

MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 5th September 2016 at Crown Chambers, Melksham at 8.00 p.m.

Present: Cllrs. Richard Wood (Council Chair), Cllrs Alan Baines, Ian Tait, Paul Carter and Terry Chivers
Officers: Teresa Strange (Clerk) and Jo Eccleston (Assistant Parish Officer).

Cllr Mike Sankey as an observer.

Apologies: Cllrs John Glover (Council Vice-Chair), Steve Petty and Mike Mills

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

- 132/16 **Election of Chairman of Asset Management Committee for 2016/17:** Cllr Wood invited nominations for the position of Chairman of this Committee. It was noted that both Cllr Mills and Cllr Glover were happy to Chair this Committee if there were no other nominations. There were no further nominations. **Resolved:** *The Chair of Asset Management Committee for 2016/17 be Cllr Mike Mills.*
- 133/16 **Election of Vice Chair of Asset Management Committee for 2016/17:** **Resolved:** *The Vice Chair of Asset Management Committee for 2016/17 be Cllr John Glover.*
- 134/16 Due to the absence of the Chair and Vice Chair of the Committee, Cllr Baines was nominated and agreed to accept the Chair for the meeting.
- 135/16 **Committee Structure & Terms of Reference:** The Committee noted the Purpose & Delegated Authority of the Committee (approved 25th July 2016) as this was the first meeting of this new Committee. It was agreed that due to the speed of negotiation discussions regarding s106 Agreements that delegated powers for a small group of Officers/Councillors was required as currently the Parish Council were unable to respond quick enough to meet required deadlines. **Recommended:** *The Council give the Clerk and two members of the Asset Management Committee delegated powers to negotiate and correspond on s106 Agreements for Planning applications and report back to the Committee and/or Full Council as appropriate under the timescales.*
- 136/16 **Declarations of Interest:** None.
- 137/16 **Public Participation:** There were no members of the public present.
- 138/16 **Review of Asset Register:** The condition of items on the Asset Register had been inspected and recorded by the Parish Caretaker in May/June 2016, and by the Finance Officer on 5th July for the Office equipment. This report was reviewed by the Committee and the condition noted; with the following Recommendations made.
Recommended:
1. *To relocate the noticeboard at the top of Sandridge Lane to Shaw Hill, close to the Bus Shelter near Beltane Place.* It was noted that there had been no

volunteer to put up notices for some time and this was being done weekly by the Parish Caretaker, and a poster looking for volunteers had been advertised in the noticeboard for some 3 months. A volunteer was in place for this new location.

2. *To put a sign in the Crown Chambers toilet facility warning users not to lean on the sink.*
3. *To not replace the water heater in the Crown Chambers toilet facility if it fails, or the leak repair does not hold.* There is capacity for hot water from the urn and the kitchen facilities upstairs.
4. *To make provision in the 2017/18 Budget for the potential replacement of the photocopier either by purchase or lease.*
5. *To investigate options for more telephone lines into the Parish office at Crown Chambers and a dedicated telephone extension for each staff member.*
6. *To monitor the condition of the fence at Shaw Play area, with the Caretaker to highlight any problems.* It was noted that there were plans for development of the play area and playing field facilities in the future.
7. *To contact Wiltshire Council, or the Bus Companies if appropriate, to request replacement bus timetable cases if condition is poor.*
8. *To seek more information from the Caretaker on the condition of the Bus Shelters and seats at Beanacre to ascertain if wood treatment or repairs are needed.*
9. *To check the condition of the stored basketball hoop removed from Bowerhill Sports Field as it is planned to be installed at Kestrel Court play area as part of the refurbishment works.*
10. *To retain the lawn mower although not currently used by the Caretaker, and request the Caretaker to start it up regularly.*
11. *The next noticeboard to be replaced due to deterioration is the one outside Whitley Reading Rooms. The one outside the library is in poor condition but the library is planned to close on relocating to the Campus. The one outside Berryfield Hall is also in poor condition but awaiting the construction of a new Village Hall under planning application obligations.*

139/16 **Bench outside Whitley Reading Rooms:**

- a) The Committee noted the photograph of the bench from the Clerk's inspection. **Recommended:** *The Council note the disposal of the existing bench in August 2016, as the bench needed more than 60% repairs and the seat part had collapsed when inspected by the Clerk.*
- b) The Clerk advised that she had several enquiries from residents and the Reading Rooms Committee as to the replacement of the bench as it was well used by the Toddler Group and elderly residents. **Recommended:** *The Council purchase a new Balmoral Teak Park Bench from Corido, either the 5ft at £299.99 incl VAT, or the 6ft at £349.99 incl VAT so replacing on a like for like basis. The bench to be bolted to the concrete slab in situ.*

140/16 **New Computer:** The Clerk advised that the PC on the Reception desk was an old computer that had been cleaned of all software and network capability and just had internet access for use by residents. To date, this PC had not been used in this capacity and had been assessed by Avon IT as not a new or robust enough model to be suitable for the new member of staff as would struggle to support the current software use. In addition, the Clerk advised that the PC took several hours to switch on this week and had a very small monitor. The Clerk had obtained a quotation for a

replacement PC for the Finance Officer, who runs the most packages as well as the back-up and shared drive, with the intention of moving the Finance Officer's PC to the Reception desk for use by the new Apprentice Parish Officer. The Council were looking at installing a new accounting software package, and the Clerk did still need to check that the specification of the new PC quoted was compatible to the future accountancy software. **Recommended:** *The Council approve the quotation from Avon IT for a Desktop PC Tower with Intel Core i3 Processor and Windows 7 Professional for £220, 24" monitor for £80, Microsoft Office Home and Business for £179 and Microsoft Office 365 for additional email address and online office for £3.60 per month, all excluding VAT; subject to being compatible with the new accountancy software to be purchased.*

141/16 **Cleaning of Wiltshire Council Bus Shelters:** The Clerk advised that she had met with Tim Carpenter of Sparkles Window Cleaning Services and discussed the possibility of cleaning the glass/perspex bus shelters owned by Wiltshire Council in the Parish. A question had previously raised as to the feasibility of cleaning them as Wiltshire Council had previously claimed that they were not cleanable due to the scratched surfaces. Tim has explained that he had looked at the bus shelters and would be able to clean them, but there would be no "wow factor" as you would get if cleaning glass shelters, nevertheless the shelters would be clean for users. The Committee noted the report from the Clerk on the current budget provision for 2016/17 Bus Shelter cleaning (£3,000), and cost of the service if the quotation from Sparkles was taken up £40 initial clean and then £15 subsequent cleans, on the same basis as the Parish Council's glass shelters (every 3 months) for the 8 shelters in the Parish. 8 x £40 (Sept) & 8 x £15 (Dec & March) = £560. **Recommended: 1.** *The Council approve the quotation from Sparkles Window Cleaning Services and instruct them to conduct an initial clean (£40 each), and then subsequent 3 month clean (£15 each) for the 8 Wiltshire Council owned bus shelters in the Parish comprising of 7no. in Bowerhill and 1no. on Shaw Hill. 2. The Parish Council publicise via social media and their Quarterly Newsletter in the Melksham News that they are taking on the cost and responsibility of cleaning the Wiltshire Council owned bus shelters in the Parish.*

142/16 **Community Access Defibrillators:** The Clerk advised that the 7no. defibrillators had been installed and commissioned and were now "live" with South West Ambulance Trust. The volunteers in place had started their weekly checks, and the location of the defibs was being widely publicised via articles in the local press and via social media. Community Awareness Training sessions were now being organised with Community Heartbeat Trust, all to be held in the host sites:

1. Pavilion, Bowerhill Sports Field
2. Shaw Village Hall
3. Whitley Reading Rooms
4. St Barnabas Church, Beanacre
5. The Pilot pub, Bowerhill
6. The New Inn pub, Berryfield
7. The Water Meadow pub, Verbena Court (East of Melksham)
8. Bowerhill Village Hall

It was noted that the defib installed at Bowerhill Village Hall was inside the building, and donated by a local business on closing down and therefore a different model and not in a lockable cabinet outside the building as not deemed a suitable location due to the locked gates (hence the installation at the Pilot for external community

access). The Clerk had ordered an additional sign for this defib, but the specific instructions did not meet the requirements for the village hall. **Recommended:** 1. *The Council store the unused sign for future use and order a new site specific sign for the Village Hall to be ordered at a cost of approx. £30 from Kennet Design.* 2. *The Council invite their local MP to a training awareness session for the defibrillators.*

The Committee noted the Defibrillator project spreadsheet prepared by the Finance Officer which detailed the Income and Expenditure for the project. This was some £1,618.46 under Budget, but included the additional expense of adding the 8th donated defib to the scheme. This underspend was due to the generous donation from the Friends of Melksham Hospital as was more than originally anticipated. Now the defibs were in place and operational, the “Friends” organisation will be contacted for release of the funding.

It was noted that Alex Goodhind has been really helpful and diligent in his electrical installation work, often returning to site at night in the dark to check that the defib cabinets were visible from streetlights and/or PIR light sensors installed. Cllr Carter commented that the office team had also provided excellent support and organisation to this project and wished this to be recorded in the Minutes.

Recommended: 1. *The Council send a letter of thanks to Alex Goodhind of Kan Connections for his dedication and work in installing and connecting the cabinets, PIR lights and signage for the defibrillators.* 2. *The Council start an Earmarked Reserve in the 2017/18 Budget for the replacement of batteries at their end of life.*

143/16 **Shaw Village Hall & Playing Field:**

- a) **Removal of long stay vehicles in car park:** The Clerk reported that she had contacted the Police & Crime Commissioner’s office who had sought their own advice but could not offer any real alternatives, other than to contact the DVLA or suggest moving the vehicles to a friendly farmer’s land. The DVLA confirmed in writing that the removal of abandoned vehicles from private or public land was the responsibility of the Local Authority. The four pristine cars had now been removed, and the Clerk had advised the Wiltshire Council officer that the Parish Council were requesting the damaged car still in the car park to be removed as an abandoned vehicle; and had been directed to the online reporting app to report.
- b) **Future development of Playing Field recreation facilities:** Representatives of the Village Hall & Playing Field Committee, CAWS (Community Action: Whitley & Shaw) and Melksham Without Parish Council were meeting on the evening of Tuesday 13th September to discuss the way forward for the future consultation and implementation of plans for the redevelopment of the playing field and play area facilities.

144/16 **Parish Council owned play areas:** The Committee noted the Quarterly Written Reports on the play areas owned by the Parish Council conducted by the Parish Caretaker mid July. There were no issues highlighted. It was noted that in September, independent ROSPA inspections were being conducted by Playsafety Ltd in the Parish Council owned play areas, and the three play areas that were being taken over from Wiltshire Council.

145/16 **Wiltshire Council owned play areas:**

- a) **Heads of Terms for devolved service:** The Committee noted the finalised

Heads of Terms for Devolved Service for Kestrel Court and Berryfield play areas. The Council had sought a note on the Heads of Terms for Berryfield play area (*Min 113.16 2a(ii)*) to reflect the planning condition of the still to be approved Planning Application (12/01080) for the Melksham Link Canal that the play area and Village Hall are to be replaced in another location before the canal is constructed in that area, however, the Estates Department had insisted this was a separate issue to the devolved service and for the Planning department to insist on as a condition. The Clerk had copied in the Planning Officer and s106 officer on correspondence so all aware.

- b) **Refurbishment costs:** The Council had approved the specification of works to be undertaken by VitaPlay (*Min 113/16 2b & c*) and were now in receipt of the final costings for the work in a revised quotation A00933B dated 30th August 2016. The quotation also included for painting the gates to the play areas in a different primary colour to make it more easily identifiable for those with partial visual impairments and for a child needing to leave the play area quickly (for instances of bullying etc). The funds available for the project were £36,558 from s106 applications and £28,000 from the Roundpounds Solar Farm community funding, totalling £64,558. **Recommended: 1.** *The Council ask permission of Wiltshire Council (as per Heads of Terms) for permission to undertake refurbishment works to the two Wiltshire Council play areas (Kestrel Court and Berryfield) and chase the asset transfer of Hornchurch Road from the developer to the Parish Council. 2. The Council instruct Vitaplay to carry out the refurbishment work detailed in quotation A00933B for Berryfield Play Area £11,652.74, for Kestrel Court Play Area £22,209.80 and Hornchurch Road Play Area £18,255.00. All prices exclude VAT and total £52,117.54.*
- c) **Painting gates in Shaw & Beanacre Play Areas: Recommended:** *The Council instruct Vitaplay to paint the 3no. pedestrian gates to Shaw & Beanacre Play areas in a primary colour as per quotation A00959 at £240 excluding VAT.*
- d) **Tree Inspection Reports:** The members reviewed the Tree Inspection reports following the Inspection conducted by Woodland & Countryside Management Ltd with the Parish Caretaker on 23rd August. It was noted that J H Jones are the contractor approved for the grass cutting and shrub maintenance of these play areas when under the Parish Council control. **Recommended: 1.** *The Council ascertain from Wiltshire Council the ownership of the 4no. English Elm trees on the boundary of Berryfield Play Area land next to the stream, 3no. of which had a recommended action of felling as dead. The Council request a quotation from J H Jones to undertake the tree works recommended in the reports, excluding the Elm trees if not the responsibility of the Council.*

146/16 **Bowerhill Sports Field & Pavilion:**

- a) **Current Bookings:** The Committee received a report on the current bookings for the Sports Field and Pavilion. There were now four home teams for the Chippenham & District Football League, meaning careful scheduling was required by the League to ensure that only two teams at any one time are “at home” for the Sunday morning slot. The Melksham Town FC youth teams have booked to the end of September at present, before they migrate to the new Football Club facilities at Woolmore Farm. Wiltshire Council had run “Fun in the Sun” sessions during the Summer Holidays at Shaw Playing Field. Fun in the Sun was a series free sporting activities for 5-11 year olds in rural areas. The Clerk had made contact to see if they were also interested in running sessions at Bowerhill Sports Field next year.

- b) **High Capacity Electricity:** The Clerk advised that she had further advised Kan Connections not to proceed with the approved quote (*Min 528/15*) for installing a high capacity electricity connection to the outside of the Pavilion as the initial request related to the “Battle of the Bands” event planned for June that had been subsequently cancelled.
- c) **Servicing of water heaters and boilers:** Further to the servicing of the boiler in Pavilion, it was noted that the cost quoted for the annual service will be £200 per equipment (2 x water heaters 1 x boiler) so £600 and not £200 as previously budgeted. The water heaters had been serviced in the Summer under the Winvic first year defects period. **Recommended:** *The Council adjust the Budget to acknowledge this revised cost of £200 per item for annual service.*
- d) **Pavilion Deep Clean:**
- i) **Internal:** The Pavilion cleaner had booked a steam cleaner to clean the floors as requested as a trial for future use, however, the hire company had not had the equipment available despite the booking and so a jet wash was used instead. The Clerk to inspect the changing rooms to see if a satisfactory clean had been achieved.
- ii) **External:** The Clerk had checked the situation with access to the roof with Winvic, the construction company, and had been advised “the roof covering is walkable apart from the sky light areas. Please ensure that suitable edge protection is in place should any one walk on the roof. The cleaning strategy was planned for a scissor lift to be used to gain access and a reach system used from the basket. Please be careful not to be over aggressive if a jet wash is to be used as this will potentially dislodge some of the sealants.” This information had been passed on to Sparkles Window Cleaning before they commenced the window and sky lights cleaning. The skylights and windows and doors had been cleaned using a reach system and the CCTV and lights de-cobwebbed. As the windows were all Perspex, there was not a “wow factor” like when glass is cleaned, but this maintenance prevents the build up of algae, like that seen on the Cereal Partners building on the other side of the Playing Field. Tim Carpenter of Sparkles advised that there were a lot of stones on the roof and bottles in the big gutters. He recommended that this type of annual clean and removal of stones and bottles is done twice a year, Autumn and Spring. The cost of the work undertaken was £40. **Recommended:** *The Council instruct Sparkles Window Cleaning to undertake a clean of the sky lights and windows and clearance of the roof stones and bottles twice a year, in May at the end of the football season and in November as preparation before the Winter.*
- e) **Request for Advertising Hoarding:** The Council had received a request from a local company to put up advertising hoarding on the fence to Portal Road or near the Pavilion. **Recommended:** *1. The Council reply to the local company that they are happy with the principle and would like to see a copy of a drawing, proposal for paying and timescale to approve a design, but note that advice was being sought to see if Planning/Highways consent was required from Wiltshire Council. 2. To consult Wiltshire Council to see if Planning/Highways consent is required. 3. To contact Chippenham Rugby Club to ascertain what they charge advertisers for hoarding on the fence alongside the A350.*
- f) **Winvic 1st Year Defect meeting:** The Clerk confirmed that a site visit had been held with Winvic, and their subcontractors had since returned a couple of times to repair defects. This included the leak to the water tank and the repair to the Fire Alarm circuit which would have cost £450 to the Council. There were a couple of minor items still outstanding.

- g) **Pitch conditions:** The Committee noted that the contractors had experienced some problems with re-seeding the goal area on the 11 vs 11 pitch nearest to Portal Road. They had then tried turf but this had also not taken due to the dry conditions. The goal mouth on the middle pitch took the seed better, but needs a few week's more growth. The next step is to line and mark an alternate 11 vs 11 pitch between the two usual ones, and move matches to this middle pitch now the season has started, whilst they attempt to address the poor goal mouth.
- h) **Picnic Benches:** The Committee noted that the benches being sponsored by Knorr Bremse were due for delivery to the installation contractors later this week. Councillors discussed where the best place to install the two benches was, to avoid preventing access to the grass cutting contractors and any emergency vehicles needing to access the playing field. **Recommended:** *The Council install the two picnic benches in front of the verandah.*

147/16 **Allotments:**

- a) **Allotment Rent:** The Committee noted that the Allotment Rent was due to increase in the coming year commencing 1st October 2016 from £20 to £25 per plot.
- b) **Inspection & Waiting List:** There were 5 people currently on the waiting list. The Parish Officer had sent letters to several tenants in July warning about plots needing to have at least 2/3 in cultivation and an Inspection was due to take place on 7th September. Those who had not taken any action and had not provided mitigating reasons would not have their tenancy renewed at the 1st October commencement of the new Allotment Year.
- c) **Farm Business Tenancies:** The tenancies expired in March 2016 and both parties had instructed their solicitors to renew them, however, this had reached "stale mate" as the other party would not move forward without the Parish Council paying both party's legal fees, which the Parish Council were not prepared to do. The Council's Solicitors had now advised that if they are not renewed then all that happens is that they continue after the term expiry date as a statutory periodic tenancy from year to year. To terminate them either party must serve at least 12 months' written notice on the other to expire at the end of a period.
Recommended: *The Parish Council write to the other party outlining the advice received from the Council's Solicitors and ask if they are happy to continue on that basis, without renewing the Tenancy Agreements.*

148/16 **s106 negotiations on current planning applications:**

- a) **Former George Ward site:** The Parish Council had been chasing answers from Wiltshire Council as to whether the car park originally in the planning application for the former playing field could still be included as part of the s106 agreement. The Planning Officer had replied to say that there was never going to be a car park, despite what the planning application detailed; however, the Estates Manager had made no promises but asked if the Parish Council could add some context as to how many parking spaces were required and if the Parish Council would consider making funding available for them. The Council had discussed before that unless the former playing field had car parking spaces, then it could not see how it would be viable for use by Parish residents, it would only be viable for Town residents from the new housing development being built, with all the houses coming within the Town boundary next year under the Community Governance Review. This was crucial to the decision to be made as to whether the Parish Council took the

asset transfer of the playing field or not. Councillors discussed a number of uses for the playing field, including potential allotments, wild flower meadow and community orchard. **Recommended:** *The Council consult CAWS to see what uses they think the Playing Field could be used for, for a further agenda item at the October Full Council meeting.*

- b) Potential Village Halls/Community Centres in Berryfield:** There currently was on offer the provision of a village hall/community facility and play areas against two current applications for the Berryfield area.
- i) **Land East of Semington Road 16/00497/OUT:** The Parish Council had been asked by the Solicitor at Wiltshire Council if the Parish Council was happy to be included as a party in the s106 agreement or if not, the agreement can be drafted so that the areas concerned are transferred to “the Council’s nominee” rather than the Parish Council itself with suitable clauses regarding future maintenance. However, the Clerk drew attention to the correspondence in that it only mentioned the play areas and not the village hall. The members discussed the pros and cons of this, and that delegated powers would be needed for the Clerk and members to be able to move swiftly in negotiations. It was noted that this application was an approved application, whereas a decision on the Canal application was still due. **Recommended:** *1. In addition to the delegated powers recommended in Min 135/16; that the Clerk, Chair and Vice Chair collectively have the delegated powers to make decisions on s106 agreements and sign legal agreements. 2. The Clerk continue to pursue the provision of the Village Hall. 3. The Parish Council confirm to Wiltshire Council that they are happy to be included as a party to the s106 agreement for planning application 16/00497/OUT.*
- ii) **Melksham Canal Link 12/01080:** The Planning Officer for this application had been in touch since the Parish Council had expressed its interest in getting involved in the s106 agreements for both these applications to ensure that the Berryfield community does not end up with either two village halls, or none. The Council had been asked to indicate a sum of money and land requirements to be realised from this Canal application to realise a new Village Hall. **Recommended:** *The Parish Council reply that the amounts needed are to be based on the village hall offer for the 16/00497 application i.e. £500,000 and 0.1 hectares of land.*
- c) Community Centre, Land east of Spa Road:** Hallam Land Management Ltd had been in touch to explain that there was some urgency to sorting out the s106 agreement for the planning application for 450 houses to the East of Spa Road 14/06938/OUT. They had provided a specification for the Community Centre which will be attached to the s106 but the actual details will come through the Reserved Matters application, with the wording that it is to be in broad accordance with the specification in the s106. Therefore, there is still time to influence the design and detail of the building. Hallam Land were looking for a “general okay” on the specification. **Recommended:** *The Parish Council give a “general okay” to the specification as provided, but query at what stage in the development the building will have to be constructed and handed over, and if it included the provision of the car parking spaces.*
- d) Legal Advisers:** The Clerk explained that at the SLCC Regional Roadshow that she had recently attended, there was a presentation from a firm of

solicitors who dealt specifically with Parish Councils and the issues they faced and on occasion this may be a better source of advice than that provided by local firms. It was noted that the legal advice for the Farm Business Tenancies had been invoiced at circa £750. **Recommended:** *The Council investigate specialist legal advice for Parish Councils and indicative prices.*

Meeting closed at 10.15 pm

Chairman, 12th September, 2016