

**MINUTES of the Bowerhill Sports Field Working Party of Melksham Without Parish Council held on Monday 20<sup>th</sup> April 2015 at Crown Chambers, Melksham at 7.30 p.m.**

**Present:** Cllrs. Richard Wood (Chair), John Glover, Rolf Brindle, Paul Carter, Mike Mills, Mike Sankey and Alan Baines

**Apologies:** Cllr Pat Nicol

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

472/14 **Declarations of Interest:** There were no declarations of interest.

473/14 **Public Participation:** The Chairman welcomed David Merrills, the Winvic Site Manager to update the Working Party on a number of items on the agenda.

474/14 **Revised Project Timelines:** David Merrills explained that the connection of the gas to the new Pavilion had still not been done; the Pavilion was on the cancellation list for an earlier slot, but the date that have given for gas connection was currently 8<sup>th</sup> May.

Commissioning had commenced earlier in the day with the water now connected. British Telecom were visiting the next day to survey for their works. Snagging was now underway, with finishing to the kitchen including the fitting of the external grilles to the windows. The grassed areas were being turfed rather than seeded. The tarmac for the basketball court was also due tomorrow. Testing could be undertaken as soon as the gas was connected, which gave a projected handover date to the Parish Council of **Wednesday 13<sup>th</sup> May.**

The Clerk reported that AFC Melksham had no more home games planned this season, their next two matches were Away games. Melksham Town Youth had confirmed that their last match was on Sunday 24<sup>th</sup> May. The Ability Counts team and the youth teams used the toilets on occasion but had not booked or paid for this provision. It was noted that the West Wiltshire St George's Day Scout event was going ahead the following weekend on Saturday 25<sup>th</sup> April and were now using the old Pavilion as the new Pavilion would not yet be available.

It was agreed that the Working Party needed to look in detail at a subsequent meeting at the pricing structure for hiring of facilities for the next season; to include a range of prices for hiring for the kitchen, lounge, toilets, changing rooms, football pitches etc. Details on what other local facilities charged had been previously researched, and the Clerk agreed to update this information with charges for the new season locally.

The football clubs did require continued access to their kit which was currently stored in the old Pavilion. It was agreed that Winvic would move the kit over to the new Pavilion on the morning of Friday 24<sup>th</sup> April, following a visit by Councillors and Officers to the new Pavilion at 9am. A key would be provided for the football clubs for the kit room at the new Pavilion but not the external toilet at this stage.

***Recommendation:*** *The Parish Council handover the old Pavilion ready for demolition on Monday 27<sup>th</sup> April.*

475/14 **Portal Road opening:** David explained that with the handover date just agreed, he would hope to get the pavement to Portal Way opened by the end of May. The road would be completed but remain shut off at the roundabout end to allow Herman Miller access for deliveries to their new facilities; the road would open fully at the beginning of July.

476/14 **Pavilion specification details:**

- a) **British Telecom:** BT lines were due to be installed on 21<sup>st</sup> April however the Clerk reported that there has been a lot of issues and problems with raising these orders with BT so was not wholly convinced with the date given.
- b) **Kitchen:** The Parish Council had requested a space in the kitchen for the subsequent installation of a cooker. The Clerk had also identified a source for a cooker as the one at Canberra Youth Centre had been purchased with an Area Board grant for the youth provision and as such a request had been made for the relocation of the oven to the Pavilion. David Merrills explained that the layout of the kitchen meant that there was not room for a cooker to be installed as the room had windows/doors/hatch on every wall plus a radiator too. The room was a fire compartment which prevented one of the doors being blocked off to create more space at a later date. Winvic had kindly provided a tabletop oven/grill/hob as there was no room for an cooker to be installed.
- c) **Fencing & Gates:** The existing gates for the original Westinghouse Way entrance would be reinstated but at the road level, not the lower level as per the original plans. The drop down bollards remain in place in front of the gates. The gate near the old Pavilion that would become surplus to requirements will be installed at the Portal Way entrance to the Sports Field, to “finish off” the end of the metal bow top fencing to the northern boundary of the playing field.
- d) **Ventilation on plant room:** Cllr Brindle had raised concern about the louvre style door to the plant room as he felt it made the room vulnerable. David explained that this design was to give maximum ventilation however mesh grilles would be installed to the doors internally.
- e) **Pond:** Following initial concerns from the Parish Council about any run off from the Pavilion roof running onto the playing field an attenuation pond had been added to the design; this was because the Environment Agency would not allow the discharge to run into the ditch. The pond would be a dry bed that would only fill when it rained and was now bigger than originally discussed. A wooden post and rail fence would be installed between the pond and the car park area; at the other side of the pond was a bank with trees, and the highway. The performance of the pond would be monitored to see how deep the water got, and to assess if a higher fence could be required in the future. It was noted that the pond at the northern side of the new East of Melksham housing development had no fence.
- f) **Reuse external signs from old Pavilion:** David Merrills offered to take these down from the old Pavilion on behalf of the Parish Council.
- g) **Interim cleaning:** It was noted that the cleaner for the old Pavilion was happy to clean the new Pavilion on an adhoc basis until a new contract was let. This would be at the same rate as for the old Pavilion but materials would be invoiced as and when purchased, on production of a receipt.

- h) **Window Grilles:** Following discussion the previous week, Winvic had generously provided window grilles to the windows to the kitchen and games area/lounge.
- i) **Finish:** David explained that he made some improvements on the specification with a more secure handle detail on the doors, and the lobbies were now tiled and not plastered.
- j) **Power supply for defibrillator:** David was happy to install a electricity supply to an outside wall for the future installation of a Community Access defibrillator; the best site was agreed to be on wall between the plant and switch rooms so easily accessible and visible to both the playing field and the car park.
- k) **Hatch:** If an external hatch was still required at a later date, this was something that could be accommodated from the games room external wall.
- l) **Fields in Trust plaque:** The Clerk reminded the Councillors that the Fields in Trust plaques were held in the office, to be erected at the new Pavilion when finished. There was a Perspex plaque to be erected internally and a larger circular heraldic plaque. The Clerk showed images of the plaque set in bolders, plinths etc. **Recommendation:** *The heraldic plaque to be erected on an external wall of the Pavilion.*

477/14 **Waste Audit:** The Clerk reported that she had received documentation from Mark Hunnibun at Wiltshire Council that needed completing before occupation. David explained that the Waste Audit was a planning obligation and was twofold. David would complete the section on construction waste, and the Parish Council needed to document how they planned for the removal of waste from the building once it was occupied (“Provision for recycling in new and refurbished developments”)

478/14 **Winvic Construction:** Cllr Carter thanked David Merrills for the fantastic cooperation of Winvic with the Pavilion project, this was echoed by the other members of the Council present who wanted to formally record their appreciation of the great working relationship between the Parish Council and Winvic.

*David Merrills left the meeting at 8.30 p.m.*

479/14 **Quotations for consideration:** The Council had requested a number of additional items to enhance the specification of the new Pavilion and had asked Winvic to provide a quotation for these items:

- a) **Roller Shutter doors:** It was noted that Winvic had already provided window grilles to all the windows and so there was now no requirement for roller shutters for these. The Councillors reviewed the quotation for a roller shutter door for the double patio doors from the games area out onto the verandah. It was agreed that if the shutter door was electrical rather than mechanical there would be no requirement for keys and the associated problem of issuing the keys to users. A painted finish was not required. **Recommendation:** *The Council approve the quotation from Winvic for 1 x galvanised security shutter with bottom locking rail, approx.1810 x 2100mm to Games Room double door at £1,999.85 plus £152.75 for power operation giving a total of £2,152.60 excluding VAT.*
- b) **Finger guards:** There was some discussion as to whether the fingerguards should be fitted to the hinge knuckle side as well as the hinge opening side. **Recommendation:** *The Council approve the quotation from Winvic for fingerguards in principle, with a decision on the quantity and placement of guards*

at the site visit on Friday 24<sup>th</sup> April. The quotation was for 19 doors (all doors excluding the plant and switch room) at £52.88 for finger guard for hinge opening side and £41.13 for hinge knuckle side, excluding VAT.

- c) **Mechanical Digital Locks:** There was discussion as to which doors the mechanical locks should be fitted to (lobby or changing room door for example). There was also concern about the mechanical locks as David had previously advised that it was not easy to change the combination number so were only suited to a change in number per season and not per match/use. This required more discussion with the football clubs as to whether the number needed to be a new number for each match, or whether the home team could keep the same number all season and be responsible for opening and locking the away team rooms.  
**Recommendation:** The Council approve the quotation for Mechanical Door Locks in principle at £99.88 excluding VAT each, with a decision on the quantity, position and use to be made at the Site meeting on Friday 24<sup>th</sup> April.
- d) **Spiking of football pitches:** A contract price of £160 for spiking the pitches had been agreed at the onset of the maintenance contract for the playing field. The contractor had recommended that this work be undertaken. **Recommendation:** The maintenance contractors be requested to undertake spiking of the pitches at £160 excluding VAT as previously agreed, after the Scout event on 25<sup>th</sup> April.

480/14

**Impact and update on planned events due to revised timelines:**

- a) **West Wiltshire Scout event – Sat 25<sup>th</sup> April:** The members noted that the Scout event, hosted by 1<sup>st</sup> Bowerhill Scout Group, was the following weekend. The Clerk had met with representatives from the Scouts to discuss altered arrangements as the old Pavilion would now have to be used as the new one not yet handed over. The layout plan approved would now have to rotate 90 degrees so that it could connect to the water and electricity supply at the old, not new, pavilion. The Scouts may wish to erect their marquees on Friday night and the Council did not have a problem with this, as long as they avoided the pitch that was required for Saturday morning's match.

Wiltshire Council had prematurely cut off the water supply to the old pavilion, and Wessex Water had advised that it would take 28 days to arrange a reconnection. The first the Council were aware of this was when the cleaner reported that there was no cold water in the pavilion. Unfortunately the toilets had been used over the weekend but had not been able to be flushed. Winvic had provided a temporary solution and connected to a nearby supply as and when it was required. This would be done tomorrow so the facilities could be cleaned ahead of the event. The Clerk advised that the Council had previously agreed to provide the playing field free of charge for the event but would make a charge for the use of the Pavilion to cover the cost of a cleaner afterwards; this would not be required as there was no cleaning requirement afterwards due to the building handover.

**Recommendation:** The Council waive all hire charges to 1<sup>st</sup> Bowerhill Scouts for the event on Sat 24<sup>th</sup> April.

- b) **End of 2014/15 football season:** The last match of the season had been confirmed by the football clubs as Sunday 24<sup>th</sup> May. **Recommendation:** The maintenance contractors be instructed to remove all goal posts for storage off site from Tuesday 26<sup>th</sup> May; and repair and re-seed the goal areas.
- c) **2015/16 Season:** It was noted that the Melksham Campus project had been delayed and that included the provision of the new facilities for Melksham Town FC and

Melksham Rugby club. The Clerk advised that this had been discussed with Rob Bridges, who booked the Melksham Town youth fixtures who confirmed that they therefore wished to remain at Bowerhill Sportsfield for the 2015/16 season. The Council were keen to see the youth teams remaining, and so would make no plans for the next season to convert any youth pitches to adult 11 vs 11 pitches at this stage. With AFC Melksham keeping Bowerhill as their home ground, there could be the possibility of looking for another adult club if Evana Design did not return next season; the Council were not sure of their plans at this stage.

- d) Launch event for the new Pavilion:** The date of the launch event was Saturday 16<sup>th</sup> May, this had been put into jeopardy by the projected handover date of the new Pavilion of Weds 13<sup>th</sup> May. The Clerk reported that one of the reasons for holding the event in May was to attract new adult teams, but that requirement had gone now that the youth teams were remaining for another season. She had also received advice from the Melksham Youth Officer, Ceri Evans, that youth clubs were notoriously badly attended in the summer months as they youngsters preferred to be outside and so it may be better to start up the youth club in September and not June and therefore there was a longer period of time to consult with the young people, rather than at a launch event in May. Discussion would need to be had with the footballers and also the Lord Lieutenant's office to check their availability for a future event. **Recommendation:** *The launch event/opening ceremony for the new Pavilion be postponed from Sat 16<sup>th</sup> May and be held later in the year.*

481/14 **Pitch ditches and drainage routes:** Cllr Brindle advised that the grille to the ditch to the western side of the pitch was not in place, but further along the ditch. There was discussion as to the routing of the pipework under the pitch and the drainage requirements of the playing field. The Clerk reminded the members that there was an opportunity to apply to Sports England for funding for improving drainage later in the year. It was appreciated that the removal of the manhole in the middle of the field would make planning of the best use of pitches on the field much easier, and may even allow for the possibility of 3, or even 4, 11 vs 11 pitches eventually.

Meeting closed at 9.18 pm

Chairman, 27<sup>th</sup> April 2015