

MINUTES of Bowerhill Sports Field Working Party Meeting of Melksham Without Parish Council held on Thursday 9th July 2015 at Crown Chambers, Market Place, Melksham at 1.00pm

Present: Cllrs Rolf Brindle (Committee Chair), Mike Mills, Paul Carter, and Cllr Alan Baines

Apologies: Cllrs Richard Wood, John Glover, Pat Nicol and Mike Sankey

Housekeeping: Cllr Brindle welcomed everyone to the meeting and explained the evacuation procedures in the event of a fire.

- 141/15 **Declarations of Interest:** The Clerk declared an interest in the cleaning contractor J. Beaven as she cleaned for her privately.
- 142/15 **Public Participation:** There were no members of the public present at the meeting.
- 143/15 **Draft Minutes of last meeting, Thursday 25th June:** The Committee noted the draft minutes.
- 144/15 **Intruder Alarm and Handover Date:** The Clerk reported that Mark Hunnybun from Wiltshire Council had confirmed that he was looking into the provision of the Intruder Alarm, as per the original specification for the Pavilion building, with Wiltshire Council footing the cost.

Winvic had been informed that the first friendly match of the season was on Sunday 26th July and therefore the Parish Council were looking for handover of the new Pavilion by Monday 20th July latest. This meant that the Parish Council was looking to undertake snagging, and O&M training etc next week once all the outstanding works had been completed. Winvic had been informed that the Parish Council would not however take over handover of the building until the intruder alarm had been installed and commissioned. Winvic had been in touch earlier in the day to arrange the paperwork for the BT Redcare package.

The Clerk also reported that she had provided Parish Council details to solicitors Burges Salmon, working on behalf of First Industrial, relating to Collateral Warranties. This would form part of the Practical Completion paperwork and again, the Clerk advised that the Council would not be taking handover of the building until an intruder alarm had been commissioned.

It was agreed that AFC Melksham may have to play their match on 26th July without use of the Pavilion facilities and the Finance Assistant would make contact to warn AFC of this potential situation.

The Clerk agreed to make clear to the local media that the Pavilion was owned and maintained by the Parish Council, and not AFC Melksham as per recent, and historic, newspaper articles. The Clerk advised that the Summer Newsletter was about to be drafted for the Melksham Independent News and it was agreed that it should include an article about the Pavilion, the new facilities available for the community to hire, and the good job that Winvic had done in the building of the new facilities.

- 145/15 **Quotations for CCTV and Mosquito security systems:** The Committee reviewed the new quotations received following the request against the agreed specification at the last meeting (25th June). **Recommended:** *The Council approve the quotation for the supply and installation of a High Definition CCTV system and Mosquito Anti-Loitering Device system for the new Pavilion from Kan Connections. Comprising of:*

High Definition CCTV system

Materials £2,869 including VAT

Labour £400 no VAT

5 security cages @ £58 each

Steel lockable cabinet for DVR @ £160

High definition monitor @ £200

Mosquito Anti-Loitering Device £3,076

Remote access control of mosquito ££100 incl VAT

(VAT included on materials but not charged on Labour)

Yearly maintenance and checks on CCTV & Mosquito £65 per year

- 146/15 **Quotations for Contract Cleaners:** The Committee reviewed the new quotations received following the visit to the Pavilion facilities by potential contractors and against the agreed specification. It was noted that the costs were comparable to those incurred by Bowerhill Village Hall.

Recommended: *The Council approve the quotation for the cleaning contract for the new Pavilion from Jens Cleaning, from 1st August 2015 comprising of:*

Cleaning of 4 changing rooms and toilets and 2 officials changing rooms and toilets £84 per clean.

Cleaning of 2 changing rooms and toilets and 2 officials changing rooms and toilets £42 per clean.

Cleaning of kitchen and lounge and 1 toilet £42 per clean.

Annual deep clean £300

- 147/15 **Signage Specification:** The Committee reviewed the list of signage requirements that had been drawn up with Officers plus recommendations from local supplier Sign Marketing. **Recommended:** *The Council seek*

quotations from local signage companies against the specification agreed, for internal and external signs.

- 148/15 **Sports Field - Manhole cover and outlet grille:** The Committee noted that preliminary costs had been received for re-seating the manhole cover but that as it was agreed to be dangerous, this work had already been done by one of the Council's approved contractors on Fri 26th June. Cllr Carter commended Andy Strange for his quick action in making the loose manhole cover safe and that Mr Strange be advised to ensure that he submit an invoice for works carried out for the Council, for this and other works carried out. Quotes were now being sought for lowering the manhole cover, setting on a permanent basis, and providing some sort of cover which grass could be grown in. An alternative quote was also being sought for fixing the grille back onto the outlet pipe.

It was noted that any blockage of the pipe may be at the Great Bear end of the pipe, as the water was backing up in the pipe which caused the manhole cover to rise in the recent heavy rain. This is where a blockage had occurred in the past, with a football blocking the outlet pipe.

Recommended: *The Council contact Great Bear to request that they check the outlet pipe at their end of the Sports Field to see if there were any blockages.*

- 149/15 **Insurance cover:** The Clerk explained that the Pavilion building had been added to the Council's insurance policy when it was renewed on 1st June 2015. However, at that stage there was no cover implemented for contents. Contents cover had been simply explained by the brokers as anything that would fall down if the building was tipped upside down and shaken. It was agreed that the contents needed to include for the new security equipment to be installed such as CCTV and Mosquito, as well as replacement of furniture and furnishings, kitchen equipment etc. The Clerk advised that the Parish Council were adding the new seats and picnic benches being delivered to Shaw Playing Field earlier that day to the policy and it would be cost effective to add the Pavilion contents at the same time to avoid a further admin charge. **Recommended:** *The Council add cover for Contents at the Pavilion to the value of £5,000 .*

- 150/15 **Delegated Powers to ensure the new Pavilion and Playing Field were operational.** The Clerk advised that there was an agenda item for the Full Council meeting on Mon 13th July, that delegated powers be given to ensure that the new Pavilion and Playing Field were operational over the Summer months as the next Full Council meeting was not until Monday 14th September. This would cover decisions on signage, manhole cover, legal requirements, paying of adhoc BT bills, anything that needed acting on to ensure that the pavilion and playing field would be ready for the footballers beginning their friendly matches and then the start of the football season in

September and the opening ceremony on Sat 19th September. Due to the holiday season, it was agreed that it would be useful for the Delegated powers to state either the Clerk or Finance Assistant in conjunction with two members of the Bowerhill Sports Field Working Party rather than named Councillors.

151/15 **Terms & Conditions, Booking Form, Fees:** The Clerk advised that these had been updated to reflect the discussions at the last Working Party on 25th June. It was agreed that a clause be added to state that it was the user's responsibility to ensure the safety of all users, whilst using the facilities. This had recently been raised at Bowerhill Village Hall as there were concerns of children in the kitchen using/exposed to equipment. The members of the Working Party agreed to come back to the Finance Assistant by Monday morning (13th July) if any changes were to be made to the documents, so that they could be issued to those wishing to book by Monday lunchtime.

152/15 **Security 2000:** The Clerk advised that she had spoken to the General Manager at Security 2000 earlier in the day. They had been happy to continue with providing security cover for the Sports Field and Pavilion as a community benefit. The Clerk had thanked them for the great service provided by one of their employees who alerted that Caretaker of the unsecured gate over the last bank holiday weekend.

Security 2000 shared the concerns of the Parish Council over the second access point on the Industrial Estate and explained that if 100% of the businesses on the Estate contributed to their scheme then they would be in a position to provide two security cabins, one at each access point; at present only 50% contributed. **Recommended:** *The Council approach the Bowerhill & Hampton Park Business Initiative via Wiltshire Councillor Roy While to raise this issue and advise that Security 2000 would be happy to attend one of their meetings to address the local businesses.*

153/15 **Possible date for next meeting for planning Opening Ceremony:** The Clerk advised that another meeting may be required over the summer weeks, and proposed that provisionally the best date may be on Mon 17th August following the scheduled Planning Committee meeting. It may be that there were things to discuss on the forthcoming Opening Ceremony booked for Sat 19th September at 10am to which the Lord Lieutenant had confirmed her attendance. **Recommended:** *A "Save the Date" email be sent to invitees next week, with details in a more formal invitation to be sent out in August.*

Meeting closed at 2:15 pm

Chairman 13th July 2015