

MINUTES of the Bowerhill Sports Field Working Party of Melksham Without Parish Council held on Monday 16th February 2015 at Crown Chambers, Melksham at 8.50 p.m.

Present: Cllr. Richard Wood (Chair); Cllrs. Alan Baines, Rolf Brindle, Paul Carter and Pat Nicol. Mike Rogers (AFC Melksham), Rob Bridges (Melksham Town Youth FC)

Cllrs Terry Chivers and Jan Chivers attended as observers.

Apologies: Cllrs. John Glover, Mike Mills and Mike Sankey.

Housekeeping: The Chairman welcomed all to the meeting and explained the evacuation procedures in the event of a fire.

392/14 **Declarations of Interest:** There were no declarations of interest.

393/14 **Public Participation:** There were no members of the public present.

394/14 **AFC Melksham Disabled Youth Team:** The Chairman thanked Mike Rogers for the gift of a mug and trophy to the Parish Council from the disabled youth team to mark their successful season, culminating with them winning a Wiltshire Tournament at the weekend.

395/14 **Draft Minutes of Bowerhill Sports Field Working Party held on Thurs 22nd January:** The Working Party noted the draft minutes of the last meeting.

396/14 **Site Visit to new Pavilion Tues 27th January:** The Finance Assistant reported on the Site Visit with David Merrills of Winvic, the Clerk, and Cllrs Carter and Glover. They had a good look round the new building footprint which was just above foundation stage. Photographs had been shared with the Councillors via their Weekly Information Sheet. They also reviewed any specification queries that had been raised by the Working Party the previous week.

a) **Entrance & Car Park:** The double gates from the Westinghouse Way entrance had been saved and would be re-hung at the new entrance point. The bollards would remain and would be re-usable. The slope from the new car park down on to the playing field would not be as steep as initially thought. This would be the access onto the field for the maintenance contractors and any emergency vehicles. Some sort of barrier would be required here to prevent cars parking and blocking access to the field. It was agreed that the barrier system that they used at Stanley Park would be adequate, namely a series of poles with linking chains, the poles secured into large plant pots with concrete. A plan for taking rain water runoff from the building to a fenced off attenuation pond in the corner of the car park (near the bridge at Knorr Bremse corner) had been submitted to the Environment Agency for approval. The car park surface would be permeable gravel.

b) **Handover dates:** The following dates had been advised:

- Building available from 6th April to 17th April during testing/commissioning period
- New Pavilion officially handed over to Parish Council on Friday 17th April
- Demolition of old Pavilion building commences on Tuesday 21st April.

It was anticipated that items could be moved over from the old pavilion to the new one during the two week period commencing 6th April. This would need co-operation with the football clubs as their input would be needed for where to hang hooks etc. in the kit room based on the kit they were moving across. Volunteers would also be required to move the furniture and kit items belonging to the youth club.

The representatives from the football clubs AFC Melksham and Melksham Town FC noted that there would be no changing room facilities available on the weekend of 18th/19th April. It was anticipated that this would not be a problem as the AFC season would have finished by then and the Melksham Town youth teams do not currently use the Pavilion facilities. Evana would need to be advised so their home matches could be scheduled accordingly.

c) **Bowerhill Scouts Event: Sat 25th April:** The Clerk reminded the users that there was also a longstanding booking by Bowerhill Scouts to use the Sports Field on Saturday 25th April for a West Wiltshire St George's Day Event. This did have an impact on the booking of the Youth teams; Rob Bridges confirmed that he could use another facility that day. Although the Parish Council had given consent to the playing fields to be used for the Scouting event, the Council had now been made aware that the Scouts were erecting marquees and requested that a Site Plan be submitted for review. There were concerns raised about the condition of the football pitches following the event.

d) **Kitchen & Lounge Area:** Mike Mills had confirmed that any furniture and kit belonging to the youth club could be utilised in the kitchen/lounge area. The fridge dimensions had been passed to Winvic to ensure that a suitable space was provided.

There was no provision in the specification for a cooker and it was felt that this was required as the idea was that users of the Pavilion could provide refreshments such as hot dogs and bacon baps during matches/events. Winvic had been requested to make connection for gas or electric for a cooker which could be supplied at a later date. A layout drawing of the kitchen area had been requested of Winvic so that the Council could indicate where it would like electrical sockets to be located. Officers were also keen to have input into the kitchen design and layout to ensure suitable for several user groups.

The flooring for the lounge area was specified as carpet and Officers had advised Winvic that this was not suitable as the lounge would be accessed by people from the football field to get to the kitchen for refreshments and so could get really muddy and would need to be easily cleanable. Initially the same surface as the kitchen had been requested but this vinyl flooring would be ruined if studded boots walked across it. There was no way to police the entry into this area without studded boots. Winvic are to advise on a suitable, easy to clean, hard wearing surface for this area.

Recommendation: *The Council go ahead and PAT test the electrical equipment belonging to the Youth Club currently stored in the old Pavilion, before it is relocated to the new Pavilion in April.*

e) **Possible source of fittings/equipment:** The Clerk reported that following the site visit to the new Forest & Sandridge School, the head teacher would advise the Clerk of

any fixtures and fittings not relocating to the new school to see if they had any use for the Pavilion. Of particular interest were any outdoor bins, noticeboards and fittings for sports equipment for the kit/store room.

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Review of Specification Details and Purchase Requirements: The Working Party reviewed the updated list (as at 10/2/15) which detailed the New Pavilion specification details and desirables.

a) **Window Grilles/Roller Shutters:** The Clerk advised that a further request had been made to Wiltshire Council to supply window grilles or alternative roller shutters on the windows and patio doors for the following reasons:

- 1) As part of the “like for like” provision as the current pavilion has window grilles and shutters on all its windows, these were fitted some years ago following vandalism.
- 2) Mark Hunnybun had advised that none of the windows were vulnerable from stray balls as not facing the pitches, however the patio doors face the football pitches and the kitchen and lounge windows face the basketball court.
- 3) Stanley Park in Chippenham has roller shutters on all their windows, not just those facing pitches and they are used every day.
- 4) The Sports England guidance on Pavilions and Club Houses states on page 14 “consider roller shutters to windows in all locations prone to vandalism”. The Sports Field is in a relatively isolated position, not close to residential housing and has experienced vandalism in past years.

A response was still awaited. It was noted that there were no windows in the changing rooms as these had roof lights. Roller shutters could be retrofitted, they would not form part of the initial build process so timing was not an issue here. A sum of £3,000 was in the Sports Field Reserves in case Wiltshire Council did not provide these.

b) **External taps:** An external tap was being provided according to the specification details, and David Merrills had confirmed that this would be in a lockable case; with a fitting to not allow a hosepipe connection. There would be another external tap provided for landscaping purposes which would have a hosepipe connection.

c) **Door locking systems:** The Working Party discussed the merits of different security systems, including keys, padlocks and key pads (mechanical and electrical). The preferred type of key pad was the Codelocks CL415 mechanical digital door lock at £87 retail price. It was noted that this was not part of the specification but that Winvic had advised that they may be able to set some of the cost of this request against the cost of the ironmongery originally specified.

Recommendations:

- 1) *The Council ask Winvic to supply a substantial mechanical digital door lock such as the example quoted above, to the doors to the 4 changing rooms and 2 official’s changing rooms. Each key pad would have a different code.*
- 2) *All the other doors to have a key system. The external toilet key would be given to the Football Clubs that use the club as their Home Ground only (i.e. not given to Away teams). Users would not have access to the Boiler Room and Switch Room. The access to the kitchen from the rear entrance would be the key given to users of the kitchen and games room/lounge. There would be no key issued for the front patio doors.*

- 3) *Winvic to be asked to supply security bolts for the inside of the patio doors.*
- d) **Finger Guards:** The Manager at Stanley Park had advised that Finger Guards on doors were essential; a child at Stanley Park had injured their finger prior to them being installed there. **Recommendation:** *The Council purchase Fingerkeeper Protect Front and Rear Hinge Guards at a cost of £19.90 per door.*
- e) **Toilet Roll dispensers:** The specification detailed standard domestic style toilet roll holders and on the advice of Stanley Park staff and users these were not considered adequate and would cause issues for the storage and provision of toilet rolls as an unmanned site with a weekly cleaner. **Recommendation:** *The Council specify Mini Jumbo toilet roll tear dispenser, lockable, for one large roll at £14.98 each for the Pavilion toilets. The Council to discuss with Winvic so that the originally specified toilet roll holders were not installed.*
- f) **External bins:** It was noted that the two bins (on the veranda and basketball court) belonged to Wiltshire Council. The 3 bins located around the field now belong to the Parish Council but are too small and are continuously overflowing despite now being emptied weekly. This was an area where the Council felt that they could approach local businesses to see if they were prepared to sponsor bins on the field. This would be along the lines of the previous bin sponsorship scheme where bins in Bowerhill were purchased by the Council with 50% of the cost being provided by a local business and both the Council and business logo being displayed on a plaque on the bin. At this stage just one external bin would be purchased, standardising on the design of the previous sponsored bins manufactured by Glasdon. These featured the “firexpire” system and were dark green in colour. **Recommendation:** *The Council purchase one Glasdon bin with the same specification as previously ordered for elsewhere in Bowerhill, cost £357.*
- g) **Noticeboards: Recommendations:** *1) The Council do not purchase an external Parish Council noticeboard at present for the outside of the Pavilion.
2) Internal noticeboards to be purchased at a later date when the building commissioned.*
- h) **Signage: Recommendations:** *Internal and External Signage to be assessed and ordered once the building can be accessed after 6th April.*
- i) **Alarm for water running:** The Working Party discussed if an alarm system was required if water was left running. It was decided that this was not required as all the taps and showers in the changing room and toilets were of a push release system. It was understood that the issue with taps left running in the past was more to do with lime scale preventing the release of the push tap. A maintenance procedure for lime scale was built into the water treatment specification. It was also noted that as the Pavilion was unmanned there would be no-one to hear the alarm if sounded. The responsibility for ensuring that taps were not left running and the changing rooms not left in an untidy state would be with the users, particularly the Home club.

Appointment of Service Suppliers: The Working Party reviewed the list of service and utility suppliers required against the Specification List.

- a) **Water testing/maintenance:** The Council had sought advice and quotations from three water specialist companies based on what they advised that the Pavilion required, the quotations received varied enormously and it was agreed that these were not a true “like for like” comparison. In the last few days, Wiltshire Council had forwarded the specification and O&M manual details for water servicing aspects of the new Pavilion. It was unfortunate that this had arrived after the quotes were sought. **Recommendation:** *The Council seek new quotations from the 3 companies that had already quoted, but against the new specification details received from Wiltshire Council.*
- b) **Cleaning contract:** The Council had also sought quotations against a cleaning specification for the new building, but it was agreed that it was difficult for contractors to quote accurately without being able to see and visualise the building, and to have an idea on how long it took to clean the areas. This was reflected in the variations between quotations, and seemingly high costs which could be due to the unknown factors. It was also noted that the new contract would have been due to start on 27th April 2015 when the new Pavilion was up and running however, this was at the very tail end of the football season, with only an occasional friendly match being played in May and then starting up again in August with friendly matches, and then the season starting officially in September. **Recommendations:** *1) The Council ask the existing cleaner at the old pavilion to commence cleaning the new Pavilion from 27th April at the rates agreed for the existing pavilion, for the summer period. 2) New quotes to be sought from the cleaning contractors that have already supplied quotes, but once the new Pavilion can be viewed and a more accurate idea of timings for cleaning changing rooms etc. can be ascertained. A new contract would then commence at the beginning of the football season in September.*
- c) **Utility supplies:** The Finance Assistant explained that Wessex Water would be the Council’s suppliers and that Winvic had already made the necessary connections.

The gas and electricity supply was not so straight forward as suppliers were unable to give tariff rates without an idea of usage and meter details. Winvic were installing a gas meter and will then supply the Council a MPRN number so that the Council can choose a supplier. Winvic have installed an electricity connection and await an MPAN number (SSE are the main supplier). It was agreed that a dual supplier would be a good way forward, however, SSE were unable to supply to gas to someone not already an existing customer. EON were prepared to provide a dual supply and it was thought that British Gas were also able to offer a dual supply.

Recommendations: *1) The Council proceed with a dual supplier for the gas and electricity supply at the new Pavilion. 2) The Council review their supplier after a year’s supply as would then be in a position to compare tariffs as would have usage data to utilise.*

- d) **Telephone Lines:** Winvic had informed that they had installed 3 ducts for 3 lines, as per the specification 1) Burglar alarm 2) Fire Alarm 3) Landline for emergency use in the kitchen/lounge area. The Working Party discussed if the 3rd line was

required but agreed it did need to have a line provided in case of emergencies and would be useful for future wi fi provision for the youth club and other users. It was noted that the wi fi would need to have parental controls/filters for use by children but could be password protected in the first instance until the youth club was up and running and had policies in place. The landline would need to have international call barring installed. There were two options for the phone 'lines. The specification detailed a "red care" line for the two alarm systems however, this was a standard telephone line, the red care element just related to the call out time for repairs to a broken line. A red care line cost £ 23 per month, and an ordinary line cost £15 per month or £19 per month with calls. Unlimited broadband access cost £20 per month. The cost of installation was £110 per line.

Recommendations: 1) *The Council advise Winvic to proceed with the installation of 3 ordinary lines from British Telecom, and review the provision of a Red Care package only if issues arose in the future.* 2) *The Council investigate whether the landline could be barred from all calls made except to the emergency services.*

e) **Fire extinguishers and maintenance:** The Council had sought quotations against the layout drawing and electrical specification of the new pavilion for:

- Supply and installation of the required fire extinguishers
- Annual service of fire extinguishers
- Annual service of fire alarm and security alarm

Five quotes were received and reviewed. There was a difference between the number of extinguishers provided for the scheme but those who quoted had provided their credentials for being able to advise on what was required. A comparison was able to be made on the quotations, by using indicative items such as price of a CO2 extinguisher. **Recommendations:** 1) *The Council approve the quotation from Radcliffe Fire Protection to supply and fit fire fighting equipment throughout the premises to the appropriate British Standards.*

Plant room:	1 x 2kg carbon dioxide extinguisher
Switch room:	1 x 2kg carbon dioxide extinguisher
Lobby to official's changing rooms:	1 x 6 litre foam extinguisher
Kitchen:	1 x 2kg carbon dioxide extinguisher
	1 x 6 litre foam extinguisher
	1 x fire blanket
Games Room:	1 x 6 litre fire extinguisher
	1 x 2kg carbon dioxide extinguisher

Cost of extinguishers and identification signs £399.

2) *The Council approve the quotation from Radcliffe Fire Protection for fire extinguisher annual maintenance to comply with the appropriate British Standard at £32 for 2016 visit.*

3) *The Council approve the quotation from Radcliffe Fire Protection for the automatic fire alarm and detection system and emergency lighting annual maintenance service for the premises to comply with the appropriate British Standards 1 visit per year at £90. Any call outs due to faults with the systems would incur an additional hourly charge of £30 within normal office hours (8.30am to 5.30pm) and £45 outside of normal office hours and at weekends.*

All prices quoted are exclusive of VAT which is not applicable as Radcliffe Fire Protection is not VAT registered.

It was noted that a maintenance and service provider would need to be sought for the burglar alarm.

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Sports Field:

- a) **Access across field:** The Clerk reported that a site visit had been held on Tues 27th January with David Merrills, Winvic, Stuart Renfrew, Wiltshire Council and Cllrs Glover and Mills, the Clerk and Finance Assistant. The options were again reviewed for the possibility of installing a temporary path. The track solution was cost prohibitive at £13,000 and there were still concerns that a temporary hard core solution would still be wet and muddy and avoided; and that the construction of it would make more mess on the rest of the field and impact on the football pitches. Notices to make users aware of the new road and pavement opening in June were to be erected by the Parish Council as well as signs to request that cyclists kept off the football field.
- b) **Provision of kissing gates:** Cllr Glover had suggested that kissing gates could be provided at the Portal Way and Knorr Bremse entrances to the Sports Field to prevent access in the future from cycles and pushchairs etc. that ruin the condition of the football pitches. It was felt that it was too premature to consider this at this time, it was hoped that when the new road was opened in June then cyclists and pedestrians would use the pavement and not the field to cross from Portal Way to Westinghouse Way.
- c) **Removal of mounds of earth:** There were two mounds of earth on the sports field that were now covered in grass. Cllr Carter had carried out an investigative dig and established that they were just earth spoils that had gradually grassed over. A quotation for £156 was considered which had been provided by the grass cutting contractor on request, to remove the two mounds and re-seed the area. Cllr Carter kindly offered to take on the work himself. **Recommendation:** *The Council take up the offer of Cllr Carter to clear the earth mounds and move the soil to a suitable location at the edge of the field. The area would then be free to be re-seeded by the Caretaker or Cllr Carter. The Council request Cllr Carter to submit an invoice for his time to an amount to be agreed.*

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Woodland Trust Community Trees offer: The Clerk reported that the Woodland Trust were again offering community groups the opportunity to apply for free tree packs, this offer had been taken up in the past with Councillors planting trees along the Westinghouse Way boundary on the Sports Field. Tree packs needed to be ordered now, with delivery in the autumn. **Recommendation:** *The Council apply for a pack of trees for planting on Bowerhill Sports Field, Cllr Brindle to advise on which pack would be most suitable to order.*

Meeting closed at 10.12pm

Chairman, 23rd February 2015