

**MINUTES of the Bowerhill Joint Sports Field Forum of Melksham Without Parish Council held at Crown Chambers, Melksham on Monday 10<sup>th</sup> June 2013 at 7.45 p.m.**

**Present:** PARISH COUNCIL: Cllr Richard Wood (Chairman); Cllrs. Alan Baines, Rolf Brindle, John Glover, Mike Mills and Pat Nicol

**SPORTS REPRESENTATIVES:** Rob Bridges (Melksham United) Janet Jory (Pavilion Club) Mike Rogers (Melksham AFC)

**Welcome and Apologies:** Mike Rogers explained he was also representing Danny Jones from Cereal Partners as Danny was unable to come. Cllr.Chivers sent apologies.

61/13 **Declarations of Interest:** Cllr. Glover declared an interest when Melksham Town Football was discussed as his grandson played for Melksham Town Youth Team.

62/13 **Public Participation :** No matters were raised

63/13 **Minutes of last meeting, 27<sup>th</sup> March:** These Minutes were noted.

64/13 Arising from Min. 446/12 **Junior Pitches at Shaw:** Rob Bridges reported that the proposed site at Shaw Hill Field for a junior pitch was not really suitable as it was very close to the adult pitch and sloped away. The Under 9s and Under 10s team were looking for a pitch for the weekend, and as the football pitch at Shaw was being constantly used on Saturdays and Sundays by adults, it was not the best option for them.

**Recommended:** *The Council make the Shaw Hall Committee aware of this.*

65/13 Arising from Min. 447/12 **Disabled football team:** Mike Rogers reported that the team was going from strength to strength. There were now 16 – 18 playing including some adults and some Under 16s. The group were very well supported with parents and carers in attendance. Play started again in June and the team was participating in a Village Tournament at South Marsden on 14<sup>th</sup> July. He planned to take them to Forest Green for a tour, lunch and to watch a match on 20<sup>th</sup> July. He kept an “Open Door” policy and things were going well. 1 player came from Warminster, 2 from Trowbridge and the rest were local.

Cllr Baines reported that the Area Board had approved a grant for them. Mike Rogers emphasised the grant would help the Team to continue right through the winter. Cllr. Glover offered to help with a Lottery Grant if extra items were needed when the new Pavilion was built.

Mike Rogers reported that he was working with the Wilts FA to set up a similar model in Trowbridge and Devizes, developing teams along the same lines as Melksham. The new Pavilion would be a huge asset.

66/13 Arising from Mins. 448 & 449/12 **Booking arrangements:** The Clerk and Finance Officer Teresa emphasised that the best option was for a separate Committee to be set up to take over management responsibilities and make the bookings and register with the Inland Revenue for CASC (Community Amateur Sports Club) status. This would ensure that 80% mandatory rate relief would be automatically received for the Field and Pavilion; with the remaining 20% to apply to Wiltshire Council for discretionary relief (this has to be from a non Precepting organisation) It was noted that Shaw Hall Field was managed by the Shaw Hall Committee. There, the Hall Management Committee were the Charity Trustees and the Parish Council was the Custodian Trustee. If pitch bookings were made up front in blocks of 10 or more games, then no VAT was payable. Mike Rogers offered to help and affirmed he was

already well-versed in managing an affiliated club. His team did not play every week at Lancaster Road but they could book for 10 matches. It was noted that bookings had to be consecutive although they could run over two seasons. It was agreed to set up a new Management Committee with its own Officers -Chairman, Booking Secretary, Treasurer and Constitution and to invite all Sports Field user groups to have a representative on the Management Committee. The Committee would then apply for CASC status. Cllr. Glover suggested that when the Management Committee was established it could then take on managing the grass cutting and Pavilion cleaning. There was discussion as to how far the Management Committee should liaise direct with the Contractor to give instructions for pitch layout and day to day field maintenance. It was noted that any expenditure items would need to be within the set budget. Cllr. Baines emphasised that as the present one year grass-cutting contract was between the Parish Council and the contractor, instructions to the contractor should come from the Council; the new Committee and Council would need to work closely together. Following discussion it was agreed that the Parish Council should continue to manage the grass-cutting and cleaning contracts at least until the new Pavilion had been constructed. It was also agreed to hold the inaugural meeting on Monday 8<sup>th</sup> July and to send Mike Rogers a sample constitution, similar to the one at Shaw.

**Recommended:** 1. The Council put in place a separate Management Committee with initial responsibilities for bookings and pitch layouts  
2. The first meeting of the new Club be held on Monday 8<sup>th</sup> July  
3. Details of a sample constitution be forwarded to Mike Rogers  
4. The new Committee apply for Community Amateur Sports Club status.

67/13 Arising from Min. 453/13 **Cleaning Contract for Existing Pavilion:** The Clerk reported she was seeking quotes for the Cleaning Contract due to begin on 1<sup>st</sup> September. It was noted that the heating and showers at the Old Pavilion needed to be fully maintained until the building went out of use. Rob Bridges reported that his teams only used the toilets.

68/13 Arising from Min. 455/13 **New Pavilion:** The Clerk informed that First Industrial had not yet been in touch with the Council to discuss the design of the New Pavilion, but the Director hoped to be able to meet the Council towards the end of June. Damien Holdstock for Herman Miller was also pushing for a Meeting re the design and Kelly's lamp. The Chairman read out an email from Mark Hunnybun of Wiltshire Council to inform the delay was due to amendments and queries re the legal agreements which were now almost completed.

69/13 **Missing set 11 vs 11 goalposts:** The Clerk reported she had contacted the Landscape Group who had promised to return the posts. There had been problems recently with contacting the company.

70/13 **Pitch layout for 2013/14 Football Season:** The Clerk reported that the Council envisaged three adult pitches on the Cereal Partners side of the Sports Field with the other 9 vs 9 pitches and junior pitches being marked out on the rest of the field. The contract with Greensward for pitch marking was for 3 adult pitches and 2 junior pitches. Rob Bridges emphasised Melksham United's needs were changing and one mini-pitch would be lost as soon as work began on the new Pavilion. He preferred that there be two adult pitches on the far side with a 9 vs 9 pitch in between them to avoid any clashes between boys and girls' teams. His needs were as follows: 2 adult (11 vs 11) pitches, 2 x (9 vs 9) pitches, 1 Junior and 1 Mini pitch. Mike Rogers felt the easiest solution for the coming season would be to have two adult pitches with 9 vs 9 pitch in between up until the new Pavilion was built and then re-

arrange the pitches. This was agreed. The Clerk asked that pitch markings for 2013/14 be clarified on a map, so that the Council could liaise with the contractor and it was clear what would be available for other bookings.

**Recommended:** 1. On the western side, 2 adult pitches be marked with one 9 vs 9 pitch in between on the middle space (large enough to fit another adult pitch in future) 2. The future Management Committee let the Council know final requirements and plot on a map the required pitch layout for 2013/14 and give a copy to the Parish Council

- 71/13 **New Contract – first cut query:** An email was received from Andy Boyce of Greensward to say the grass had been very long for the first cut in early June and an extra cut was needed (Cost £200 + VAT). He also enquired if the Council wished to have an application of Broadleaf Selective Weed-killer at a cost of £575 + VAT. This was agreed.  
**Recommended:** The Council reply to Greensward to request an extra grass- cut at £200 and a Broadleaf Weed-killer application at £575 + VAT Total £775 + VAT .
- 72/13 **Condition of pitches:** Rob Bridges asked who would make the final decision as to whether the pitches were playable. **Recommended:** This matter be referred to the new Management Committee.
- 73/13 **Future for Melksham United:** Rob Bridges reported that Melksham United had entered a new partnership with a view to developing youth and adult football ability for Melksham Town. It would in future become the Youth branch of Melksham Town. In 2014/15 season when the new pitches were constructed at Melksham Oak, Melksham Town would get a new adult pitch there and he would then be moving his youth teams on to the new pitches as well. With the development of Melksham Town FC with its youth division, and the work Mike Rogers has been doing with the Disabled Football programme, Melksham now had excellent reputation with the Football Association.
- 74/13 **Bowerhill Sports Field – future revenue:** Mike Rogers reported that when that happened, he would be looking to involve more adult teams in using Bowerhill Sports Field to get in more revenue. There was still the possibility of floodlights being installed as well which would further increase revenue.  
The Forum noted an enquiry from a person who was keen to hire pitches to set up a new local team as part of the Chippenham and District League. Mike Rogers reported that interviews for the coming season were being held that week so this would be for a future season.
- 75/13 **Pitch charges and Income:** It was noted that Stanton Park Chippenham charged £48 per game. Mike Rogers asked if he could pay the Council fees in two lump sums, based on usage and league games. The Finance Officer emphasised the fee for the 10 consecutive bookings would need to be paid up front or otherwise there could be issues with tax. Two sessions could be cancelled without any VAT liability, but if there were more VAT would be payable. At Melksham Oak, it worked out cheaper to book and not play than to cancel a booking and have to then pay VAT. Mike Rogers confirmed he would pay the first lump sum in September. Rob Bridges informed that the income figure that had been quoted to the Council for Melksham United was incorrect. The figure given covered bookings for all the pitches used by Melksham United in the area, not just Bowerhill Sports Field. He agreed to forward the correct income figure to Teresa.  
Meeting closed at 9.01 p.m.

Chairman 17<sup>th</sup> June 2013