

MINUTES of Bowerhill Sports Field Working Party Meeting of Melksham Without Parish Council held on Thursday 25th June 2015 at Crown Chambers, Market Place, Melksham at 2.00pm

Present: Cllrs Rolf Brindle, John Glover, Mike Mills, Paul Carter, Pat Nicol (until 2.50pm) and Cllr Alan Baines (from 3.15pm)

Apologies: Richard Wood

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

108/15 **Declarations of Interest:** There were no declarations of interest.

109/15 **Public Participation:** There were no members of the public present at the meeting.

110/15 **Delegated Powers:** It was noted that this Working Party meeting had been given delegated powers regarding the Sports Field and Pavilion by the Full Council – Min 091/15d.

111/15 **Quotations for CCTV and Mosquito security systems:** The Clerk explained that a number of quotes have been received but the specifications varied from one contractor to another so the quotes were difficult to compare. The councilors discussed the quotes and agreed that CCTV and a Mosquito system were necessary for the new facility. It was agreed that the specification for the CCTV should be for:

- Cameras positioned to provide cover for all aspects of the exterior of the building, entrance gate and other security devices eg cameras, mosquito
- Security cages to protect cameras as needed
- Channels on DVR sufficient for number of cameras with spare capacity for future additions
- HD quality recording / play back facility including night mode, good enough to gain a police conviction as required
- Remote access / control via internet. Please advise on maximum number of logins.
- Minimum of 31 days storage for footage recorded
- Lockable cabinet for DVR which will be located in the switch room at the pavilion. Please quote for a monitor with this as an optional extra
- Signage to be provided in compliance with BS 7958
- Minimum 1 year warranty (to include any maintenance/servicing required)
- Training and documentation provided for Council personnel

(Cllr Pat Nicol left the meeting)

The mosquito system spec was discussed and the following details were agreed:

- System installed to provide cover to exterior of building (360 degrees)
- Flexibility for system to be used to deter youths, adults or both
- Timer which gives the ability to set the device to work between set hours eg 10pm – 6am. Please quote for remote control as an optional extra.
- Signage to be provided in accordance with BS 7958
- Minimum 1 year warranty (to include any maintenance/servicing required)
- Training and documentation provided for Council personnel

Resolved: *CCTV and a mosquito system are installed at the new pavilion and a specification letter is sent out for further quotations requesting costs ex and inc VAT.*

(Cllr Alan Baines joined the meeting)

- 112/15 **Provision of an Intruder alarm:** Cllr Brindle asked whether there was any update on the intruder alarm which is yet to be installed at the new pavilion despite being in the specification. The Clerk reported that she had emailed Mark Hunnybun at Wiltshire Council and was awaiting a response from him. **Resolved:** *The Council does not take ownership of the new pavilion until the intruder alarm and other details eg missing mirror, handle, hand dryer are in place. The Clerk is to seek advice regarding the Council's legal position if the intruder alarm is not provided.*
- 113/15 **Adhoc charges for all day event:** The Clerk reported that the Enigma twirling team has enquired about hiring the sports field and pavilion for an event on 22nd August and would like to know about charges for this. **Resolved:** *The sports field, exterior toilet and car park are hired out to community organisations for £60 for the day. The kitchen / lounge area is hired at £8 / hour to community groups as per list of charges previously agreed - min 076/15b*
- 114/15 **Items ordered for the new pavilion to date:** It was noted that a number of items have been purchased for the new pavilion as per min 073/15a totaling £406 to date.
- 115/15 **Exterior / internal signage:** The Clerk reported that she met with Sign Marketing at the new pavilion and an draft list of signs required was compiled. Sign Marketing will provide a specification and quote for this work although the internal signs may be produced by the Parish Office.
- 116/15 **External Cleaning:** The Clerk reported that some of the cleaners that visited the new pavilion asked about the requirement to clean the exterior of the building. **Resolved:** *The cleaning contract includes the sweeping of the veranda area and emptying of the veranda bins on each visit. The Parish*

Caretaker cleans the exterior lights, ceilings and walls on an annual basis and additionally as required.

117/15 **Manhole Cover:** The Clerk reported that the manhole cover in the middle of the sports field had been displaced by rising water during heavy rain.
Resolved: *JH Jones is asked to quote to reseal the manhole over and to recommend options and associated costs of lowering the manhole cover and grassing it over.*

118/15 **Date of next meeting:** Thursday 9th July at 1pm at Crown Chambers.

Meeting closed at 3:50 pm

Chairman 13th July 2015