

MINUTES of Bowerhill Sports Field Working Party Meeting of Melksham Without Parish Council held on Thursday 1st October 2015 at the Pavilion, Bowerhill Sports Field at 1.30pm

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

Apologies: Cllrs John Glover and Mike Sankey

Housekeeping: Cllr Brindle welcomed everyone to the meeting and the Working Party were pleased to be meeting in the new facilities.

251/15 **Declarations of Interest:** There were no declarations of interest.

252/15 **Public Participation:** There were no members of the public present at the meeting.

253/15 **New CCTV & Mosquito Anti-Loitering device:** The Working Party spent some time with the contractor who had installed the new systems, learning how they worked and viewing (and hearing) the systems in action. The CCTV system has the capacity for either another two high definition cameras to be added to the system, or 16 standard definition cameras.

Kan Connections had left the openings in the fire wall for the Intruder alarm contractors, Tollgate, to install their wiring, and then would return at a later date to seal. Alex would also return once the broadband was connected (due from BT on 6th October) to set up the remote access to the CCTV system at the Pavilion end, and to visit the office to set up at Crown Chambers and on officers' mobile phones.

The Officers are to regularly check the monitor to ensure that the cameras have not been compromised; this can often just be from dirt or spider webs.

Those present were very pleased with the quality of the pictures.

Recommendation: *The CCTV cameras to not have security cages over them as it obscures the image too much.*

254/15 **Intruder Alarm:** The Clerk reported that the intruder alarm was due to be installed week commencing 12th October.

There was a requirement for an electricity supply in the switch room for the intruder alarm. This had been detailed on the quote at £200 but Tollgate would have to sub contract this out. Alex Goodhind who was on site kindly offered to put in this supply, and quoted an approximate price of £100. This offer was taken up by Officers and the electricity supply was now in.

A Chubb lock is required on one of the doors for intruder alarm, this is to be on the foyer door and in addition to the suited locks and provided by Tollgate as part of their package price.

There was still a fault on the fire alarm system and this was being chased with Winvic as the intruder alarm contractors would be also be connecting the fire alarm to their 24 hour monitoring system via the telephone lines.

Tollgate had advised that they may be able to connect all via just one BT telephone line, the one with Broadband. This would negate the need for the other 2 lines that had been specified in the building contract and been installed and commissioned. Officers were waiting until the alarm had been installed and was working before investigating the disconnection of the two potentially redundant lines with BT. As live lines these attracted billing at present.

255/15 **Security Issues:** The Working Party considered potential security issues that had been raised by the contractors, Alex and Colin Goodhind, installing the CCTV and Mosquito.

Recommendations:

- 1. The Switch Room does not need to be ventilated, and therefore to enhance the security of the doors, the Caretaker to board over the rear of the doors to protect the integrity of the fixings on the grille.*
- 2. The Boiler Room does need to be ventilated, the Caretaker to enhance the security by using security screws and washers to secure the grille to the rear of the doors.*
- 3. The Caretaker to add more heavy duty bolts to the Switch Room and Boiler Room doors.*
- 4. The Caretaker to add security screws to the heavy duty grilles on the patio doors.*
- 5. Winvic to be contacted to request them to look again at the self closing mechanism on the patio doors, and add a striking plate.*
- 6. Kan Connections to provide a quotation for securing a better location for the wifi modem, high up out of reach of users of the Pavilion lounge.*

256/15 **Timings on security devices:** The Working Party noted that advice on timings had been received from the local Melksham Neighbourhood Police Team. The Councillors also viewed footage from the CCTV when the external lights were on at night, and off. The external lights turn on with a sensor when it gets dark but are not triggered by a movement sensor.

Recommendations:

- 1. At present, the external lights to come on in the evening when triggered by the sensor detecting it is dark. These are then to be switched off at 11pm.*
- 2. Kan Connections (Alex Goodhind) to provide a quotation for the supply and fitting of movement sensors for the external lighting to be activated by a motion sensor.*

3. *The Mosquito Anti-Loitering device to be set to Youth Setting and turned on at 11pm and turned off at 5am. One device (near the Switch Room) to be set to beep at a regular interval so that Officers can check that the device is switched on (as unable to hear as only audible for young people).*

257/15 **Utilities:**

a) Water: The Finance Assistant reported that despite Winvic advising that the water supply to the Pavilion was with Wessex Water, no contact had been made by Wessex Water to set up an account. **Recommendation:** *The Finance Assistant to contact Wessex Water to set up an account and billing process.*

b) Gas: Despite a contract with Eon being signed with provision for both electricity and gas, they had only set up an account for electricity and chased for payment. Officers continue to chase Eon to set up the gas account and billing process.

c) Commencement date for payment of utilities: Although technically the Parish Council did not take over the building from Winvic/Herman Miller until 10th September it was agreed that it would be ungracious to request payment of utilities bills up to that date by Herman Miller. The Council had already paid the electricity bill from June, and therefore would expect to do the same for the other utility bills.

258/15 **Lounge furniture:** Officers requested guidance on the type and quantity of furniture for the lounge area, to seek quotes for. The Council had borrowed furniture from Bowerhill Village Hall for the opening event on 19th September which had given a good opportunity to see furniture in the space
Recommendation: *The Officers seek quotes for 24 stacking chairs and 2 folding tables (tables to be smaller than those used in the Village Hall).*

259/15 **Clean of External Toilet: Recommendation:** *The Council accept the quote of £12 per clean of the external disabled toilet, from Jen Beaven.*

260/15 **Procedure for hiring to adhoc users:** The Working Party considered this, following mishaps with keys between users and Officers; and an offer from AFC Melksham to manage lettings to adhoc users.

Recommendations:

- 1. AFC Melksham to be informed that all kit should be stored in the designated Kit Room, and not in the changing rooms.*
- 2. All users to collect keys from the Officers at Crown Chambers and not to be supplied by AFC Melksham.*
- 3. Mike Rogers at AFC Melksham to be thanked for their offer but that as the hire contract would be between the users and the Parish Council, therefore all paperwork, keys, deposits etc needed to be dealt with by the Officers and not the football club on their behalf.*

- 261/15 **Car parking issues:** The Clerk reported that there had been several occasions when hirers had gone to leave the car park and lock the gate but cars were still parked in the car park. This was sometimes other football teams but on occasion dog walkers and general members of the public. On these occasions, officers had asked the members of public to leave the car park or the hirer had left the car park unsecured and returned later that evening to lock up.
Recommendation: *The Council purchase a sign for the entrance to the car park (but not the gate as not so visible once open) stating that Parking is for Hirer's only and that a Vehicle Release Fee is payable. The sign is also to state that the gateway entrance is to be kept clear for Emergency Access as cars had been found parked and blocking the entrance way. The sign giving the Parish Caretaker's home telephone number is to be removed and the new sign to give the out of hours mobile telephone number for the Council as well as the office number.*
- 262/15 **Additional signage:** In addition to the car park sign (Min 261/15) the Officers reported that there was a need for additional signage on the external doors to aid users.
Recommendation: *The Council purchase a sign for the External Toilet, Kitchen, Lounge and for the Officials' Changing Rooms.*
- 263/15 **Kitchen Hatch:** The Clerk reported that one of the Bowerhill Ladies Group that had served teas at the Pavilion at the opening event had been in touch to raise a health and safety concern about the hatch from the kitchen to the lounge area. It was just a cill, and not a flat wide surface that cups could be stood on; there was a concern about the handing over of hot liquids, which would be better placed on a flat surface.
Recommendation: *The Caretaker fit a shelf to extend the width of the cill on the kitchen side of the hatch.*

Meeting closed at 3:20 pm

Chairman 12th October 2015