fees (I'm also advised they are less than MWPC, so they must have away of getting Wessex water approval?

Perhaps we ask the parish council to move 20 litres by twenty trips as a challenge and meet the people at the allotments and have the total experience!

Thanks again for the insights and I'll get back to you.

Kind regards

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: Monday, June 12, 2023 1:02 PM
To: [REDACTED]
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Agenda packs - and a favour

Hi [REDACTED]

Many thanks for your comments on the allotments. Before we had water troughs we did have standpipes at the Berryfield site and found that people were connecting hosepipes to them continuously, which included pipes being buried underground. When the parish council took on the Briansfield site they installed water troughs and compared the usage against the Berryfield site where there were standpipes. The water usage on the Berryfield site was significantly higher than on Briansfield, which made the cost for water much higher on Berryfield. This was why it was decided to take them out and install water troughs instead.

I also had a look back at some historic minutes and it appears that Wessex Water rules no longer allow the installation of standpipes. I also know that at the pavilion we have an outside boot wash tap and as per rules we have to ensure that it is locked so that it is not open to general use, so this wouldn't be suitable I am afraid.

The council did look at installing an additional water trough at Briansfield following a request from a allotment holder at the Asset Management meeting in October last year, however felt at the time that the current troughs were located at suitable locations and were in walking distance of each plot. The extract from that meeting is below (10th October 2022):

To consider request from Allotment Holder to install an additional water trough at the bottom end of Briansfield Allotments:

The Allotment Warden had received a request from a tenant for an additional water trough to be installed at the bottom end of Briansfield Allotments. It was understood from the tenant that during the extreme hot weather in the summer the troughs were some distance from their plot and felt that it would be useful if another one was installed. It was noted that officers had not received any requests for additional troughs to be installed at the allotments by any other tenant. Councillor Baines explained that Briansfield allotments had two water troughs one either side of the middle area, he did not feel that it was necessary to install another water trough at this site, considering the costs associated with it. It was queried whether there was any rule against plot holders having water butts on their plots which would collect rain water, the Clerk advised that there wasn't and it was in fact encouraged. Members felt that the current troughs installed were in walking distance of each plot, therefore, it was not necessary for an additional one.

Recommendation: The council refuse the request to install an additional water trough at Briansfield allotments.

We do have an Asset Management meeting on 10th July, so we can put on the agenda again for them to look at (as its over 6 months since they considered it). You can also speak on this during public participation at that meeting if you wish to as well.

Many thanks

Kind Regards,
Marianne

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

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From: [REDACTED]
Sent: 12 June 2023 12:19
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Agenda packs - and a favour

Teresa,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

One other item if I may bring to the council attention if the dire water supplies on the allotments.

With the current dry weather, the ageing allotment population are really struggling in this heat, 75+ years of age and carrying 20 litres of water at least twenty times from trough to allotment. Its only a matter of time when one of these people stumble and have a serious accident.

I'm aware that some of the people have been to look at other local council allotments, who have standpipes in place on each allotment, perhaps a solution?

Could the issue be seriously reviewed as whilst they are great at trapping rainwater with the current weather these supplies will dry up, and there are risks with the current set up, even more troughs would reduce the carrying distance, perhaps another solution.

It might also encourage the absentee allotment keepers to visit and use their allotments; could the lack of water be keeping these people away?

Enough from me!

New agenda pack process works for me!

Kind regards

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Teresa Strange

From: Marianne Rossi
Sent: 02 May 2023 10:30
To: [REDACTED]
Cc: Teresa Strange
Subject: RE: Unattended bonfire at the Allotments

Dear [REDACTED]

Many thanks for your email.

When we attended site it was still hot and smouldering, as per below it was contained and not out of control, but if you could ensure that it is completely out with no smoke before leaving site that would be much appreciated.

Also, we were concerned about what types of materials had been burnt on the bonfire, we could see plastic and felt type material which shouldn't be being burnt, as there are other ways to get rid of this type of waste. If you do feel that you must have a bonfire, only dry waste such as dry leaves and old plant cuttings should be burnt, but we would encourage all allotment holders to consider alternative ways to get rid of garden waste such as composting.

Many thanks

Best Wishes,
Marianne

Marianne Rossi
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From: [REDACTED]
Sent: 30 April 2023 16:10

To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Subject: Re: Unattended bonfire at the Allotments

Dear Marianne.

So sorry only just seen your e-mail.

When my husband lit the fire the wind was going away from the houses. As there was quite a lot of soil in amongst the fire and he had put water on it, he thought it was out when he left it. My sincere apologies for any error on our part. We will make sure it doesn't happen again.

Best Regards

[Sent from Yahoo Mail on Android](#)

On Fri, 28 Apr 2023 at 15:47, Marianne Rossi <admin@melkshamwithout-pc.gov.uk> wrote:

Dear Allotment Holders,

Please can I remind you all that you must not leave bonfires unattended at the allotments and ensure that they are fully extinguished before you leave the allotment gardens. We received a report in the office this morning advising that there was a bonfire ongoing which had been left unattended, following the report, officers attended site to ascertain the situation and whilst the bonfire was contained it was found to still be hot and smouldering.

Please may I remind you all of clause 5m in your tenancy agreement which states 'The Tenant shall not light a fire on the said plot, which when the wind is in a certain direction, might cause annoyance/nuisance to residents of the properties adjacent to the plot. ALL fires must be attended at all times and be fully extinguished before leaving the site.' As I am sure you will appreciate leaving a bonfire unattended poses a health and safety risk, therefore those allotment holders seen to be contravening the clause set out in the tenancy agreement will receive a warning and if the same offence happens again, we will have no choice but to terminate the tenancy agreement as per clause 7.

If you must have a bonfire, please can you be mindful of those around you as the smoke may exacerbate ill health in those who suffer from Asthma, COPD and COVID. Never burn garden waste that is still green or recently cut, and never burn any other household waste. There are no byelaws restricting bonfires in Wiltshire's Area and there are no specific times of day restricting bonfires. However, if smoke is caused by a bonfire is creating a nuisance, Wiltshire Council has powers to take action under the provisions of the Environmental Protection Act 1990.

To reduce the impact of bonfires, below is some advisable guidelines:

- Ideally burn later in the evening when people are less likely to use their gardens
- Only burn dry material
- Never burn household rubbish, rubber tyres or anything containing plastic, foam or paint

- Avoid lighting a fire in unsuitable weather conditions - smoke hangs in the air on damp or warm, still days. If it is too windy, smoke blows into neighbours' gardens and windows and across roads
- Avoid burning when air pollution levels in your area are high or very high. You can check air quality on 0800 556677
- Keep your fire away from trees, fences and buildings
- Never use oil, petrol or methylated spirits to light a fire - you could damage yourself as well as the environment
- Never leave a fire unattended or leave it to smoulder - put it out

For more information on alternative ways to dispose of your waste please follow the below link to the Wiltshire Council website.

<https://www.wiltshire.gov.uk/env-health-smoke-nuisance>

Kind Regards,

Marianne

Marianne Rossi

Finance and Amenities Officer

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Tom

Sent from my iPhone

On 24 May 2023, at 16:59, Marianne Rossi <admin@melkshamwithout-pc.gov.uk> wrote:

Hi Tom,

I hope all is well with you.

Teresa and I have just attended some legionella training and we picked up on a few points which we wanted to query with you if that was ok.

1. RE Showers: Which showers should be flushed? Should they be alternated each time? All showers should be flushed weekly if not in regular use, and this action recorded centrally.-
Thank you

2. It also come up that drinking water should be tested every 6 months, do we do this? Generally, any stored water feeding drinking water outlets should be tested regularly to ensure it's safe. As for mains fed taps, this can vary. Currently yes, we test the kitchen cold tap at the pavilion 6 monthly.- **Great, thank you.**

- 3.
4. It was mentioned that there had been a fatality from someone contracting legionella following using a hosepipe, we have a hosepipe that connects to the boot wash tap, I don't know what your thoughts are on this should it be disinfected once a year? Again, if this tap and hose is not in regular use, it should be flushed weekly and this action recorded centrally. Usually when we do the annual tank clean and chlorination, we pull through all the outlets also. This time, if a key is left, I will include the boot wash. **Yes, we will arrange for the boot wash key to be kept at the pavilion so you have access.**

5. At our allotments we have water troughs available for tenants to use, we know that legionella is airborne and contracted by tiny droplets in the air, however they explained that it's the use of the watering can when the tenant is watering their plants. They advised that legionella would be more prevalent between the months of June and September and wondered whether you could let us know how much it would be for you to take samples during this timeframe each year (if we could sweep it in with when you tested the pavilion)? With regards to how many water troughs we have, it's 5 across two sites, which are both located next to each other in Berryfield. Are these water troughs mains fed or rainwater fed? Testing microbiologically would result, most likely, in constant failures. As this water isn't for drinking, if you wanted it tested I would recommend legionella testing only. Would you want every trough tested every month throughout this period? Or just once? – **Yes, mains fed (they have a ball valve, underground stop tap and non-return valve) we would want them all done once annually, during that period.**

Many thanks

Best Wishes,

Legionnaires' disease

A brief guide for dutyholders



This is a web-friendly version of leaflet INDG458, published 04/12

Who is this leaflet for?

This leaflet is aimed at employers and people in control of premises, eg landlords, where man-made water systems are used that could be a potential source for legionella bacteria growth. It will help you to understand the health risks associated with legionella. *Legionnaires' disease: The control of legionella bacteria in water systems*¹ provides further details about how to manage and control the risks in your system.

What is legionnaires' disease?

Legionellosis is the collective name given to the pneumonia-like illness caused by legionella bacteria. This includes the most serious legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia and everyone is susceptible to infection. However, some people are at higher risk, including:

- people over 45 years of age;
- smokers and heavy drinkers;
- people suffering from chronic respiratory or kidney disease; and
- anyone with an impaired immune system.

Where are legionella bacteria found?

The bacterium *Legionella pneumophila* and related bacteria are common in natural water sources such as rivers, lakes and reservoirs, but usually in low numbers. Since legionella bacteria are widespread in the environment, they may also contaminate and grow in purpose-built water systems such as cooling towers, evaporative condensers, hot and cold water systems and whirlpool spas.

Are there legionella risks in my workplace?

Any water system that has the right environmental conditions could potentially be a source for legionella bacteria growth. There is a reasonably foreseeable legionella risk in your water system if:

- water is stored or re-circulated as part of your system;
- the water temperature in all or some part of the system is between 20–45 °C;
- there are sources of nutrients such as rust, sludge, scale and organic matters;
- the conditions are likely to encourage bacteria to multiply;
- it is possible for water droplets to be produced and, if so, if they can be dispersed over a wide area, eg showers and aerosols from cooling towers; and
- it is likely that any of your employees, residents, visitors etc are more susceptible to infection due to age, illness, a weakened immune system etc and whether they could be exposed to any contaminated water droplets.

The most common places where legionella can be found include purpose-built water systems, cooling towers, evaporative condensers, hot and cold water systems and spa pools. There are also a number of other systems that may pose a risk to exposure to legionella, eg humidifiers, air washers, emergency showers, indoor ornamental fountains etc.

What are my duties?

Under general health and safety law, as an employer or person in control of a premises (eg a landlord), **you** have health and safety duties and need to take suitable precautions to prevent or control the risk of exposure to legionella. Details of the specific law that applies can be found in [www.hse.gov.uk/pubns/priced/18.pdf](http://www.hse.gov.uk/pubns/ priced/18.pdf) of *Legionnaires' disease: The control of legionella bacteria in water systems*.

Carrying out a risk assessment is your responsibility and will help you to establish any potential risks and implement measures to either eliminate or control risks. You may be competent to carry out the assessment yourself but, if not, you should ask someone with the necessary skills to conduct a risk assessment. This can be done by someone from within your own organisation or from someone outside, eg an external consultant.

How do I identify and assess sources of risk?

To identify the risks in your water system you, or a competent person who understands your water systems and any associated equipment, should establish any possible exposure to legionella risks, as listed above, as part of a risk assessment.

Your risk assessment should include:

- management responsibilities, including the name of the competent person and a description of your system;
- any potential risk sources;
- any controls currently in place to control risks;
- monitoring, inspection and maintenance procedures;
- records of the monitoring results, inspection and checks carried out; and
- a review date.

If you decide that the risks are insignificant and are being properly managed to comply with the law, your assessment is complete. You will not need to take any further action, but it is important to review your assessment periodically in case anything changes in your system.

How do I manage the risk?

As an employer or person in control of premises, you must appoint someone competent to help you comply with your health and safety duties, eg take responsibility for managing the risks. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety, including the control measures. You could appoint one, or a combination of:

- yourself;
- one or more workers; and/or
- someone from outside your business.

If there are several people responsible for managing your risks, eg because of shift-work patterns, you need to make sure that everyone knows what they are responsible for and how they fit into the overall risk management programme.

If you decide to employ contractors to carry out water treatment or other work, it is still the responsibility of the competent person to ensure that the treatment is carried out to the required standards. Remember, before you employ a contractor, you should be satisfied that they can do the work you want to the standard that you require. There are a number of external schemes to help you with this, for example Legionella Control Association: A recommended code of conduct for service providers.²

How do I prevent or control the risk?

You should consider whether you can prevent the risk of legionella in the first place by considering the type of water system you need, eg consider whether it is possible to replace a wet cooling tower with a dry air-cooled system. The key point is to design, maintain and operate your water services under conditions that prevent or adequately control the growth of legionella bacteria.

You should, as appropriate:

- ensure that the release of water spray is properly controlled;
- avoid water temperatures and conditions that favour the growth of legionella and other micro-organisms;
- ensure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible or by removing redundant pipework;
- avoid materials that encourage the growth of legionella. *The Approvals Directory*³ references fittings, materials, and appliances approved for use on the UK Water Supply System by the Water Regulations Advisory Scheme);
- keep the system and the water in it clean; and
- treat water to either kill legionella (and other microorganisms) or limit their ability to grow.

If you identify a risk that you are unable to prevent, you must introduce appropriate controls. You should introduce a course of action that will help you to control any risks from legionella by identifying:

- your system, eg developing a written schematic;
- who is responsible for carrying out the assessment and managing its implementation;
- the safe and correct operation of your system;
- what control methods and other precautions you will be using; and
- what checks will be carried out to ensure risks are being managed and how often.

What records do I need to keep?

If you have five or more employees, you have to record any significant findings, including any groups of employees identified by it as being particularly at risk and the steps taken to prevent or control risks.

If you have less than five employees, you do not need to write anything down, although it is useful to keep a written record of what you have done.

Records should include details about:

- the person or people responsible for conducting the risk assessment, managing, and implementing the written scheme;
- any significant findings of the risk assessment;
- the written control scheme and its implementation; and
- the results of any inspection, test or check carried out, and the dates.

This should include details about the state of operation of the system, ie in use/not in use.

These records should be retained throughout the period for which they remain current and for at least two years after that period. Records kept in accordance with the last bullet point above should be retained for at least five years.

Do I have any other duties?

Under the Notification of Cooling Towers and Evaporative Condensers Regulations 1992,⁴ you must notify your local authority, in writing, if you have a cooling tower or evaporative condenser on site and include details about where it is located. You must also tell them if/when such devices are no longer in use. Notification forms are available from your local environmental health department.

If you have a case of legionellosis in an employee who has worked on cooling towers or hot water systems that are likely to be contaminated with legionella, you must report this under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).⁵

References

- 1 *Legionnaires' disease. The control of legionella bacteria in water systems. Approved Code of Practice and guidance on regulations L8* (Fourth edition) HSE Books 2013, ISBN 9780717666157
www.hse.gov.uk/pubns/books/l8.htm
- 2 *Legionella Control Association 'A Code of Conduct for Service Providers'*.
www.legionellacontrol.org.uk/_data/pdf/Code-of-Conduct-for-Members-701.18-04-21.pdf
- 3 *Water Regulations Approval Scheme*
www.wrasapprovals.co.uk/approvals-directory/
- 4 *The Notification of Cooling Towers and Evaporative Condensers Regulations 1992* SI 1992/2225 TSO 1992 www.legislation.gov.uk
- 5 *Reporting accidents and incidents at work: A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)* Leaflet INDG453 (rev1) HSE Books 2013 (ISBN 9780717665747)
www.hse.gov.uk/pubns/INDG453.htm

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

The Stationery Office publications are available from The Stationery Office, PO Box 29, Norwich NR3 1GN Tel: 0870 600 5522 Fax: 0870 600 5533 email: customer.services@tso.co.uk Website: www.tsoshop.co.uk/ (They are also available from bookshops.) Statutory Instruments can be viewed free of charge at www.legislation.gov.uk/.

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This leaflet is available in priced packs from HSE Books, ISBN 978 0 7176 6500 6. A web version can be found at www.hse.gov.uk/pubns/indg458.htm.

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Water Hygiene Services

PREPARED BY TOM PALMER
PREPARED FOR TERESA STRANGE
REF: 230503-TP

Introduction

Aquasafe Environmental is a provider of Water Treatment Solutions and Services to industry.

Operating from the south west of England, we provide a whole range of Water Treatment Services to comply with Health and Safety Executive requirements under their L8 Code of Practice.

To the right is a full description of works that are being quoted for, along with the total price.

Quotation

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

30th May 2023

The following quotation is valid for 90 days.

Description	
1. Legionella Water Sampling of 5 x Troughs at Allotments.	
2. Delivery to UKAS Accredited Laboratory.	
3. Full interpretation of results and Certification.	
TOTAL	£ 350 + VAT

To be invoiced on completion of works.

Signed on behalf of Aquasafe Environmental:

Trees

Officer note:

In late April, the inspection of parish trees was undertaken, which is done every 27 months to ensure that they are inspected in different seasons within the 3-year recommended period. As you will see from the report, there were no trees deemed to need urgent attention; however, there were some rated as high at Shurnhold Fields. Trees that have been identified as high-risk should be attended to within 6 months of the inspection. We also have some medium-rated trees that need to be dealt with within 12 months of the inspection. Last time you undertook work on the high and medium-risk trees, therefore the quotations provided are for these rated trees.

You will note that the quotations' valid dates have expired; however, I have contacted all of the contractors who have supplied us with quotations to confirm whether they are happy to hold their prices until the 25th July (after the full council meeting). All confirmed that they would hold their prices until that date. Just for your info, we also approached five contractors to provide us with quotations for the tree work, with three providing us with quotes for the work.

We have sent the tree report over to the Shaw Management Committee, and they have come back to say that they can do all of the work apart from E62, which is the common ash and is a separate agenda item for you to consider under 10b as the tree is growing into the play area fence. Last time, you obtained quotations, instructed the works as part of the parish tree schedule as a whole, and charged the element of the cost back to the Shaw Management Committee.

**Woodland & Countryside
Management Ltd.**
Helping you make the most of your land.

TREE INSPECTION REPORT

**MELKSHAM WITHOUT
PARISH COUNCIL.
RECREATIONAL SITES.**

30th APRIL 2023

Steve Russell, BSc. (Hons), PTI (Lantra).

Office: 01380 831162 **Mobile:** 07873253425
Email: steve@woodlandcountryside.com

WOODLAND & COUNTRYSIDE MANAGEMENT LTD.

TREE INSPECTION DECLARATION FORM

LANDOWNER: Melksham Without Parish Council.

SITE: Briansfield Allotment, Berryfield Allotment, Hornchurch Road Play and Muga Areas, Bowerhill Sports Field, Shaw Playing Field, Beanacre Play Area, Kestral Court Playing Field, Berryfield Playing Field and Shurnhold Fields.

INSPECTOR: Steve Russell

Declaration

This tree survey was carried out on the 25th of April 2023; it has been carried out in relation to the landowner's duty under the Occupier's Liability Act 1957. All trees have been inspected from ground level, identifying tree features that have a significant bearing on the condition and management of the trees and gives appropriate recommendations and priorities. It is the landowner's responsibility to check if any trees are within a Conservation Area or protected by a Tree Preservation Order and to consult with the Local Authority regarding permission to carry out works. Recommendations for work are noted under the following work priority list.

Work Priority

URGENT - Immediate Action - These are works that are required to remove a risk of imminent failure of a tree or part thereof that will have potential to cause significant harm or damage.

HIGH - Within 6 Months - These are works that are required to remove risk that has potential to cause significant harm or damage if it were to fail.

MEDIUM - Within 12 Months - These are works that are required for the safe use of the site, adjacent land owners and public highways; they also include formative pruning and works to provide clearance of buildings or services.

LOW - Within 24 months - These are works that are recommended for the safe use of the site where it is anticipated that tree growth will become an issue prior to the next inspection. Or, works that should be carried out as part of tree management as good Arboricultural Practice.

MONITOR - These are trees that require looking at by staff on a regular basis (annually) and following severe weather, to assess any obvious change in condition or damage. Any concerns should be reported to the consultant surveyor for assessment.

There are a number of Ash trees with signs of Chalara (Ash Dieback); there condition should be MONITORED regularly with a view to removal if infection is significant. There is also heavy Ivy growth into some tree and shrub crowns, this can be potentially damaging and should be managed.

Next Survey

The next full visual inspection for this site is recommended to take place in or before 1st July 2025. This will be brought forward if there is reported damage or disease prior to this time, or if detailed otherwise under 'Recommendations' in the Survey Schedule.



Signed:

Designation: Consultant Tree Inspector (PTI)
Woodland & Countryside Management Ltd.

Date: 30th April 2023

WOODLAND & COUNTRYSIDE MANAGEMENT LTD.

TREE INSPECTION SCHEDULE

Client: MELKSHAM WITHOUT PARISH COUNCIL

Site: RECREATIONAL SITES, MELKSHAM WITHOUT PARISH COUNCIL

Date of Survey: 25th APRIL 2023

Surveyor: STEVE RUSSELL

Weather: SUNNY SPELLS

Tagged: NO

BRIANSFIELD ALLOTMENT

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
AH1	Hedge												Mixed hedge. High proportion of Elder.	Maintain as 2m hedge.			
AH2	Hedge												Mixed hedge, mainly Hawthorn.	Maintain as hedge.			
A1	Domestic Apple	Malus sp.											Removed				
A2	Domestic Apple	Malus sp.											Removed				
A3	Domestic Apple	Malus sp.	1	2	140	2	Young										
A4	Domestic Apple	Malus sp.	1	2	140	2	Young										
A5	Domestic Apple	Malus sp.	1	2	130	2	Young										
A6	Domestic Apple	Malus sp.	1	2	140	2	Young										
A7	Domestic Apple	Malus sp.	1	2	150	2	Young										
A8	Domestic Apple	Malus sp.	1	2	140	2	Young										
A9	Domestic Apple	Malus sp.	1	2	140	2	Young										
A10	Domestic Apple	Malus sp.	1	2	130	2	Young										
A11	Domestic Apple	Malus sp.	1	2	130	2	Young										
A12	Domestic Apple	Malus sp.											Removed				
A13	Domestic Apple	Malus sp.	1	2	140	2	Young										
A14	Domestic Apple	Malus sp.	1	2	140	2	Young						Bramble into crown.	Cut back bramble.	MEDIUM		
A15	Domestic Apple	Malus sp.	1	2	140	2	Young										

NOTE: All the trees are reaching the age where formative pruning is required. This should be carried out to ensure they are shaped to keep growth back from paths and to promote production.

BERRYFIELD ALLOTMENT

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
B1	Domestic Apple	Malus sp.	2	3.5	120	2	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	Branches extending into allotment areas.	Prune back and shape.	MEDIUM		
B2	Domestic Apple	Malus sp.	2	4	140	4	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	Branches extending into allotment areas.	Prune back and shape.	MEDIUM		
B3	Domestic Apple	Malus sp.	4	3.5	100	3	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	Branches extending into allotment areas.	Prune back and shape.	MEDIUM		
B4	Wild Cherry	Prunus avium											FELLED 2016				
B5	Wild Cherry	Prunus avium	1	6	230	4	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Low branches.	Lift to give 2.0m clearance.	LOW		
B6	Goat Willow	Salix caprea											FELLED 2019				
B7	Goat Willow	Salix caprea	2	6	220	4	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	Branches extending into allotment areas.	Prune back and shape.	LOW		
B8	Bird Cherry	Prunus padus	5	4	30	2	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Branches extending into allotment areas.	Prune back and shape.	LOW		
B9	Bird Cherry	Prunus padus	1	5	240	3	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Branches extending into allotment areas.	Prune back and shape.	LOW		
B10	Wild Cherry	Prunus avium	1	4.5	160	1.5	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Branches extending into allotment areas.	Prune back and shape.	LOW		
B11	Wild Cherry	Prunus avium	1	5.5	210	2	Semi-mature	gg	No visual defects	Normal	No visual defects	No visual defect	Branches extending into allotment areas.	Prune back and shape.	LOW		
B12	Domestic Apple	Malus sp.	1	4.5	190	3	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Branches extending into allotment areas.				

HORNCHURCH ROAD PLAY AND MUGA AREA

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
CW1	Woodland												Small woodland copse with Norway Maple, Birch, Oak, Ash, Wild Cherry, Hawthorn and Blackthorn. 1 Wild Cherry dead.				
C1	Common Ash	Fraxinus excelsior											FELLED 2016				
C2	Common Oak	Quercus robur	1	8	180	3.5	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Low branches.	Lift to give 2.5m clearance.	LOW		
C3	Common Ash	Fraxinus excelsior	1	5.5	80	1	Semi-mature	Fair	Apical die back.	Normal	No visual defects	No visual defect	Over shaded by Oak.	Remove stake.	LOW		
C4	Common Ash	Fraxinus excelsior	1	0.5	10	0.2	Young	Poor	Damage / wounding; Apical die back.		No visual defects	No visual defect	Broken off at 0.3m. Prune to single stem. Severe die back.	Remove stake.	LOW		
C5	Silver Birch	Betula pendula	1	8	70	1	Young	Good	No visual defects	Normal	No visual defects	No visual defect					
C6	Common Ash	Fraxinus excelsior											FELLED 2022				
C7	Common Alder	Alnus glutinosa											FELLED 2016				
C8	Common Ash	Fraxinus excelsior											FELLED 2022				
C9	Common Ash	Fraxinus excelsior											FELLED 2022				

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
C10	Common Alder	Alnus glutinosa	2	5	60	1	Young	Poor	Minor dead wood; Damage / wounding	25% dead / absent	No visual defects	Epicormic growths	Main stem dead. Regrowing from base.	Remove stake.	LOW		
C11	Field Maple	Acer campestre	1	5	80	2	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect		Remove stake.	LOW		
C12	Field Maple	Acer campestre											FELLED 2016				
C13	Field Maple	Acer campestre											FELLED 2019				
C14	Field Maple	Acer campestre	1	6.5	90	1.5	Young	Good	No visual defects	Normal	No visual defects	No visual defect					
C15	Common Alder	Alnus glutinosa	1	9	100	1.5	Young	Good	No visual defects	Normal	No visual defects	No visual defect		Remove stake	LOW		
C16	Silver Birch	Betula pendula	1	10	160	3	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
C17	Silver Birch	Betula pendula	1	4	180	3	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
C18	Common	Alnus glutinosa	1	4.5	100	1.5	Young	Fair	Minor dead wood	Normal	No visual	No visual defect	Dead in top	Remove stake.	LOW		
C19	Common Oak	Quercus robur	1	9	260	6	Semi-mature	Good	Damage / wounding; Stubs	Normal	No visual defects	No visual defect	Damaged branch and stubs.	Remove damaged branch and stubs.	MEDIUM		
C20	Wild Cherry	Prunus avium	1	6	180	3	Young	Good	No visual defects	Normal	No visual defects	No visual defect					
C21	Common Ash	Fraxinus excelsior	1	6.5	150	1.5	Young	Fair	Minor dead wood	Normal	No visual defects	Bark damage					

NOTE: All young trees around Muga area have damage at the base caused by strimmer/grass cutting. Put mulch barrier around base of tree. The boundary to the north west has a large Oak that has been lifted in the past and a large number of dead Elms which should be felled should any further extension of the path be carried out.

BOWERHILL SPORTS FIELD

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
DH1	Hedge												Hawthorn, Hazel, Birch. Partially removed as part of junction/new road. New planting to restore.				
DH2	Hedge												Gappy hedge, Elm, Field Maple, Blackthorn, Ash, Ht 6m width 6m. Field Maple, Elm, Ash 11m. 100mm-150mm diam. Odd dead Elm.	Fell dead Elms.	LOW		
DH3	Hedge												Hedge. Field Maple, Crab Apple, Blackthorn. Line of Ash in decline outside fence				
DH4	Hedge												Hedge/line of trees. Mixed species hedge with Wild Cherry.				
D1	Common Oak	Quercus robur	1	5	120	1.5	Young	Fair	Minor dead wood	Normal	No visual defects	No visual defect					
D2	Common Oak	Quercus robur	1	15	950	6	Mature	Good	Minor dead wood; Old pruning wounds	Normal	No visual defects	Old pruning wounds; Cavities. Pollard.	Mature tre. Pollarded in 2022. Hollow in base.		MONITOR		
D3	Scrub Area												Area of scrub/bramble. Elm, Blackthorn, Elder, Significant Odd dead Elm.	Fell dead Elms.	LOW		

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
D4	Common Oak	Quercus robur	1	15	640	7.5	Mature	Fair	Damage / wounding; Minor dead wood	Normal	No visual defects	Cavities; Bark wounds	Damage and deadwood , cavities in main stem at 4m at crown break out point. Monitor				
D5	Common Ash	Fraxinus excelsior	4	14	260	5.5	Mature	Good	No visual defects	Normal	No visual defects	Multi stemmed					
D6	Field Maple	Acer campestre	2	15	440	8	Mature	Good	Minor dead wood	Normal	No visual defects	Old pruning wounds					
D7	Common Oak	Quercus robur	1	18	630	9.5	Mature	Good	Minor dead wood; Damage / wounding	Normal	No visual defects	Old pruning wounds					
D8	Common Oak	Quercus robur	1	18	630	6	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect			MONITOR		
D9	Field Maple	Acer campestre	2	14	410	6	Mature	Good	Minor dead wood	Normal	No visual defects	Bifurcated			MONITOR		
D10	Field Maple	Acer campestre	1	13	240	4	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
D11	Field Maple	Acer campestre	3	14	310	6	Mature	Good	No visual defects	Normal	No visual defects	Multi stemmed					
D12	Common Ash	Fraxinus excelsior	1	13.5	210	4	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
D13	Common Ash	Fraxinus excelsior	1	13	220	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	Forks into 2 at 3m.				
D14	Common Ash	Fraxinus excelsior	2	18	440	8	Mature	Good	Minor dead wood	Normal	No visual defects	Old pruning wounds	2 stems from base both stems forking again at 2m.				
D15	Common Oak	Quercus robur	1	18	650	8.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
D16	Common Ash	Fraxinus excelsior	1	14	200	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
D17	Common Ash	Fraxinus excelsior	4	13.5	180	5	Mature	Good	No visual defects	Normal	No visual defects	Multi stemmed					
D18	Common Ash	Fraxinus excelsior	1	15	220	4	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
D19	Common Ash	Fraxinus excelsior	1	15	220	4	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
D20	Common Oak	Quercus robur	1	15	210	3.3	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
D21	Field Maple	Acer campestre	1	14	310	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
D22	Field Maple	Acer campestre	1	17	570	6.5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
D23	Field Maple	Acer campestre	1	16.5	580	6.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
D24	Common Oak	Quercus robur	1	16	490	8.5	Mature	Good	Major dead wood	Normal	No visual defects	Ivy covered					
D25	Common Oak	Quercus robur	1	17	710	10	Mature	Good	Minor dead wood	Normal	No visual defects	Old pruning wounds; Ivy covered			MONITOR		
D26	Common Oak	Quercus robur	1	2	100	1	Young	Good	No visual defects	Normal	No visual defects	No visual defect	Low branches.	Lift lower branches to 2.0m.	LOW		
D27	Wild Cherry	Prunus avium	1	6	110	2	Semi mature	Poor	Apical die back	Sparse	No visual defects	No visual defect					
D28	Wild Cherry	Prunus avium	1	6	100	2	Semi mature	Poor	Apical die back	Sparse	No visual defects	No visual defect					
D29	Wild Cherry	Prunus avium	1	5	100	2	Young	Poor	Apical die back	Sparse	No visual defects	No visual defect	Die back in top.	Crown recovering	MONITOR		
D30	Wild Cherry	Prunus avium	1	4	80	1.5	Young	Poor	Apical die back	Sparse	No visual defects	No visual defect	Die back in top. Heavy bramble growth into crown.	Likely to decline. Sever Bramble.	MEDIUM		

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
D31	Wild Cherry	Prunus avium	1	4	90	1.5	Young	Poor	Apical die back	Sparse	No visual defects	No visual defect	Die back in top. Heavy bramble growth into crown.	Likely to decline. Sever Bramble.	MEDIUM		
D32	Wild Cherry	Prunus avium	1	5	90	1.5	Young	Poor	Apical die back	Sparse	No visual defects	No visual defect	Die back in top. Heavy bramble growth into crown.	Likely to decline. Sever Bramble.	MEDIUM		

SHAW PLAYING FIELD

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
EH1	Hedge												Remnant Hawthorn hedge. Gappy, heavy Ivy growth. Ht 7m spread 2m.				
E1	Common Ash	Fraxinus excelsior	1	19	930	8.5	Mature	Good	Old pruning wounds	Normal	No visual defects	Old pruning wounds	Lower limbs removed in past. Chalara risk.		MONITOR		
E2	Whitebeam	Sorbus aria	1	10	240	3	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	Growing out from under crown of adjacent Ash.				
E3	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. in past. On boundary.	Sever Ivy growth.	LOW		
E4	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. in past. On boundary.	Sever Ivy growth.	LOW		
E5	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. in past. On boundary.	Sever Ivy growth.	LOW		
E6	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. in past. On boundary.	Sever Ivy growth.	LOW		
E7	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. in past. On boundary.	Sever Ivy growth.	LOW		
E8	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. in past. On boundary.				
E9	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. On boundary.				
E10	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. On boundary.				
E11	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. On boundary.				
E12	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. in past. On boundary.				
E13	Mountain Ash	Sorbus aucuparia	1	3.5	120	2.5	Semi-mature	Fair	Minor dead wood	Normal	No visual defects	No visual defect	Growing out from under crown of adjacent Birch.				
E14	Silver Birch	Betula pendula	1	12	350	4	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect	Dead wood in crown.		MONITOR		
E15	Common Ash	Fraxinus excelsior	1	12	250	2.5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	Chalara risk.		MONITOR		
E16	English Elm	Ulmus procera											FELLED 2015				
E17	Common Hawthorn	Crataegus monogyna	2	7	170	2.5	Mature	Fair	Ivy in crown	Normal	No visual defects	Ivy covered	Heavy Ivy growth into crown.	Sever Ivy growth	LOW		

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
E18	Common Ash	Fraxinus excelsior	5	17	430	9	Mature	Good	Minor dead wood	Normal	No visual defects	Multi stemmed	Multi stemmed from base. Chalara risk.		MONITOR		
E19	Norway Maple	Acer platanoides	1	15	380	5	Mature	Good	Damage / wounding; Minor dead wood	Normal	No visual defects	No visual defect					
E20	Norway Maple	Acer platanoides	1	15	350	5.5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E21	Common Lime	Tilia europaea	2	16.5	270	3.5	Mature	Good	No visual defects	Normal	No visual defects	Bifurcated	Forks into 2 at 1m.				
E22	Norway Maple	Acer platanoides	1	15	280	6	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E23	Common Lime	Tilia europaea	1	16	340	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E24	Common Lime	Tilia europaea	1	16.5	240	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E25	Common Lime	Tilia europaea	1	16	350	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E26	Norway Maple	Acer platanoides	1	13	250	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E27	English Elm	Ulmus procera											FELLED 2015				
E28	English Elm	Ulmus procera											FELLED 2022				
E29	Lombardy Poplar	Populus nigra 'Italica'	1	27	700	2.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E30	Lombardy Poplar	Populus nigra 'Italica'	1	27	640	2.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E31	Lombardy Poplar	Populus nigra 'Italica'	1	27	630	2.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E32	Lombardy Poplar	Populus nigra 'Italica'	1	27	630	2.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E33	Lombardy Poplar	Populus nigra 'Italica'	1	26	590	2.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E34	Lombardy Poplar	Populus nigra 'Italica'	1	27	600	2.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E35	Lombardy Poplar	Populus nigra 'Italica'	1	26.5	630	2.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E36	Lombardy Poplar	Populus nigra 'Italica'	1	27	640	2.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E37	Lombardy Poplar	Populus nigra 'Italica'	1	27	630	2.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E38	Norway Maple	Acer platanoides	1	11	290	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E39	Lombardy Poplar	Populus nigra 'Italica'	1	25	630	2	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E40	Lombardy Poplar	Populus nigra 'Italica'	1	24	640	2	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E41	Common Horse Chestnut	Aesculus hippocastanum	1	14	460	9	Mature	Good	No visual defects	Normal	No visual defects	Fungus or decay	Small area of bleeding canker.		MONITOR		
E42	Common Alder	Alnus glutinosa	2	12	330	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E43	Common Alder	Alnus glutinosa	1	10	180	3	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E44	Common Ash	Fraxinus excelsior	1	14	120	3	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E45	Mountain Ash	Sorbus aucuparia	2	5	70	2	Young	Fair	No visual defects	Normal	No visual defects	No visual defects		Reduce to single stem. Remove stake.	MEDIUM		

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
E46	Field Maple	Acer campestre	1	12	330	4	Mature	Good	No visual defects	Normal	No visual defects	Ivy covered	Ivy on stem.	Sever Ivy.	LOW		
E47	Whitebeam	Sorbus aria	2	10	130	3	Semi-mature	Good	No visual defects	Normal	No visual defects	Bifurcated; Ivy covered	Forks into 2 at 0.5m. Ivy on stem.	Sever Ivy.	LOW		
E48	Common Lime	Tilia europaea	1	11	460	5.5	Mature	Good	No visual defects; Low hanging branches	Normal	No visual defects	No visual defect	Low branches. Small damaged hanging limb in crown	Lift lower branches to give 2.5m clearance and remove damaged limb.	MEDIUM		
E49	Sweet Gum	Liquidambar styraciflua	1	9	210	3	Semi-mature	Good	Low hanging branches	Normal	No visual defects	No visual defect	Low branches.	Lif lower branches to give 2m clearance. Remove stake.	MEDIUM		
E50	Common Beech	Fagus sylvatica	1	11	230	2	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	Columnner/twisted form.				
E51	Silver Birch	Betula pendula	1	5	80	2	Young	Good	No visual defects	Normal	No visual defects	No visual defect					
E52	Common Lime	Tilia europaea	1	21	980	7	Mature	Fair	Minor dead wood. Ivy in crown	Normal	No visual defects	No visual defect. Epicormic growth.	Epicormic growth around base.	Remove epicormic growth.	MEDIUM		
E53	Field Maple	Acer campestre	1	13	440	6	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E54	Norway Maple	Acer platanoides	1	11	200	5	Mature	Fair	Old pruning wounds	Normal	No visual defects	Bark wounds; Leaning	Growing out from under crown of adjacent Field Maple				
E55	Field Maple	Acer campestre	1	13	400	5.5	Mature	Good	Ivy in crown	Normal	No visual defects	Ivy covered	Ivy growth into crown.	Sever Ivy growth	LOW		
E56	Common Ash	Fraxinus excelsior	1	10	130	4	Semi-mature	Fair	No visual defects	Normal	No visual defects	Leaning. Ivy covered.	Leaning over sub station. Ivy growth on stem.	Sever Ivy growth.	LOW		
E57	Norway Maple	Acer platanoides	1	10	160	3	Semi-mature	Good	No visual defects	Normal	No visual defects	Bark wounds; Ivy covered.	Ivy growth on stem.	Sever Ivy growth.	LOW		
E58	Common Horse Chestnut	Aesculus hippocastanum	2	10	170	3	Semi-mature	Good	No visual defects	Normal	No visual defects	Bark wounds; Bifurcated	Forks into 2 at 0.3m. Some bleeding canker in base.				
E59	Field Maple	Acer campestre	1	10	280	6	Mature	Good	Old pruning wounds	Normal	No visual defects	Ivy covered	Pruned on play area side. Ivy growth on stem.	Sever Ivy growth.	LOW		
E60	Common Ash	Fraxinus excelsior	1	11	170	3	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E61	Norway Maple	Acer platanoides	1	11	280	7.5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E62	Common Ash	Fraxinus excelsior	5	12	230	6	Mature	Good	Old pruning wounds. Minor dead wood.	Normal	No visual defects	Bark wounds; Cracked / included bark; Multi stemmed	Multi stemmed from base. Growing into play area railings. Risk of Chalara.	Remove railing while growth is minimal and realign railings away from tree.	MEDIUM MONITOR		
E63	Norway Maple	Acer platanoides	1	11	220	4.5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E64	Cherry	Pruus sp.	2	6	170	4.5	Mature	Good	Old pruning wounds	Normal	No visual defects	No visual defect	Ornamental Cherry. Secondary stem split off in past. Low branches over swings.	Lift lower branches to give 2.5m clearance.			
E65	Norway Maple	Acer platanoides	1	11	260	6	Mature	Good	Old pruning wounds	Normal	No visual defects	No visual defect	Pruned over play area.				
E66	Common Horse Chestnut	Aesculus hippocastanum											FELLED 2018				
E67	Norway Maple	Acer platanoides	1	11	220	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defects	Low branches over car park.	Lift lower branches to give 2.5m clearance.			
E68	Silver Birch	Betula pendula	1	12	220	4	Mature	Good	No visual defects	Normal	No visual defects	No visual defects					
E69	Silver Birch	Betula pendula	1	12	220	4	Mature	Good	No visual defects	Normal	No visual defects	No visual defects					

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
E70	Silver Birch	Betula pendula	1	10	190	3	Mature	Good	No visual defects	Normal	No visual defects	No visual defects					
E71	Common Alder	Alnus glutinosa	1	8	110	4	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defects					
E72	Common Alder	Alnus glutinosa	1	8.5	170	3.5	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defects					
E73	Common Ash	Fraxinus excelsior	1	6	130	3	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defects					

BEANACRE PLAY AREA

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
FH1	Hedge												Hawthorn hedge. Overgrowing entrance gate.	Maintain as low hedge.	MEDIUM		
FH2	Hedge												Mixed hedge. Gappy. Hawthorn, Field Maple, Dodwood.	Maintain as hedge. Cut and lay or cut.	MEDIUM		
FH3	Hedge												Mixed hedge, Hawthorn, Field Maple, Dodwood.	Maintain as hedge.	LOW		
FH4	Hedge												Mixed hedge, Hawthorn, Field Maple, Dodwood, Hazel.	Maintain as hedge.	LOW		
F1	Manna Ash	Fraxinus ornus	1	6	110	2	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
F2	Wild Service Tree	Sorbus torminalis	1	6	120	3	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
F3	Field Maple	Acer campestre	1	8	190	4	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
F4	Wild Cherry	Prunus avium	1	7.5	220	4	Semi-mature	Good	No visual defects	Normal	No visual defects	Old pruning wounds					
F5	Field Maple	Acer campestre	1	8	220	4	Semi-mature	Good	Damage / wounding	Normal	No visual defects	No visual defect	Bark stripping		MONITOR		
F6	Field Maple	Acer campestre	1	8	210	4	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Multi stemmed from 1.0m.				
F7	Field Maple	Acer campestre	1	7	210	2	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
F8	Field Maple	Acer campestre	1	8.5	200	3	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
F9	Wild Cherry	Prunus avium	1	9	270	4	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect	Branches overgrowing play area.	Prune to lift/clear play equipment.	MEDIUM		
F10	Field Maple	Acer campestre											FELLED 2019				
F11	Field Maple	Acer campestre	1	8	200	3	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Low branches over play area	Lift branches to give 2.5m clearance.	MEDIUM		
F12	Field Maple	Acer campestre	1	6	210	2	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Low branches over play area	Lift branches to give 2.5m clearance.	MEDIUM		
F13	Wild Cherry	Prunus avium	1	8	200	3	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Low branches over play area	Lift branches to give 2.5m clearance.	MEDIUM		
F14	Common Hawthorn	Crataegus monogyna	3	7	170	4	Mature	Good	No visual defects	Normal	No visual defects	Multi stemmed; Ivy growth	Inv growth into crown.	Sever Ivy.	MEDIUM		
F15	Norway Maple	Acer platanoides	1	8.5	210	3	Semi-mature	Good	Old pruning wounds	Normal	No visual defects	No visual defect	Crown reduced in past. Variety Crimson King				
F16	Whitebeam	Sorbus aria											FELLED 2019				

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
F17	Wild Cherry	Prunus avium	1	6	160	3	Semi-mature	Fair	Old pruning wounds	Normal	No visual defects	No visual defect	Top of crown cut out.				
F18	Manna Ash	Fraxinus ornus	1	5	110	1.5	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
F19	Wild Cherry	Prunus avium	1	9	160	4	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
F20	Whitebeam	Sorbus aria	1	4	90	2	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
F21	Common Horse Chestnut	Aesculus hippocastanum	1	7	210	4	Semi-mature	Good	No visual defects	Normal	No visual defects	Bark damage	Bark daage on stem.		MONITOR		
F22	Manna Ash	Fraxinus ornus	1	6	130	3	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Low branches over play area	Lift branches to give 2.5m clearance.	MEDIUM		
F23	Common Hazel	Corylus avellana	6	76.5	80	3.5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	Low branches over play area	Lift branches to give 2.5m clearance.	MEDIUM		

KESTREL COURT PLAYING FIELD

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
G1	Common Lime	Tilia europaea	1	21	700	8	Mature	Good	Minor dead wood	Normal	No visual defects	Bark wounds; Bifurcated	Forks into 2 at 3m. Low branches. Small hung up branch.	Remove hung up branch.	MEDIUM		
G2	Common Lime	Tilia europaea	1	21	710	8	Mature	Good	No visual defects	Normal	No visual defects	Weak fork; Bifurcated	Forks into 2 at 3m. Potential weak fork.		MONITOR		
G3	Common Lime	Tilia europaea	1	21	680	9	Mature	Good	Minor dead wood; Minor dead wood	Normal	No visual defects	Bifurcated	Forks into 2 at 2m. Hung up dead hanging limb.	Remove hanging dead limb.	MEDIUM		
G4	Common Lime	Tilia europaea	1	21	600	7	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
G5	Common Lime	Tilia europaea	1	15	460	6	Mature	Fair	Minor dead wood	Small / sparse	No visual defects	Weak fork; Trifurcated; Bark wounds	Forks into 5 at 3m. Potential weak forks. Foliage sparse. Damaged stem at 0.5m. with occluded wound. Dead branch in crown	Remove dead branch and other dead wood in crown.	MEDIUM MONITOR		
G6	Common Lime	Tilia europaea	1	18	600	8	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
G7	Common Lime	Tilia europaea	1	22	580	9	Mature	Good	Damage / wounding; Minor dead wood	Small / sparse	No visual defects	No visual defect					
G8	Common Lime	Tilia europaea	1	22	740	9	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect	Hung up dead hanging limb.	Remove hanging dead limb	MEDIUM		
G9	Silver Birch	Betula pendula	1	13	300	4	Mature	Good	No visual defects	Normal	No visual defects	Old pruning wounds					
G10	Sorbus 'Joseph Rock'	Sorbus aucuparia 'Joseph Rock'	1	6	140	2.5	Semi-mature	Good	Damage / wounding	Normal	No visual defects	No visual defect					
G11	Sorbus 'Joseph Rock'	Sorbus aucuparia 'Joseph Rock'	1	8.5	150	3	Semi-mature	fair	Damage / wounding	Small / sparse	No visual defects	No visual defect					
G13	Sorbus 'Joseph Rock'	Sorbus aucuparia 'Joseph Rock'	1	9	180	3	Semi-mature	Good	Old pruning wounds	Normal	No visual defects	No visual defect					

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
G12	Silver Birch	Betula pendula	1	15	400	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
G14	Goat Willow	Salix caprea	5	12	280	7	Mature	Good	No visual defects	Normal	No visual defects	Multi stemmed	Multi stemmed from base				

BERRYFIELD PLAYING FIELD

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
H1	Silver Birch	Betula pendula	1	18	310	5	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
H2	English Elm	Ulmus Procera											FELLED 2022				
H3	English Elm	Ulmus Procera	2	10	140	2	Dead	Poor	Apical dieback	50% dead / absent	No visual defects	No visual defect	Dead. On Boundary.	Check ownership. Fell.	MEDIUM		
H4	Common Ash	Fraxinus excelsior	2	13	270	5	Mature	Good	Ivy growth	Normal	No visual defects	No visual defect	On Boundary.				
H5	English Elm	Ulmus Procera											FELLED 2016				
H6	Common Hawthorn	Crataegus monogyna	2	5.5	240	4.5	Mature	Good	Minor dead wood	Normal	No visual defects	Leaning	Growing out and away from adjacent Hornbeam. Overhanging path.	Lift over path.	MEDIUM		
H7	Common Hornbeam	Carpinus betulus	1	17	310	6.5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	Branches impactioing on street light.	Cut back from light.	MEDIUM		
H8	Prunus 'Kanzan'	Prunus 'Kanzan'	1	7.5	300	5	Semi-mature	Poor	Apical die back; Damage / wounding; Minor dead wood	25% dead / absent	No visual defects	No visual defect	Crown sparse.		MONITOR		
H9	Common Hornbeam	Carpinus betulus	1	16	490	8.5	Mature	Good	Minor deadwood	Normal	No visual defects	No visual defect					
H10	Weeping Willow	Salix chrysocoma	1	19	930	8	Mature	Good	Minor deadwood	Normal	No visual defects	Jagged wound; Stubs	Pollarded.				
H11	Sweedish Whitebeam	Sorbus intermedia	1	11	260	4	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Forks into 2 at 2m. Suckers around base.	Cut suckers.	LOW		
H12	Field Maple	Acer campestre	1	18	400	7	Mature	Good	Minor dead wood	Normal	No visual defects	Stubs; Old pruning wounds					
H13	Field Maple	Acer campestre	1	13	310	4	Mature	Fair	No visual defects	Normal	No visual defects	Bark wounds; Cracked / included bark.					
H14	Goat Willow	Salix caprea	1	10	180	5	Mature	Fair	No visual defects	Normal	No visual defects	Leaning.	Growing out and away from adjacent Field Maple				
H15	Goat Willow	Salix caprea	2	14	420	4	Semi-mature	Good	Minor deadwood. Old pruning wounds.	Normal	No visual defects	Old pruning wounds. Bifurcated.					
H16	Goat Willow	Salix caprea	2	15	460	5	Semi-mature	Good	Damage / wounding	Normal	No visual defects	Old pruning wounds; Bifurcated.					
H17	Black Cherry	Prunus serotina	1	11	310	5	Mature	Good	Weak fork	Normal	No visual defects	No visual defect	Multi stemmed from 3m.				
H18	Black Cherry	Prunus serotina	1	11	290	5	Mature	Good	Damage / wounding	Normal	No visual defects	No visual defect	Epicormic growth from base.	Cut epicormic growth annually.	MEDIUM		
H19	Goat Willow	Salix caprea	2	12	300	5	Semi-mature	Good	No visual defects	Normal	No visual defects	Old pruning wounds; Bark wounds; Bifurcated	Epicormic growth from base.	Cut epicormic growth annually.	LOW		
H20	Goat Willow	Salix caprea	1	1	320	1	Semi-mature	Good	Old pruning wounds	Normal	No visual defects	Old Pruning wounds.	Coppiced.				

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
H21	Purple Plum	Prunus cerasifera											FELLED 2019				
H22	Field Maple	Acer campestre	1	14	350	5	Mature	Good	No visual defects	Normal	No visual defects	Bark wounds					

NOTE: Numerous dead Elms along riverbank outside fence, although not on owned land action should be taken so that these are removed.

SHURNHOLD FIELDS

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
J1	White Willow	Salix alba	2	14	470	14	Mature	Fair	Minor dead wood	Normal	Soil heave	Leaning; Multi stemmed	Leaning. Weight over field. On opposite side of bank. Not in ownership.	Ideally Pollard.			
J2	Common Walnut	Juglans regia	2	4	70	1	Young	Good	No visual defects	Normal	No visual defects	Multi stemmed	Formative pruning required.	Remove secondary stem. Lift lower branches. Smaller the to east requires same action	LOW		
J3	English Elm	Ulmus procera											FELLED 2022				
J4	Common Walnut	Juglans regia	3	5	160	2.5	Semi-mature	Good	No visual defects	Normal	No visual defects	Multi stemmed	Formative pruning required.	Single to one stem. Lift lower branches. Smaller Walnut 15m to east requires same action.	LOW		
J5	Common Horse Chestnut	Aesculus hippocastanum	1	1.5	20	1	Newly Planted										
J6	Field Maple	Acer campestre	1	11	570	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	Multi stemmed from 1.5 m				
J7	Field Maple	Acer campestre	2	8	310	7	Mature	Poor	Damage / wounding; Minor dead wood; Major dead wood; Apical die back	50% dead / absent	No visual defects	Bark wounds	Significant dead wood.	Fell.	LOW		
J8	Field Maple	Acer campestre	1	12	560	7	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
J9	Wild Cherry	Prunus avium	1	6	320	4.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
J10	Field Maple	Acer campestre	1	6	380	5	Mature	Good	Major dead wood	Normal	No visual defects	No visual defect					
J11	Common Ash	Fraxinus excelsior	1	11	370	6	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	No current signs of Chalara.	Likely to suffer from Chalara.	MONITOR		
J12	Field Maple	Acer campestre	1	9	310	4	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
J13	Common Ash	Fraxinus excelsior	2	8	140	2.5	Mature	Fair	Apical die back	Small / sparse	No visual defects	No visual defect	Early signs of Chalara.		MONITOR		
J14	Field Maple	Acer campestre	3	10	290	6	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
J15	Common Oak	Quercus robur	1	7	320	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
J16	Common Alder	Alnus glutinosa	1	10	380	7	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					

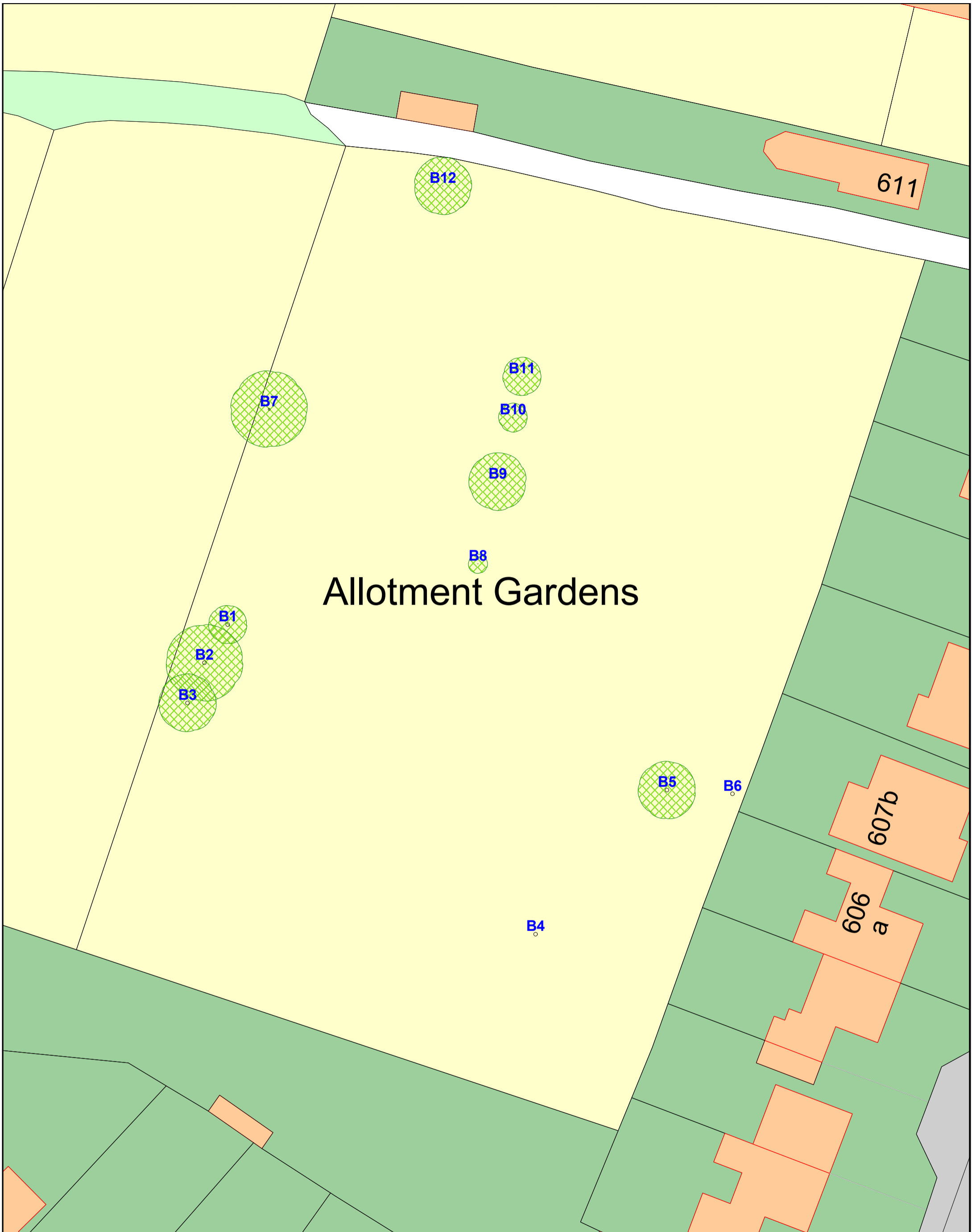
Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
J17	White Willow	Salix alba	8	16	460	12	Mature	Fair	Pollard	Normal	No visual defects	Multi stemmed					
J18	White Willow	Salix alba	3	17	480	9	Mature	Good	No visual defects	Normal	No visual defects	Multi stemmed	Growing on opposite bank. Secondary stem over field.				
J19	Bird Cherry	Prunus padus	1	7	340	7	Mature	Fair	Damage / wounding; Minor dead wood; Old pruning wounds; Stubs	Normal	No visual defects	Cracked / included bark; Leaning	Growing out and away from adjacent Cherry. Large branch snapped out in past.				
J20	Wild Cherry	Prunus avium	1	13	360	5	Mature	Fair	Ivy in crown; Minor dead wood	Normal	No visual defects	Ivy covered	Heavy Ivy growth into crown.	Sever Ivy	MEDIUM		
J21	Common Lime	Tilia europaea	1	7	210	2.5	Mature	Fair	Minor dead wood	Normal	No visual defects	No visual defect	Sub-dominant growing under previous Cypress.				
J22	Monterey Cypress	Cupressus macrocarpa											FELLED 2022				
J23	English Elm	Ulmus procera	3	5	110	2	Dead	Poor					3 dead stems. Fell within 12 months.	Fell.	HIGH		
J24	Field Maple	Acer campestre	1	15	400	7	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
J25	Bird Cherry	Prunus padus	1	13	420	9	Dead							Fell.	HIGH		
J26	Field Maple	Acer campestre	2	13	460	8	Mature	Good	Ivy in crown	Normal	No visual defects	Ivy covered	Heavy Ivy growth into crown.	Sever Ivy	MEDIUM		
J27	Field Maple	Acer campestre	1	9	320	6	Mature	Good	No visual defects	Normal	No visual defects	Ivy covered	Heavy Ivy growth into crown.	Sever Ivy	MEDIUM		
J28	Field Maple	Acer campestre	1	8	390	7	Mature	Fair	No visual defects	Normal	No visual defects	Leaning;Ivy covered	Growing out and away from adjacent Field Maple. Weight over field.				
J29	Field Maple	Acer campestre	1	13	510	8	Mature	Good	Ivy in crown	Normal	No visual defects	Ivy covered	Heavy Ivy growth into crown.	Sever Ivy	MEDIUM		
J30	A Group												Group of dead and dying Elm.	Fell dead trees. Fell as others die.	HIGH		
J31	Bird Cherry	Prunus padus	1	5	110	1		Good	No visual defects	Normal	No visual defects	No visual defect					
J32	Field Maple	Acer campestre	1	10	520	7	Mature	Fair	Minor dead wood; Major dead wood; Ivy in crown	50% dead / absent	No visual defects	Ivy covered	50% dead.	Remove dead wood.	MEDIUM		
J33	Field Maple	Acer campestre	2	12	410	8	Mature	Good	Ivy in crown	Normal	No visual defects	Ivy covered	Heavy Ivy growth into crown.	Sever Ivy	MEDIUM		
	Woodland												Wild Cherry regeneration				
	Hedge A												Regularly cut hedge. Hornbeam	Continue to cut regularly	MEDIUM		
	Hedge B												Overgrown hedge. Hawthorn, Hazel, Elm, Sycamore. Ivy growth into crowns. Elms dead and dying.	Fell dead and dying Elms as the die. Sever Ivy where heavily into	MEDIUM		
	Hedge C												Managed hedge. Hawthorn, Blackthorn, Elder, Elm. Some Elms dead and dying.	Fell dead and dying Elms as the die.	MEDIUM		
	Hedge D												Overgrown hedge along bank. Hawthorn, Elm, Ash, Field Maple.				
	Hedge E												Overgrown hedge along bank. Hawthorn, Elm.				
	Scrub A												Mainly Blackthorn.	Manage as mixed scrub	LOW		
	Scrub B												Hawthorn, Dogwood, Elder.	Manage as mixed scrub	LOW		

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
	Scrub C												Elm, Wild Cherry, Field Maple.	Manage as mixed scrub	LOW		
	Scrub D												Willow, Hazel.	Manage as mixed scrub	LOW		
	Scrub E												Blackthorn	Manage as hedge	LOW		

GENERAL NOTE: There are a significant number of Ash trees with early signs of Chalara (Ash Dieback); there condition should be MONITORED regularly with a view to removal if infection is significant.

WORK PRIORITY

URGENT	Immediate Action	These are works that are required to remove a risk of imminent failure of a tree or part thereof that will have potential to cause significant harm or damage.
HIGH	Within 6 Months	These are works that are required to remove risk that has potential to cause significant harm or damage if it were to fail.
MEDIUM	Within 12 Months	These are works that are required for the safe use of the site, adjacent land owners and public highways; they also include formative pruning and works to provide clearance of buildings or services.
LOW	Within 24 months	These are works that are recommended for the safe use of the site where it is anticipated that tree growth will become an issue prior to the next inspection. Or, works that should be carried out as part of tree management as good Arboricultural Practice.
MONITOR		These are trees that require looking at by staff on a regular basis (annually) and following severe weather, to assess any obvious change in condition or damage. Any concerns should be reported to the consultant surveyor for assessment.



Allotment Gardens

Woodland & Countryside Management Ltd.
 Yew Tree Cottage, 6 Charlton Hill, Edington, Westbury, Wiltshire. BA13 4PL. Tel: 01380 831162 Mob: 07873253425

BERRYFIELD ALLOTMENT MELKSHAM WITHOUT PARISH COUNCIL

SCALE: 1 : 350	DATE: 30/04/2023
Map File Name: Tree Inspection Plan	
Ref. No.: WCM/SSR/MWPC/BA/TI/1	

AGENDA ITEM 10a Tree inspection report for the parish-CLERK-PC2



Pond

HORNCHURCH ROAD

WOODLAND 1

3
2
50
52
4
5

41
39

C21

C20

C19

C17 C18
C15 C16
C14
C11 C13
C12

C10
C8 C9
C7 C6
C5
C3 C4
C1 C2

Woodland & Countryside Management Ltd.

TEL: Office: 01380831162 Mobile: 07873253425
Email: steve@woodlandcountryside.com

**HORNCHURCH ROAD MUGA AND PLAY AREA
MELKSHAM WITHOUT PARISH COUNCIL**


SCALE: 1:500 @ A3 DATE: 30/04/2023




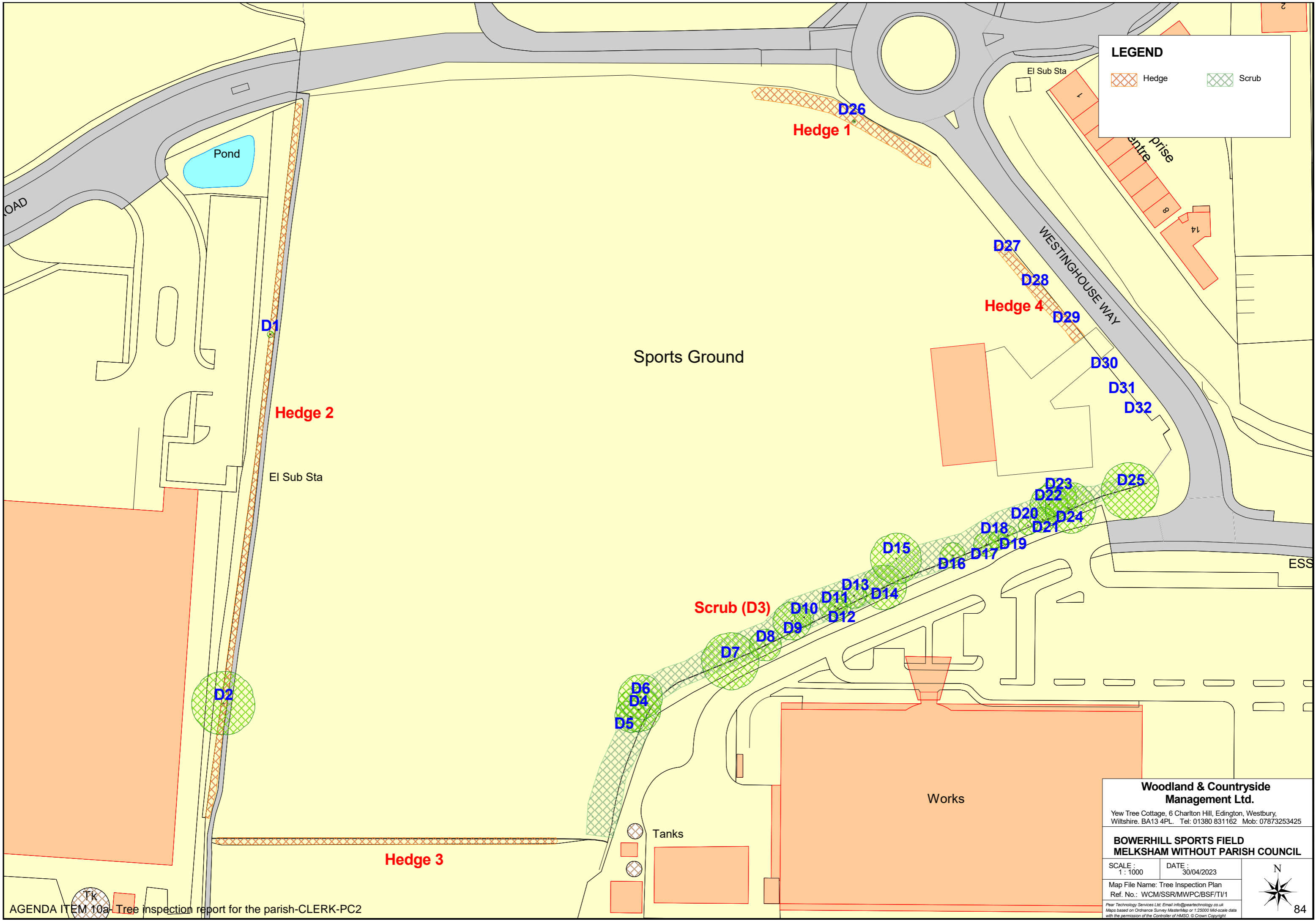
PLAN TITLE: TREE INSPECTION PLAN
PLAN REF: WCM/SSR/MWPC/HRMPA/TIP/1

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LEGEND

 Hedge

 Scrub



Woodland & Countryside Management Ltd.
 Yew Tree Cottage, 6 Charlton Hill, Edington, Westbury, Wiltshire. BA13 4PL. Tel: 01380 831162 Mob: 07873253425

BOWERHILL SPORTS FIELD MELKSHAM WITHOUT PARISH COUNCIL

SCALE: 1 : 1000 DATE: 30/04/2023

Map File Name: Tree Inspection Plan
 Ref. No.: WCM/SSR/MWPC/BSF/TI/1

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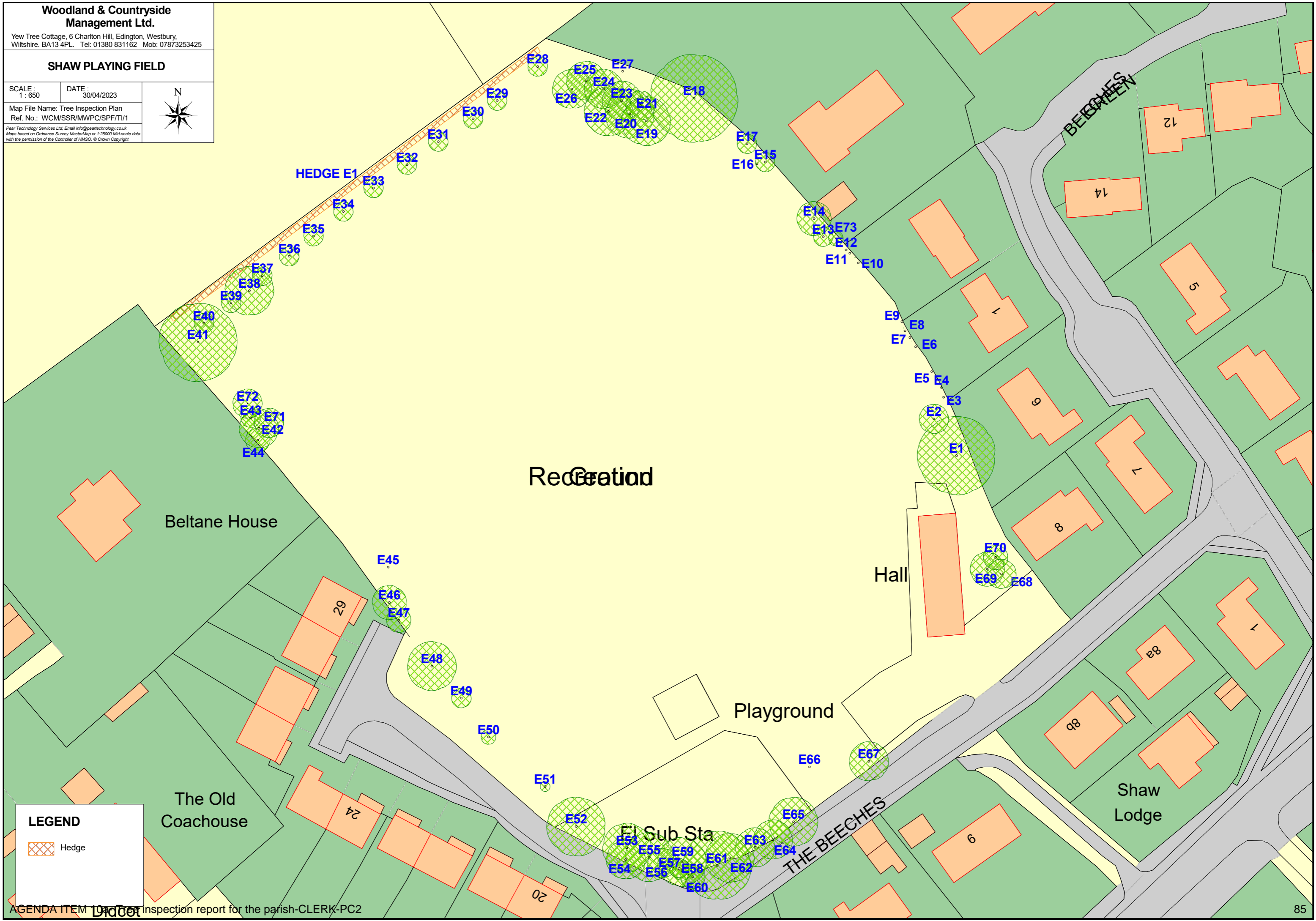
SHAW PLAYING FIELD

SCALE: 1:650

DATE: 30/04/2023

Map File Name: Tree Inspection Plan
Ref. No.: WCM/SSR/MWPC/SPF/TI/1

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LEGEND

 Hedge

BEANACRE PLAY AREA

SCALE :
1 : 250

DATE :
30/04/2023

Map File Name: Tree Inspection Plan
Ref. No.: WCM/SSR/MWPC/BPA/TIP/1

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Playground

HEGDE F4

HEDGE F3

HEDGE F2

HEDGE F1

LEGEND

 Hedge



Dowding Court

Playground

Kestrel Court

El Sub Sta

1 to 19

34

98

G14

G13

G12

G11

G10

G9

G8

G7

G6

G1

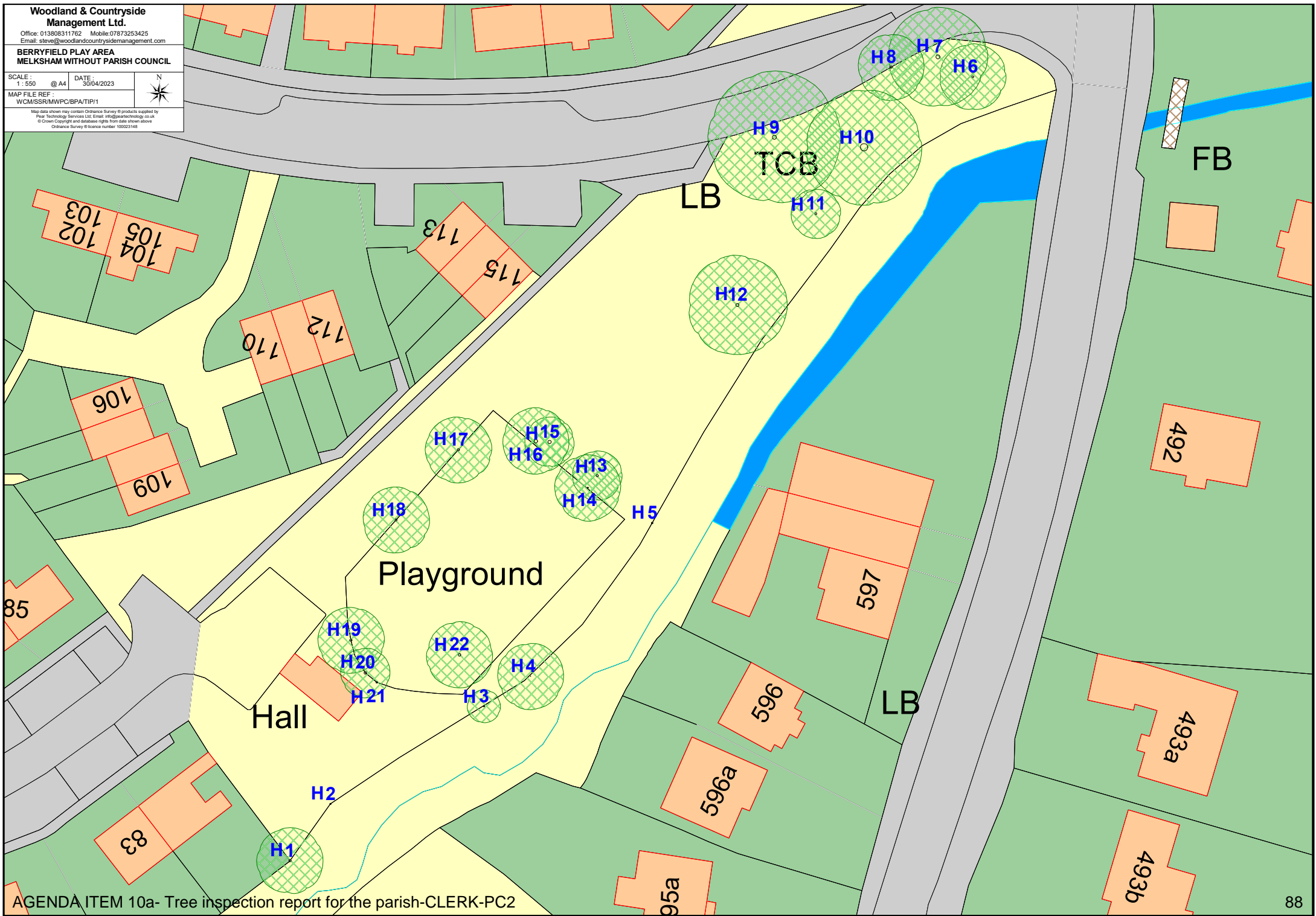
G2

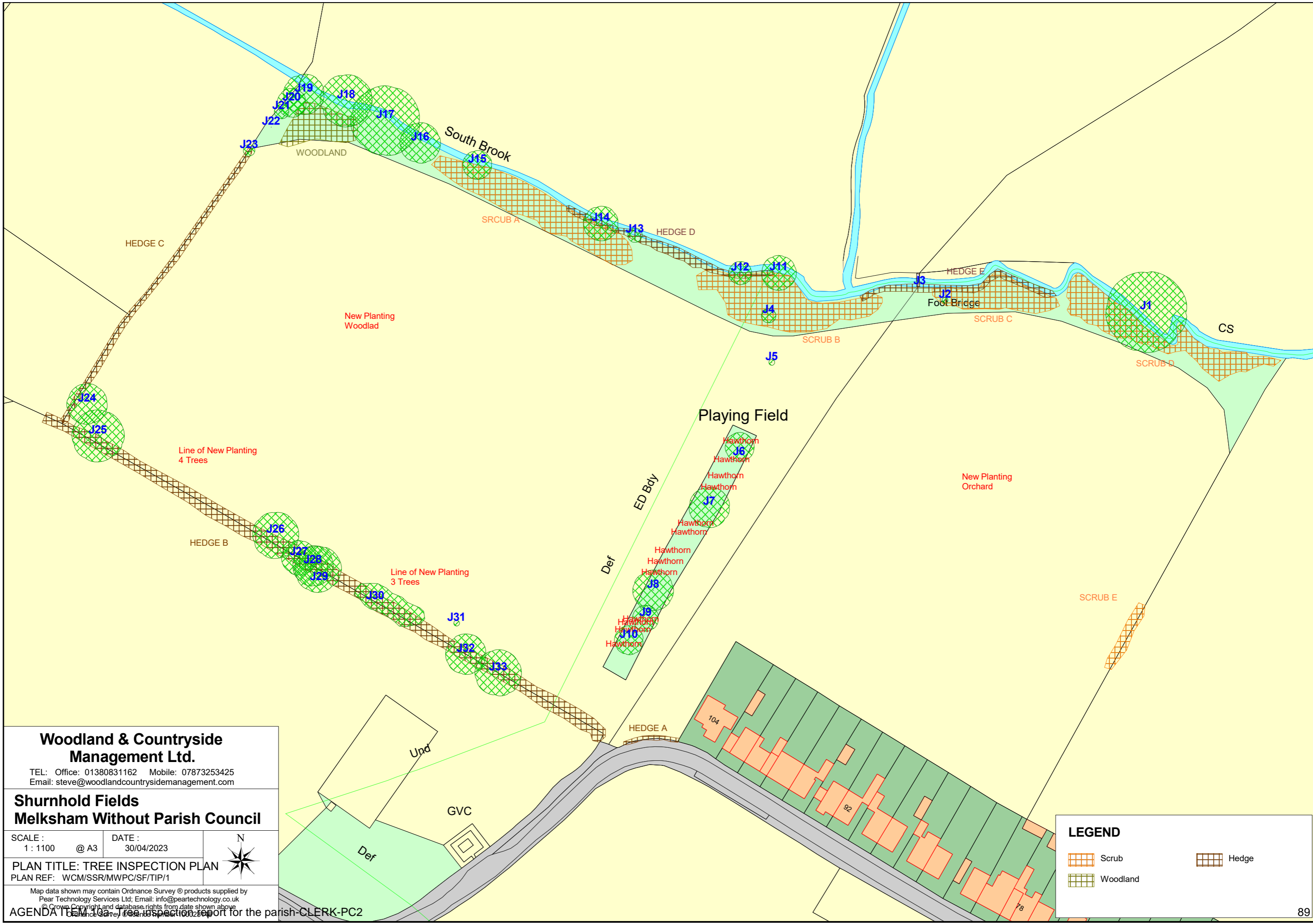
G3

G4

G5

12





Woodland & Countryside Management Ltd.

TEL: Office: 01380831162 Mobile: 07873253425
 Email: steve@woodlandcountrysidemanagement.com

**Shurnhold Fields
 Melksham Without Parish Council**

SCALE: 1: 1100 @ A3 DATE: 30/04/2023



PLAN TITLE: TREE INSPECTION PLAN
 PLAN REF: WCM/SSR/MWPC/SF/TIP/1

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LEGEND

	Scrub		Hedge
	Woodland		

Marianne Rossi

From: Paddy <secretaryofshawvillagehall@gmail.com>
Sent: 12 May 2023 15:15
To: Marianne Rossi
Cc: Teresa Strange
Subject: Re: Shaw Playing Fields tree survey
Attachments: image001.jpg; 20230508_145850.jpg; 20230508_145855.jpg

Follow Up Flag: Follow up
Flag Status: Completed

Hi Marianne

After the clarification, I think we can do all of the apart from E62, which doesn't require a tree surgeon but a new fence.

Most of the lows are OK but a quote of trimming E3 - 9 and removing the ivy would be good for us. Looks difficult and overhangs a garden.

Kind Regards
Paddy

On Fri, 12 May 2023, 14:32 Marianne Rossi, <admin@melkshamwithout-pc.gov.uk> wrote:

Hi Paddy,

I have asked for some quotes for the medium risk items, however I note that you believe that some jobs can be undertaken by the committee. Could you clarify which jobs the committee are able to do and which jobs we need quotations for please? Just so I can go back and ask for quotations for work that we need the contractors to do.

Many thanks for your other email about going away, I hope you have a lovely time.

Best Wishes,

Marianne

[Marianne Rossi](#)

Teresa Strange

From: Chris Smith <Chris@twlandscapes.com>
Sent: 02 March 2023 09:56
To: Teresa Strange
Cc: Marianne Rossi
Subject: RE: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham

Hi Theresa

Apologies for the delayed response. Things have and continue to be manic!

In terms of seasonal tree planting, I have stopped now. I know that in theory there are a couple of weeks left in the planting season but as you rightly pointed out, the risk of failure becomes significantly greater the further into the season you plant. I would strongly recommend that we touch base again this coming November and perhaps we meet on each site to discuss requirements and firm up some prices for you.

Again, apologies it has taken so long to get back to you.

Regards
Chris

Chris Smith
Contracts Manager
TW Landscapes Ltd
Unit 10 Indus Acre
Avro Way
Bowerhill
Melksham
Wiltshire
SN12 6TP

Tel: 01225 700585
Fax: 01225 700585
Email: chris@twlandscapes.com

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 16 February 2023 09:24
To: Chris Smith <Chris@twlandscapes.com>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham

Hi Chris

I am seeking a quote for some trees to plant to commemorate the Jubilee – and know that I have missed the November planting slot!

Do you think its too late now to plant, and we would be better waiting until the Autumn again? We haven't had a good experience planting in the early spring as they need watering more during the Summer?

This was the schedule from the indicative prices you gave me back in October.

A couple of good options for trees in public open spaces would be good, as well as some oak trees that we want to replace.

Hope all makes sense,
Tersesa

Area	Location	Landowner	Reason	Sp
Bowerhill	Bowerhill Sports Field - by bench	MWPC (Fields in Trust)	To replace Mike Mills commemorative tree that was damaged by Travellers (Min 59/22c)	Oa rep
Bowerhill	Bowerhill Sports Field - by deceased tree	MWPC (Fields in Trust)	To replace large 250 year old oak tree that was diseased/dying and cut down earlier this year / Jubilee	Oa rep
Bowerhill	Pathfinder Place	Taylor Wimpey / Remus management company	Jubilee - as development finished in 20	
Berryfield	New village hall soft landscaping	MWPC (to be leased to Management Committee)	Jubilee - as village hall built in 2022	
Berryfield	Bowood View	Bellway / Alexander Faulkner management company	Jubilee - as development finished in 20	
Berryfield	"Triangle" in Berryfield Park	Selwood Housing	Jubilee - but to replace tree that came Eunice	

From: Chris Smith <Chris@twlandscapes.com>
Sent: 24 October 2022 14:59
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Cc: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: Re: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham

Hi Teresa

We are on site tomorrow yes. My guys will be on site between 8:30 & 09:00. I'm on leave today so will have to confirm questions regarding the trees tomorrow if that's ok?

Kind regards
Chris
TWL

Sent from my iPhone

On 24 Oct 2022, at 14:52, Teresa Strange <clerk@melkshamwithout.co.uk> wrote:

Hi Chris
I hope all is well....
A couple of things please.

“Martyn’s Law” - What you need to know

ProtectUK publication date

01/02/2023

On Monday 19 December, the Government announced details for the Protect Duty, now to be known as ‘Martyn’s Law’ in tribute of Martyn Hett, who was killed alongside 21 others in the Manchester Arena terrorist attack in 2017. The Homeland Security Group has provided a factsheet for organisations in order to socialise what the law will do, what the tier system is and how the law will be managed.

Martyn’s Law is not yet been passed as legislation, the final requirements and scope are not yet finalised. This being the case, NaCTSO cannot provide any assurance that courses or products currently being advertised and linked to the legislation will support you in being complaint with Martyn’s Law in future. Please follow updates on ProtectUK.

-
- [Part 1 - Introduction to Martyn’s Law](#)
 - [Part 2 – What do the tiers mean?](#)
 - [Part 3 – How will Martyn’s Law be managed?](#)

Part 1 – Introduction to Martyn’s Law

What will Martyn's Law do?

Martyn's Law will keep people safe, enhancing our national security and reducing the risk to the public from terrorism by the protection of public venues.

It will place a requirement on those responsible for certain locations to consider the threat from terrorism and implement appropriate and proportionate mitigation measures.

The legislation will ensure parties are prepared, ready to respond and know what to do in the event of an attack. Better protection will be delivered through enhanced security systems, staff training, and clearer processes.

Who will be in scope?

Premises will fall within the scope of the duty where "qualifying activities" take place. This will include locations for purposes such as entertainment and leisure, retail, food and drink, museums and galleries, sports grounds, public areas of local and central government buildings (e.g. town halls), visitor attractions, temporary events, places of worship, health, and education.

It is proposed that the duty will apply to eligible premises which are either: a building (including collections of buildings used for the same purposes, e.g. a campus); or a location/event (including a temporary event) that has a defined boundary, allowing capacity to be known. Eligible locations whose maximum occupancy meets the above specified thresholds will then be drawn into the relevant tier.

Therefore, premises will be drawn into the scope of the duty if they meet the following three tests:

- That the premises is an eligible one – i.e., building or event with a defined boundary.
- That a qualifying activity takes place at the location; and
- That the maximum occupancy of the premises meets a specified threshold – either 100+ or 800+

How will it work?

The Bill will impose a duty on the owners and operators of certain locations to increase their preparedness for and protection from a terrorist attack by requiring them to take proportionate steps, depending on the size and nature of the activities that take place there.

Proportionality is a fundamental consideration for this legislation. It will therefore establish a tiered model, linked to the activity that takes place at a location and its capacity:

- **A standard tier** will drive good preparedness outcomes. Duty holders will be required to undertake simple yet effective activities to improve protective security and preparedness. This will apply to qualifying locations with a maximum capacity of over 100. This could include larger retail stores, bars, or restaurants.
- **An enhanced tier** will see additional requirements placed on high-capacity locations in recognition of the potential catastrophic consequences of a successful attack. This will apply to locations with a capacity of over 800 people at any time. This could include live music venues, theatres, and department stores.

Who will it apply to?

Premises will fall within the scope of Martyn's Law where "qualifying activities" take place. This will include locations for purposes such as entertainment and leisure, retail, food and drink, museums and galleries, sports grounds, public areas of local and central government buildings (e.g. town halls), visitor attractions, temporary events, places of worship, health and education.

Eligible locations whose maximum occupancy meets the above specified thresholds will be then drawn into the relevant tier.

There will be some limited exclusions and exemptions from the duty. This includes locations where transport security regulations already apply; and those that are vacant over a reasonable period or are permanently closed. Those with a large floor space and low occupancy in practice (e.g. warehouses and storage facilities) as well as offices and private residential locations, will not be in scope.

Part 2 – What do the tiers mean?

What will the standard tier be asked to do?

Standard duty holders will need to undertake easy and simple activities to meet their obligations. This will include completion of free training, awareness raising and cascading of information to staff and completion of a preparedness plan.

The aim is to ensure staff are better prepared to respond quickly to evolving situations, aware of what processes they should follow, able to make rapid decisions and carry out actions that will save lives. This could be as simple as locking doors to delay attackers progress and access whilst guiding staff and customers to alternative exits. It could also enable lifesaving treatment to be administered by staff whilst awaiting the arrival of emergency services.

What will the enhanced tier be asked to do?

A risk assessment and security plan, considered to a 'reasonably practicable' standard, will be required. This will allow duty holders to assess the balance of risk reduction against the time, money and effort required to achieve a successful level of security preparedness - plus a recognised standard in other regulatory regimes (including Fire and Health and Safety).

What about locations run by volunteers?

The Government intended for places of worship to receive bespoke treatment under the duty, in reflection of the existing range of mitigation activities delivered and funded by the Government to reduce their vulnerability to terrorism and hate crime. All places of worship will be placed within the standard tier of the duty regardless of their capacity, barring a small cohort across all faiths that charge tourists for entry and/or hire out the site for large commercial events.

Charities, community groups and social enterprises own and operate a broad range of locations (museums, national trust sites, sizeable public venues e.g. The Royal Opera House and National Theatre). Some organisations also hire out premises to others for various purposes. As most locations owned or operated by charitable organisations, community groups and social enterprises will likely fall below the 800+ capacity threshold, the Government considers the requirements to be proportionate.

Will this affect accessibility?

The duty requirements will vary but would, for many, include changes to security systems and processes, and how staff are trained. As such, many changes the duty will drive are likely to be 'behind the scenes' that the public would not notice. In some instances, physical security features might however be obvious to the public but they should never compromise accessibility.

Part 3 – How will Martyn's Law be managed?

How will Martyn's Law be enforced?

An inspection capability will be established to seek to educate, advise, and ensure compliance with the duty. Where necessary, the inspectorate will use a range of sanctions to ensure that breaches are dealt with effectively.

How will you ensure this doesn't create undue burden on businesses?

[Consultation and ongoing liaison](#) with the business community is integral to our approach. The Government has carefully considered the impact on premises and locations that may be captured. This includes ensuring requirements placed on duty holders are proportionate whilst achieving better public security, and without placing undue burden on parties responsible for public places. However, it is reasonable that many locations should take appropriate and proportionate measures to protect their staff and the public.

Will Martyn's Law apply to all of the UK?

Yes. The legislation will apply across England, Wales, Scotland and Northern Ireland, as national security is a reserved matter for the UK Government.

When will this important legislation be introduced?

The Government will introduce the Martyn's Law as soon as parliamentary time allows.

When will the Martyn's Law become law?

It is not possible to give a date. There will be a lead in time allowing for those captured by the duty to prepare for commencement, and as soon as the parliamentary timetable is known this will be sent out.

How will my business be supported on Martyn's Law?

Dedicated guidance and support will be provided for Martyn's Law, to ensure that those in scope have the required information on what to do and how best to do it. As part of this approach, we will expand the support available to those responsible for delivering security in public places.

A new online platform has been developed by the National Counter Terrorism Security Office (NaCTSO), Home Office and Pool Reinsurance to support all those seeking to enhance their protective security. ProtectUK is a central, consolidated hub for trusted guidance, advice, learning and engagement with experts in security and Counter Terrorism. It will serve as the 'go to' resource for free, 24/7 access, to the latest information on protective security and will be regularly updated with new engaging content and increased functionality.

KEYWORDS

MARTYN'S LAW

PROTECT DUTY

PROTECTIVE SECURITY

BUSINESS

CONSULTATION

PAGE CATEGORY

NEWS & VIEWS

Photocopier

For a few years now, we have been keeping an eye on the photocopier due to its age and issues with jamming, etc. Lately, the photocopier has been working ok, and as we are not printing as much as we used to the printer isn't being overworked. Recently, we had some issues with the printing quality, so we arranged for the engineer to come out and have a look. The drum and rollers needed to be replaced, and since this has been done, we haven't had any issues. When the engineer came out, he mentioned that some replacement parts for our model printer are no longer being made, so we should consider replacement.

The machine is currently working well, and as we are not as reliant on it as much as we used to be, we have left it for the time being. But now might be the time to consider its replacement and what type of model we require. As we are not doing as much printing anymore, we don't require such a big printer, but we are still printing notices, posters, and a few hard copy agenda packs so will need something that can handle this type of printing.

Microwave for kitchenette

<https://www.argos.co.uk/product/8999247?clickPR=plp:1:41>



Total cost £55.00

- Microwave power output 700 watts.
- Defrost option.
- General information:
- 17 litres interior capacity.
- 24cm diameter rotating turntable.
- Size H26.2, W45.2, D33cm.
- Internal dimensions H19.8, W31.5, D29.4cm.
- Weight 10.5kg.
- Interior made from SECD with coating.
- Exterior made from Coating.
- 1m cable.
- Manufacturer's 1 year guarantee.
- EAN: 5059528248444.

Marianne Rossi

From: Teresa Strange
Sent: 27 June 2023 16:28
To: [REDACTED]
Cc: Marianne Rossi
Subject: RE: Litter

Hi Helen

Thanks for the reply..... yes, that all makes sense, but never simple, the bin outside the new play area is the responsibility of the management company and emptied by their contractor, the bins inside are the responsibility of the parish council and emptied by our contractors, and there is an economy of scale doing it there as they are already there to cut the grass, which they won't be if its moved to Semington Road. That's a change of principle/policy for the parish council (I know its only a bin, but its where the waste goes, and there is a cost as classed as commercial waste for us) so needs to go to the council for their decision - as it would set a precedent for elsewhere in the parish. That is no issue, that is why I was asking now, as "bins" are a topic for the next Asset Committee meeting on the 10th July. Maybe we could also source some sponsorship from Greggs/Starbucks?

If there is a Wiltshire Council bin - those on the highway etc, that isn't used much that is already emptied on the Wiltshire Council route, then the parish council can pay to relocate that one for a one off cost and it will continue to be emptied by Wiltshire Council we have successfully done that in Bowerhill. That would be the preference.....

Glad you are pleased about the refresh of the zebra crossing, there was criticism about it on social media! All the best, will let you know, or as you know you are welcome to attend, but we are likely to meet off site, as its asset management, at one of our assets with site visits beforehand.

Teresa

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

From: [REDACTED]
Sent: 26 June 2023 18:41
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Re: Litter

Hello Teresa

Lorraine wrote me an email explaining about the litter bins and how the parish council are now responsible for emptying any new ones (or something like that) and that it all costs money. I see the point.

However, now we are on the subject, following on from this I also asked Lorraine why there were TWO litter bins in the new Bowood View playground plus one just outside. Surely, there is a need for only one in the playground and is that even necessary considering there is one on the street close by. I had a look last night. One outside the playground full up, two in the playground empty!

If the PC is responsible for the bins, couldn't one of the bins in the playground be used along Semington Road instead?

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

> On 26 Jun 2023, at 16:36, Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote:
>
> Hi Helen
> I wonder if you can help me please..... my colleague Lorraine is currently on holiday, and we have found this email in the folder for our next Asset Committee meeting.
> Did you have any further discussion with Lorraine on this at all? To be honest, I am not sure what the outcome was and so the need for a council decision?
> With many thanks, 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?
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> Strange (Clerk) for additional community news On twitter:
> @melkshamwithout On Instagram: melkshamwithoutpc
>
>
>
> This email and any attachments to it are intended solely for the use
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> We do not guarantee that any email is free of viruses or other malware.
>
>
>
>
> -----Original Message-----
> From: [REDACTED]
> Sent: 08 March 2023 16:10
> To: Lorraine McRandle <office@melkshamwithout-pc.gov.uk>
> Subject: Litter
>
> Hello Lorraine
>
> Another query. Does the Parish Council deal with litter bins?
>
> There are only two the whole length of Semington Road, one at each end. The only one in the middle which was sited at the Waney Edge cafe has been demolished and thrown into rough ground by the cafe. There is a real litter

problem along the road and perhaps this could be alleviated by the replacement of that bin (maybe by the bus stop by The New Inn) and one further up (maybe at the bus stop at Shails Lane) so that the litter from Greggs and Starbucks etc might find a more appropriate placing!

>

>

> Helen