

**MINUTES of Bowerhill Sports Field Working Party Meeting of Melksham Without Parish Council held on Thursday 22<sup>nd</sup> January 2015 at Crown Chambers, Market Place, Melksham at 7.00pm**

**Present:** Cllr Richard Wood (Chair); Cllr John Glover (Vice Chair); Cllrs. Alan Baines, Rolf Brindle, Mike Mills, Paul Carter and Pat Nicol

**Also present:** Mike Rogers (AFC Melksham)

**Apologies:** Cllr Mike Sankey, Rob Bridges (Melksham Town Youth FC)

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

365/14 **Declarations of Interest:** There were no declarations of interest.

366/14 **Public Participation:** There were no members of the public present at the meeting

367/14 **Visit to Stanley Park Sports facilities:** The Clerk, Cllr Glover, Cllr Mills and the Finance Assistant visited the site on Thursday 15<sup>th</sup> January to review the facilities and assess the requirements for the new pavilion. The site manager, Mr Pete Hussey gave them a tour and offered helpful advice relevant to purchases for the new pavilion. The Clerk and Finance Assistant compiled a list for the working party to discuss and agree next steps. The Clerk reminded the meeting about the Council's financial regulations with regard to purchases.

368/14 **New Pavilion specification details and related works:** All items on the list were discussed and the results of the discussions were included in the comprehensive list on the next page, detailing whether Wiltshire Council were providing this or if officers were to buy, or seek quotes.

**Recommended:** *The Clerk follows up the queries listed in the column 'Provided by WC in build'. The Finance Assistant seeks quotes for items listed in the column 'MWPC seek quotes' and that they buy the items in 'MWPC purchases'.*

369/14 **Service Suppliers and specification:**

(i) Cllr Glover clarified that the site is supplied with water, gas and electricity.

**Recommended:** *The Finance Assistant seeks quotes for these utilities*

(ii) The Clerk reported advice from Stanley Park that water testing is required for Legionnaire Disease, limescale and other properties on an annual basis.

**Recommended:** *The Finance Assistant seeks quotes for these services*

(iii) The Clerk stated that there are currently internal bins emptied by the cleaner, external bins on the sports field emptied by JH Jones and external bins in front of the pavilion emptied by Wiltshire Council. All external bins will be the

responsibility of the Council on completion of the new pavilion. It was agreed that the cleaner will empty the internal bins into a central external bin for collection.

***Recommended:*** *The Finance Assistant request costs for the additional external bins from JH Jones and includes internal bin emptying on the cleaning specification for quotes.*

- (iv) The Finance Assistant reported that the existing pavilion is cleaned by J Beaven and it was agreed that the cleaning provided is carried out to a very good standard. The new pavilion has different requirements and it was agreed that this was a good opportunity to revise the contract to include the extra changing rooms, internal bin emptying (including toilets), lounge / kitchen facilities and the need to itemize cleaning materials and provide receipts.

***Recommended:*** *The Finance Assistant puts together a contract specification and seeks quotes from local cleaning providers.*

370/14 **Policies, Procedures and risk assessments:** The Clerk reported that the manager of Stanley Park was very helpful and provided a number of their policies electronically as a basis for the new pavilion.

***Recommended:*** *The Clerk puts together a list of policies, procedures and risk assessments required for the new pavilion with examples from similar facilities for review at the next working party meeting.*

371/14 **Date of next meeting:** Monday 16<sup>th</sup> February at 8pm (following the Planning Meeting)

Meeting closed at 9:06pm

Chairman 23<sup>rd</sup> February 2015

**New Pavillion specification details and desirables**

24/02/2015

Area	Provided by WC in Build	Required?	MWPC Purchase	MWPC seek quotes	Teams provide
<b>General</b>					
Movement sensed lights (fluorescent)	tbc - in spec, follow up	Y			
Fire alarm system	think so - in spec, follow up	Y			
Security alarm system	yes - check spec re phone line	Y			
Sprinkler system	no	N			
CCTV	no	N - B'hill Ind est project			
Ventilation system	yes	Y			
Smoke detectors	yes	Y			
Fire extinguishers	no	Y		Y	
Emergency lighting	yes	Y			
Defibrillator	no	N - desirable			
Type of locks on doors - keypads, padlocks..	refer to spec cl3.1	Y		Y with options	
Wall finish	yes - painted blockwork	Y			
Flooring up to skirting level	yes	Y			
Roller doors on external windows	no - challenge! (ii)	Y		Y - as backup	
Heating controls / zoning	yes	Y			
Alarm if water left running	no	Possible (iii)		Y	
Cleaning contract		Y		Y (iv)	
Utility suppliers (gas, electric, water)		Y		Y	
Legionnaires disease control	yes	Y		Y - annual maintenance	
Limescale maintenance	no	Y			
Sanitary facilities	no	Possible - check need			
Waste Disposal / Recycling	no	Y		Y - impact on JH Jones cost	
Kit room - shelving, hooks etc	no	Y	Y - Caretaker to fit		
Lockable cleaning cupboard	no	N - cleaner to store			
Notice boards - outside?	no	Y - later		Y	
Finger guards on all door hinges	no	Y		Y (v)	
Signage eg no smoking, not drinking water	no	Y		Y - list & prices	
State of pitch hotline	no	N			

**New Pavillion specification details and desirables**

24/02/2015

Area	Provided by WC in Build	Required?	MWPC Purchase	MWPC seek quotes	Teams provide
<b>Changing rooms</b>					
Reinforced doors with push/kick boards	yes	Y			
Numbered doors	no	Y	Y (vi)		
Board for ads / team name	no	N			
Extractors in shower areas (auto)	yes	Y			
Non slip flooring	yes	Y			
Floor gradient to run of to drain	yes	Y			
Benches with no legs (to ease cleaning)	benches have legs	Y - no legs			
Mirrors (safety glass)	yes	Y			
Coat hooks above benches	yes - one per bench - query re spec / 1 person	Y			
Liquid soap dispensers above sinks	no	Y	Y		
Hand dryers (auto)	no - challenge, in spec	Y			
Push taps on sinks/showers	yes	Y			
Large toilet roll dispensers	no	Y		Y with options	
Hairdryers / shaving points	yes cpw elec spec sec 7	Y			
Broom, dustpan/brush & bin in each	no	Y	Y		
White boards	no	N			if wanted
<b>Lounge / kitchen area</b>					
First aid kit	no	Y	Y		
Fire evacuation procedure	no	Y	Y		
Notice board	no	Y	Y		
Fitted cupboards, sink etc	yes - as plans	Y			
Furniture	no	Y (vii)			
Heating	yes - as plans	Y			
Bins	no	Y	Y		

**New Pavillion specification details and desirables**

Area	Provided by WC in Build	Required?	MWPC Purchase	MWPC seek quotes	Teams provide
<b>Outside</b>					
Boot brush / cleaner	no	Y	Y		
Boot cleaning area with hose/drain	tap only - follow up re drainage	Y	Y - hosepipes		
Cigarette extinguishing bins on wall by door	no	Y	Y		
Cycle rack	yes	Y			
Steel reinforced external doors	yes	Y			
Signage	no	Y - move old?		Y - list & prices	
Drainage system for run off from pavillion	yes - detail needed	Y		Y - sponsorship?	
External bins	no				
Car park layout, gates, fencing	refer to drawings - clarify	Y			
Car park surface	Compacted gravel	Y		Concrete blocks	
Vehicle access to playing fields	excluded at present - follow up	Y essential			
Type of fencing along new road	to match existing - clarify	Y			
Site security - lockable bollards		Y move old ones?		Y	
<b>At later date</b>					
Benches / picnic tables	no	Nice to have			
Advertising banners on fences - income?	no	Nice to have			

- (i) Separate potential funding via grant (AFC), Sun Edison, residents fund  
(ii) windows facing pitches so ball danger, potential vandalism, fitted all over Stanley Park, like for like  
(iii) check insurance re frozen pipes, master switch to turn off when empty?  
(iv) contract to run from April '15 - March '16, cleaning materials to be itemised with receipts  
(v) check if they can be fitted to external doors  
(vi) to fixed on door or wall  
(vii) discussion with Youth Club re use of existing furniture. AFC would purchase kettle, microwave, TV, toaster if needed