

MINUTES of the Asset Working Party Meeting of Melksham Without Parish Council held on Monday 5th October 2015 at Crown Chambers, Market Place, Melksham at 8.30pm

Present: Cllrs John Glover; Alan Baines, Richard Wood, Rolf Brindle, Mike Mills, Steve Petty, Terry Chivers

- 284/15 **Declarations of Interest:** Cllr Mills declared an interest in items 8d and 10c relating to the BRAG picnic area
- 285/15 **Election of Chair & Vice Chair of Asset Working Party:** Cllr Mills was appointed as Chair and Cllr Wood handed control of the meeting over to him.
- 286/15 **Public Participation:** There were no members of the public present at the meeting
- 287/15 **Items to be held in committee:** It was agreed to hold agenda item 14a in committee due to its confidential nature in accordance with Standing Orders.
- 288/15 **Valuations of Council Owned Buildings:** A valuation report had been received from Cunningham Lindsey stating the reinstatement costs for Shaw Village Hall and Bowerhill Sports Pavilion. The Village Hall was valued at £493,000 and the Clerk reported that this has already been passed to the Management Committee. It was noted that the Village Hall is currently insured for £255,000. The Pavilion was valued at £571,000 which is well below the indication from Wiltshire Council which formed the basis for our current insurance value. **Recommended:** *The Clerk writes to Shaw Village Hall Management Committee requesting that they increase the building insurance cover to £493,000. The Clerk clarifies the valuation provided by Wiltshire Council to ensure it was for the specification of the final build. The buildings are revalued in 5 years in line with advice from the insurance company.*
- 289/15 **Play Area & Playing Field RoSPA Reports:**
a) Beanacre Play Area: The overall risk rating for this play area was reported as Medium. The report noted that the surface repairs have improved the area and reduced the risks to users. The item of concern was the frame of 2 sets of swings where the a support leg on each frame was rotting. The Clerk reported that she has tried to discuss this with Playforce (who installed the swings) with little success. Vitaplay confirmed that this couldn't be easily repaired provided a cost indication and suggested the Council consider replacing all 4 legs (with metal feet) as this would be more cost effective in the long term and would then be covered by a 15 year guarantee. **Recommended:** *The Clerk obtain 3*

quotes to replace the rotting leg and the full swing set with metal and wooden options in Spring 2016. Sources of funding be explored via local groups and potential solar farm contributions.

- b) Shaw Play Area:** The overall risk rating for this play area was reported as Medium. The report noted the refurbished playground is greatly improved with new surfaces to all items. The only items of concern were the seats which they consider to be a tipping hazard as they are not secured in the ground. See item 292/15b
- c) Basketball Court, Bowerhill Sports Field:** The overall risk rating was reported as Medium. The report noted that it was in good condition with the basketball court adjacent to the pavilion. The area where the edge of the court meets the grass was considered a tripping hazard probably due to settlement of the ground. **Recommended:** *The Parish Caretaker builds the ground level up with top soil to meet the edging.*
- d) MUGA, Hornchurch Road:** The overall risk rating was reported as Medium. The area where the edge of the MUGA meets the grass was considered a tripping hazard as the ground has settled. **Recommended:** *The Parish Caretaker builds the ground level up with top soil to meet the edge of the MUGA.*
- e) Bowerhill Sports Field:** The Playing Field Safety Inspection report identified a number of potential risks:
- i. Trip point at end of ramp access by gate – the Clerk reported that this had already been filled with gravel to eliminate the risk.
 - ii. Overgrowing weeds at access path by pond – the Clerk reported that the garden maintenance company at Herman Miller had cleared this as part of the contract but this may be their last visit so maintenance needs to be arranged for next year. **Recommended:** *Officers investigate options for garden maintenance in 2016.*
 - iii. Trees with fungal growth or in poor condition. **Recommended:** *The Clerk refers to the recent Tree Inspection report for further information/advice.*
 - iv. Goal posts in the hedge: **Recommended:** *The Finance Assistant asks the contractor JH Jones to remove any stray posts and stores them off site as previously agreed.*
 - v. Loose inspection cover in centre of the field. The Clerk reported that this had already been repaired and secured.

290/15

Notice Boards

- a)** It was noted that 3 new notice boards had been delivered – 2 for the East of Melksham housing development (that need to be concreted in as they are on legs) and one for the bus shelter opposite Beltane Place, Shaw Hill. The Clerk reported that there are problems with the condition

of the bus shelter – see item 291/15c. **Recommended:** *The Finance Assistant asks an approved contractor to concrete the 2 East of Melksham notice boards in place.*

- b) The Clerk reported that the notice board at the former Forest & Sandridge School site is in poor condition. It was noted that the buildings are being demolished and very few people are now at the site. **Recommended:** *The Parish Council removes the notice board and the need for a replacement notice board is reassessed when the new houses are in place.*
- c) The Chair explained that the notice board outside Shaw School is in poor condition and is beyond repair. It was agreed that this should be replaced in the near future (see item 291/15c).

291/15

Bus Shelters

- a) The Clerk reported that the roof on the bus shelter on the A350 at the bottom of Westlands Lane, Beanacre is damaged. It had been confirmed that it contains asbestos but it is not leaking or posing a risk. The possibility of replacing the roof was discussed as well as the frequency of use and condition of the rest of the structure. **Recommended:** *The Parish Caretaker monitors condition of the bus shelter.*
- b) Complaints had been received from residents about the inadequacy of the hard standing at the bus stop on Top Lane, near Eden Grove. The Clerk reported that the Parish Caretaker has cleared undergrowth from the area and there was now room for 3 people to stand on it which was agreed to be sufficient.
- c) The Clerk reported that there are hairline cracks in the bus shelter opposite Beltane Place, Shaw Hill. It was agreed that this is not currently a risk and its use is limited but it was noted that there is lots of vegetation growing over the structure. Concerns were raised about attaching a notice board to the bus shelter as this could cause further damage and/or hide further issues. **Recommended:** *The Parish Caretaker cut back the vegetation on the bus shelter and monitors the cracking. The erection of the notice board is delayed until 2016/17 and the new notice board that has been delivered replaces the one in poor condition outside Shaw School.*

292/15

Seats

- a) Cllr Mills reported that the seats at Hornchurch Road continue to be moved around the area proving a nuisance for local residents. The provision of bins was discussed and the possibility of moving them from Portal Road to Hornchurch Road and the top of the ramp at the Sports Field (Westinghouse Way) was discussed. **Recommended:** *The*

Finance Assistant arranges for an approved contractor to concrete these seats in place. The *Clerk* investigates the possibility of moving 1 or 2 bins from Portal Road to Hornchurch Road and/or Westinghouse Way.

- b) The RoSPA report for Shaw Play Area highlighted the seats as a tipping risk because they are not concreted in. **Recommended:** The *Finance Assistant* arranges for an approved contractor to concrete these seats in place.
- c) *Cllr Mills* reported that following conversations with Knorr Bremse, he has written to them requesting the sponsorship of 2 picnic benches and a bin for Bowerhill Sports Field. He is awaiting a response.
Recommended: If Knorr Bremse confirm they are happy to sponsor these items in full, the *Clerk* makes the necessary arrangements for the work to be done.
- d) The *Chairman* reported that the damage to the picnic bench at the canal was due to vandals sawing through and jumping on the seat. As it is not possible to repair this, the seat has been removed from the structure leaving a table with seat to one side.

293/15

Provision of Street Furniture in Unadopted Areas

- a) The *Clerk* reported that she wrote to Green Square about residents' requests for bins, benches and dog fouling signs in the East of Melksham development. They have responded that they think the ideas are good but they are not able to add any costs to their budget
Recommended: The *Clerk* explores options with Green Square. The Planning Committee requests that the provision of street furniture is included in planning permission details for future developments and the same request goes to the Melksham Neighbourhood Plan.
- b) It was noted that the positioning of notice boards and a defibrillator in the East of Melksham retail area is under discussion with the agents.

294/15

Other requests / suggestions for Street Furniture

- a) It was noted that requests to maintain the new fence on Wiltshire Council land (substation off Hornchurch Road) has been resolved by Cllr While.
- b) The *Clerk* reported that a request had been received for a bin in Debden Close. As Wiltshire Council no longer empty new bins even if they are purchased by the Parish Council, it was agreed that this was not possible.
- c) The *Clerk* explained that she had seen signs encouraging considerate disposal of rubbish by boaters in another area which might be of use in the BRAG canal area. *Cllr Baines* questioned whether this should be raised with Seend Parish Council as it is their land. **Recommended:** The

Clerk suggests this is considered by Bowerhill Residents Action Group (BRAG) and Berryfield and Semington Road Action Group (BASRAG).

- d) The Clerk reported that she had spoken to the a representative of St. Barnabas Church, Beanacre about the possibility of erecting the spare basketball hoop in the community field next to Beanacre Play Area. This is being taken to the next Church Committee meeting.

295/15 **Engineering Insurance for Council Owned Buildings**

It was noted that the insurance brokers have highlighted the potential need for Engineering insurance for Council Owned Buildings. This could be relevant to the new Pavilion and Shaw Village Hall. **Recommended:** *The Finance Assistant clarifies with the insurance broker whether this is required for the Pavilion. The Clerk passes the advice document to Shaw Village Hall Management Committee and asks them to check the relevance and need with their insurance company.*

296/15 **Approved Contractors**

The Clerk reported that the boiler and other equipment at the new pavilion will need maintaining, servicing and potentially repairing in the future. There is also the need for an electrician to install the defibrillators in the Parish which is quite a complex task as every site will be different.

Recommended: *The Finance Assistant obtains 3 quotes for an annual service and emergency call out fees for an electrician and gas engineer. The approved electrician is then asked to provide a quote to install the defibrillators.*

297/15 **Shaw Village Hall:**

- a) The minutes of the Shaw Village Hall Management Committee Meeting on 8th September were noted.

b) **Car Park Wall:** Minute 10 of the meeting minutes stated that the Committee felt repair / replacement of the car park wall was a capital project beyond the scope and funds of the committee. The Clerk reported that when she had asked the committee to clarify their understanding about the purpose of the grant from the Parish Council (£3,450), they stated that it was for the day to day running of the hall. It was noted that the lease in place with the Management Committee is not clear in this respect. It was also noted that the Management Committees account balances were reported in the minutes to be £17,000+.

Recommended: *The Clerk advises the committee that the wall repairs should be paid for from the Village Halls existing funds. The Clerk obtains legal advise with regard to the lease.*

- c) **Tree Maintenance:** Minute 11 of the meeting minutes stated that the Committee felt the maintenance of trees surrounding the Playing Field should be paid for by the Parish Council. **Recommended:** *The Clerk*

advises the committee that tree maintenance should be paid for from the Village Halls funds.

298/15 **Council Owned Land**

a) The correspondence received as landowner regarding the Melksham Link project was noted.

b) The guidance on selling Council owned land was noted.

299/15 **New Water Troughs at the Allotments**

It was noted that the Parish Caretaker has laid slabs in front of the water troughs at the allotments to assist access for allotment holders.

300/15 **Request for access across Bowerhill Sports Field**

The Clerk reported that TW Landscapes had requested the code to the gate at Bowerhill Sports Field so that they could access the paddock behind Cereal Partners for grass cutting. She had not given them the code as the Council was not aware of this arrangement although since then, Cereal Partners have said they have previously been able to do this.

Recommended: *The Clerk clarifies the situation with Wiltshire Council.*

Meeting closed at 10.10pm

Chairman 12th October 2015