

MINUTES of Bowerhill Sports Field Working Party Meeting of Melksham Without Parish Council held on Monday 15th June 2015 at Crown Chambers, Market Place, Melksham at 7.00pm

Present: Cllrs Richard Wood, Alan Baines, Rolf Brindle, Mike Mills, Paul Carter and Pat Nicol

Apologies: Cllr John Glover

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

070/15 **Election of Working Party Chair and Vice Chair:** The Clerk invited nominations for the Chair and Vice Chair of the Working Party for 2015/16. Cllr Brindle was proposed and seconded as Chair and Cllr Carter was elected as Vice Chair.

071/15 **Declarations of Interest:** There were no declarations of interest.

072/15 **Public Participation:** There were no members of the public present at the meeting

073/15 **Visit to New Pavilion on 12th June:**

The Clerk reported that Cllrs Brindle, Mills, Glover & Nicol visited the site with the Clerk and Finance Assistant. PSCO Maggie Ledbury was also present. They looked around the new facility and reviewed the condition of the pitch and boundaries. A list of notes, actions and queries had been compiled since the visit.

a) **Items to purchase:** The Clerk talked through a list of items needed for the pavilion once it is operational. **Recommended:** *The following items are ordered for the new pavilion: soap dispensers, dust pans & brushes, brooms, indoor waste bins, indoor recycling bins, outdoor recycling bin for veranda, wall mounted cigarette bin, toilet roll holders, magnets for radiators / noticeboards, key box for Parish Office (for duplicate set of pavilion keys), combination lock for outside tap, concrete locking system for outside bin, shelves/hooks for the storage area in the switch room. Sign marketing are invited to advise on signage required including 'Have you swept up?' signs and a 'Please clean up after your dog' sign (for wooden bridge entrance). The football teams are asked to provide boot cleaning brushes (after options are investigated by Council officers)*

b) **Pavilion space:** It was noted that the lounge area and kit room are full of youth club and football equipment and that the switch room would provide good storage space for Parish equipment. **Recommended:** Cllr Mills and the Clerk review and rationalize the youth club equipment.

Melksham Youth Football Club is asked to remove the kit not used on a regular basis for storage at the Melksham Town Ground by 25th June. The Parish Caretaker stores the equipment and supplies belonging to the Council in the switch room at the pavilion. The Clerk reviews the assets for disposal from Wiltshire Council and organizes for any furniture which could be used at the pavilion to be collected.

- c) **Sports Field:** Cllrs Brindle and Nicol had walked the sports field with the Clerk and Cllr Carter had also inspected the area. The Clerk reported that Cllr Glover had asked a walker to put his dog on the lead which was done, but other residents had not had the same reaction to enforcing this. Cllr Brindle suggested that the issue is with dogs fouling and owners not picking up after them rather than the dogs needing to be on the lead. As the site is not manned enforcement is an issue so the rule may need to be reviewed. **Recommended:** *The contractor is asked to fence off the areas being reseeded to protect them from use, apply better top soil to these areas and reseed other bare patches. The Parish Caretaker repositions the displaced grill in the ditch fixing it in place if feasible and applies more grass seed to the mound. A Working Party comprising Cllrs Brindle, Mills and Carter clear the undergrowth along the boundary with Westinghouse Way on 22nd June to protect the new trees. An article is published in the Bowerhill Villager and Melksham News (quarterly newsletter) asking sports field users to pick up after their dogs. The officers query where the boundary is on Westinghouse Way to clarify grass cutting responsibilities.*

It was noted that the raised manhole cover in the middle of the sports field is in an awkward place and causes problems when marking out the pitches. **Recommended:** *The Clerk seeks advice about the possibility of lowering the masonry around the manhole cover.*

The Clerk reported that applications to Sport England open in November for improvements to the drainage of sports fields. Cllr Baines stated that 10 years ago a sports field expert had looked at drainage on the field and he would locate the report from this. **Recommended:** *The Clerk seeks advice and quotes from JH Jones and any other contractors recommended by Sports England and Wiltshire FA.*

- d) **Security:** It was noted that there is no intruder alarm at the pavilion despite this being in the spec and the reason for the third BT red care line. The Clerk reported that she had emailed Wiltshire Council querying this but was yet to receive a reply. An initial quote for an intruder alarm had been received for £1,385 + VAT. **Recommended:** *The Clerk follows up the missing intruder alarm with Wiltshire Council and obtains quotes if needed for this device. The new code for the pavilion gate is emailed to the Neighbourhood Police Team in case emergency access is required.*

Solid ply is attached to the inside of the switch room Louvre doors to improve security as ventilation is not needed.

- e) Miscellaneous queries:** The Clerk reported that Winvic had asked whether the Council wanted Thermostatic Radiator Valves in the changing rooms as they can break easily. **Recommended:** *TRVs are not installed in the changing rooms*

The Clerk reported that if the defibrillator is located on the side of the pavilion, 3 codes would be needed to access the device – one for the bollards, one for the gate and one for the defibrillator. This will be checked out with the emergency services and the Community Heartbeat Trust for feasibility and other locations for the defibrillator will be investigated eg outside Wiltshire School of Gymnastics or Security 2000 hut.

It was noted that the direct route from the pavilion to the wooden bridge on to Westinghouse Way crossed a flower bed. **Recommended:** *Winvic are asked to reposition plants and mark out a path to protect the rest of the bed from pedestrian damage.*

The Clerk stated that Winvic will be training staff and Councilors about the running and use of equipment at the pavilion on Thursday 25th June. **Recommended:** *Cllrs Brindle and Baines, the Parish Caretaker, Clerk and Finance Assistant attend this briefing. Copies of the manuals are held in the plant room at the pavilion and in the parish office with soft copies backed up too.*

074/15 **New Services for the new Pavilion:**

- a) Gas & Electric:** The Clerk reported that the pavilion has been connected to the gas and electric supplies and EON is the supplier as previously resolved.
- b) Water:** The Clerk reported that the pavilion has been connected to the water supply and Wessex Water is the supplier. Aqualogy has been contracted for water treatment as previously resolved.
- c) BT lines and broadband:** It was noted that there have been lots of problems getting the 3 BT lines installed. The Clerk reported that one line is being put in on 16th June but there were delays with the 2 other lines which she would continue to chase up.
- d) Security (CCTV and alarms):** The Finance Assistant reported that quotes are being sought for the installation of an intruder alarm, mosquito system, CCTV and the maintenance/servicing of these systems. One quote had been received: £1120+VAT for CCTV (5 cameras, 31 day recording facility, remote dial in), £715+VAT for a mosquito system and

£365/year for maintenance including unlimited callouts. 2 further quotes are expected before the next Full Council Meeting.

- e) **Fire extinguishers:** The Clerk reported that the fire extinguishers were installed by Radcliffe Fire on 12th June.
- f) **Cleaning:** It was noted that a cleaning contract needs to be awarded at the Full Council meeting in July. Until then J.Beaven will do any necessary cleaning once the building has been handed over. The Finance Assistant reported that the cleaning contractors are visiting the site on Thursday 25th June where the spec will be finalised and quotes would then follow.

075/15 **Waste:**

- a) **Waste audit:** The detail required for this document was noted. The Clerk reported that Dave Merrills is completing the section as the building contractor and the Council is required to fill in the rest. **Recommended:** *The Clerk completes the audit paperwork on behalf of the Council in line with the waste services agreed.*
- b) **Waste Services:** The Finance Assistant reported that quotes had been received from Wiltshire Waste and MJ Church to provide general and recyclable waste disposal. Cllr Mills said that the bins currently in place at the sports field are not sufficient and rubbish is often overflowing on the ground. The Clerk explained that an additional large bin has been purchased and will be located near the pavilion which should eliminate this problem. **Recommended:** *Wiltshire Waste is asked to provide disposal service on a fortnightly basis. The outdoor bin is positioned on the veranda between the patio door and the changing rooms. The capacity of the bins will be reviewed once the new bin had been in place for a few weeks.*

076/15 **Letting Charges and Terms & Conditions:**

- a) **Length of Season:** The Clerk explained that although the football teams book the season from September until May, they actually use the facilities for a longer period for training, pre season matches etc. This makes pitch repairs more difficult and affects the overall condition of the field. **Recommended:** *Teams are asked to complete the registration forms for the whole period of use not just the league seasons.*
- b) **Use of facilities:** The Clerk reported that the youth teams used to hire the facilities without use of the pavilion and the adult teams agreement included this. The new pavilion has the additional lounge/kitchen area and consideration is required as to which users have access to this. Cllr Mills recommended that the condition of the pavilion is monitored by its users in a Hirers log book which includes comments about the condition of the facilities on arrival & departure. **Recommended:** *Youth teams are given access to the kit room and external toilet and each adult team is given access to these facilities as well as 2 changing rooms and the officials area. Use of the lounge/kitchen area is subject to an additional*

booking and payment. A Hirers Log Book is put in place to monitor the condition of the pavilion and help identify the cause of any potential problems. Additional teams from Melksham Town Youth (eg U7s etc) and AFC Melksham (eg Disabled teams) continue to receive a 50% discount off the normal rate. Facilities are charged as follows:

Football Pitch	VAT	2015/16
Club per season - adult with use of changing rooms (10 session booking rule)	N/A	£725
Club per season - adults without use of changing rooms (10 session booking rule)	N/A	£365
Club per season - junior with use of changing rooms (10 session booking rule)	N/A	£595
Club per season - junior without use of changing rooms (10 session booking rule)	N/A	£300
Club - per match - adult	Inc VAT	£80
Club - per match - junior	Inc VAT	£60
Additional teams charged at 50% of normal rate		

Pavilion	VAT	2015/16
Lounge / kitchen area - community use	Inc VAT	£8/hr
Lounge / kitchen area - business use	Inc VAT	£12/hr
Extra cleaning if required		£12/hr

- c) **Key and Deposit procedure:** The Clerk emphasized the importance of limiting the number of key holders. Key pads have been put in place on changing room doors and the officials area, but access to other doors needs to be controlled. **Recommended:** Regular users are given a key to the gate and the facilities hired for a season. A £50 deposit is paid which is return on receipt of the keys. Regular users sign an updated Terms and Conditions document at the beginning of each season. Ad hoc users also sign the T&C document and collect / return the keys required from / to the Parish Office. A £50 cash deposit is required from adhoc users which is held in the office during the hire period. The Finance Assistant updates the Financial Regulations and Risk Register to reflect this practice.
- d) **Terms & Conditions: Recommended:** The Finance Assistant updates the Terms and Conditions of use of the Pavilion and Sports Fields to give the option to pay by BACs, ensure the car park is locked on departure from the site, ensure copies of keys are made only with prior consent from the Council and all other amendments detailed in the recommendations of this working party meeting.
- e) **Pitch inspection procedure:** The Clerk reported that the insurance representative at the SLCC branch meeting had advised that sports field

users should inspect the pitch prior to use to minimise potential risks.
Recommended: *The updated Terms and Conditions include a clause detailing this pitch inspection responsibility.*

077/15 **External Security:**

- a) **Bank Holiday Weekend security response:** The Clerk reported that Security 2000 had called out the Parish Caretaker on Sunday night / BH Monday morning as the padlock was not secure on the pavilion gate.
Recommended: *A letter is sent to Security 2000 thanking them for their vigilant response and continued service to the community.*
- b) **Gate Access:** The Finance Assistant reported that the new padlock combination had been given to South West Ambulance, Security 2000, Christie Miller Leisure Centre, Melksham Neighbourhood Police Team and the Parish Caretaker in case of emergency. When the bollards are raised, the combination needs to be changed and this code circulated to the same parties.
- c) **Future External Security:** Cllr Mills asked about future security at the pavilion and whether the Security 2000 hut is being moved when the new road opens. The Clerk will follow this up with BIE Security and make contact with Knorre Bremse as to how they might react if the an alarm at the pavilion sounds.

078/15 **Policies, Procedures and risk assessments:** The Finance Assistant talked through a list of policies, procedures and risk assessments required for the new facility. **Recommended:** *The officers draft the documents listed for review: Marketing policy, Environmental policy, Health & Safety (inc H&S at Work poster) policy, Equality & Diversity policy, Terms & Conditions of Hire (inc key/payment procedure, responsibility for pitch inspection, reference to Child protection / Vulnerable Adults), complaints procedure, emergency procedure and a policy regarding the use of the internet. The risk assessments required are identified and drafted by the Finance Assistant.*

079/15 **Launch Event Saturday 19th September:** The Clerk reported that the Lord Lieutenant is able to attend the event at 10am and although AFC Melksham isn't able to organise a tournament, the youth teams will be playing matches during the morning as part of the league. **Recommended:** *The Clerk invites the dignitaries previously agreed to attend the event. The quarterly newsletter in the Melksham News includes an public invitation to the opening. The Bowerhill Ladies group is asked to serve refreshments and the facility will be open for people to look around.*

Meeting closed at 9:30pm

Chairman 22nd June 2015