

**MINUTES of Bowerhill Sports Field Working Party Meeting of Melksham Without Parish Council held on Monday 17<sup>th</sup> August 2015 at Crown Chambers, Market Place, Melksham at 9.30pm**

**Present:** Cllrs Rolf Brindle (Committee Chair), Richard Wood, Mike Sankey, Paul Carter, Alan Baines and Pat Nicol

**Apologies:** Cllrs John Glover and Mike Mills.

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

192/15 **Declarations of Interest:** There were no declarations of interest.

193/15 **Public Participation:** There were no members of the public in attendance.

194/15 **User Fees:**

**a) Adhoc Football Team Hiring Charges:** It was noted that the agreed hiring fee for adhoc use in 2015/16 was £80 per match however the Clerk reported that users were not prepared to pay that much for adhoc use. It was agreed that it was important that any hiring charge was pitched at a price to reflect charges at other venues, otherwise teams would not hire the pitch. The Clerk reported that any fee needed to cover the running costs. It was suggested that any adhoc fee could be revised at a later date if necessary. **Resolved:** *Adhoc Football Team hiring charges remain at £50 per match as per the 2014/15 charge.*

**b) Melksham AFC Disabled Team Hiring Charges:** The Clerk reported that the Youth Disabled Team "Ability Counts" only used the toilet at the Pavilion for a few weeks in September as after that they moved up to Melksham Oak until May.. They also only used an area of grass with cones, and not the line marked pitches. As such they had hoped to use the toilets for no fee. It was suggested that the Disabled Team make informal use of the toilet for a nominal donation, as if paying they are authorised to use them. It was noted that if this arrangement resulted in additional cleaning of the toilets being required then this could be reviewed. **Resolved:** *Melksham AFC Disabled Team are requested to pay a nominal fee of £10 for the use of the toilet.*

195/15 **Season Bookings:** Melksham AFC Youth Team had made bookings for Saturday and Sunday matches, but not for evening training sessions. The Committee agreed that if the pitches were booked by another team on a evening then the Youth Team would not be able to train there. The Clerk reported that she now has a name for each of the individual key holders. Evana Design has not returned this year. Cllr Baines reported that the Model Aircraft Group had used the Sports Field recently and were very impressed with the condition of the field. They

appreciate the work that has gone into improving the field and asked that their comments be passed on to contractor J. H. Jones.  
Cllr Brindle added that the field was free of rubbish and that J. H. Jones had not mowed over any rubbish when it was last cut.

196/15

**Approval of Quotes for Equipment at the New Pavilion:**

- a) Intruder Alarm:** Confirmation had been received from Mark Hunnybun, Wiltshire Council Strategic Projects and Developments Manager, that Wiltshire Council would cover up to £2,000 for the cost of an intruder alarm. The Clerk informed that the quote for CCTV had already been approved and was being installed on the 28<sup>th</sup> & 29<sup>th</sup> August. Three quotes had been sought for the installation of a monitored intruder alarm system, however the contractor installing the CCTV was not a large enough company to be able to provide ongoing monitoring of the intruder alarm. This left two companies able to provide the service; Tollgate Security and Anson Security & Electrical. The Committee considered both quotes, and noted that Tollgate Security considered that there was not a need for 3 phone lines, that all the systems would be able to work from one line. It was noted that there would be an additional charge to be connected directly to the Police, but it was considered that connection to a monitored line that would call Security 2000 was adequate. **Resolved:** *Tollgate Security to be instructed to install a Monitored Intruder Alarm at a quoted cost of £1950.00 ex VAT, plus annual maintenance and monitoring cost for intruder and fire alarm of £600 ex VAT per year.*
- b) Signage – Internal and external:** The Clerk reported that despite seeking three quotes, only two companies had responded; Sign Marketing and Kennet Signs. The Committee discussed the pros and cons of both quotes as they were not like for like; the External signs from Sign Marketing were A4 size and from Kennet Signs were 18 inches square and graffiti resistant. Additionally Sign Marketing provided supply only whereas Kennet Signs provided an installation service. The Internal signs from Sign Marketing are plastic self adhesive laminated labels that can be stuck to a wall; Kennet Signs are 5mm pvc that would probably require being screwed to the wall. There was a big cost difference between the quotes for the internal signs. **Resolved:** *1. External graffiti resistant signs to be ordered from Kennet Signs for supply and installation at a quoted cost of £596.80 exVAT, the Clerk to query if a smaller size of sign is available at a reduced cost. 2. Investigate whether Kennet Signs provide internal self adhesive signs and the cost; if comparable with the quote from Sign Marketing then to order from Kennet, if not order internal self adhesive signs from Sign Marketing at a quoted cost of £63.85 ex VAT.*
- c) Recycling Bin for Veranda:** The Committee considered the quotes for a recycling bin. **Resolved:** *An Industrial Recycling Unit at a cost of £159.99 plus delivery and VAT to be ordered for the Veranda.*

- 197/15 **Furniture for the Lounge Area:** The Clerk informed that Wiltshire Council had no spare furniture, and suggested contacting Herman Miller. It was noted that the Council could borrow furniture for the opening ceremony.  
**Resolved:** *the Clerk and the Financial Assistant to seek quotes for furniture.*
- 198/15 **Update on Handover:** The Clerk reported that to date she had not received a date with regard to O&M training. Once confirmation that the £2000 would be honoured for the intruder alarm the handover can take place. It was noted that some snagging and cleaning needed to take place. The footballers can use the Pavilion prior to the intruder alarm installation.
- 199/15 **Launch and Community Consultation Event:** The Lord Lieutenant has been invited but can only come at 10.00am. The Clerk and Finance Officer have a list of invitees. It was suggested that Duncan Hames was invited as our previous MP who had always been involved with the community. It was suggested that BRAG was asked whether they would be willing to provide a BBQ and that Moles Brewery was approached to ask whether they would consider providing some soft drinks, as they had done so at the recent CAWS event.
- 200/15 **Knorr Bremse offer of Picnic Benches:** Knorr Bremse had offered to supply 3 picnic benches; 2 for the Sports Field and 1 for Hornchurch Road.  
**Resolved:** *The Council accept this offer of picnic benches and ask whether Knorr Bremse would consider also providing a bin for the use of their employees.*

Meeting closed at 10:22 pm

Chairman 14<sup>th</sup> September 2015