

**MINUTES of the Bowerhill Sports Field Working Party of Melksham Without Parish Council held on Monday 22<sup>nd</sup> February 2016 at Crown Chambers, Melksham at 7.35 p.m.**

**Present:** Cllrs. Rolf Brindle (Committee Chair) Richard Wood, John Glover, Pat Nicol, Paul Carter, Mike Mills, & Alan Baines  
**Officers:** Teresa Strange (Clerk) & Sharon Newton (Finance Assistant)

**Apologies:** Cllr Mike Sankey

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

524/15 **Declarations of Interest:** There were no declarations of interest.

525/15 **Public Participation:** There were no members of the public present.

526/15 **Minutes of the last meeting, 1<sup>st</sup> October 2015:** The members noted the Minutes of the last meeting and the Clerk gave an update on all the actions detailed.

527/15 **“Melksham Live” event on Sat 25<sup>th</sup> June 2016:** The members reviewed the Event Management Plan and the Risk Assessment provided by the Melksham ATC for this planned event on the Sports Field. Councillors were impressed with the documents, and the event looks very well organised. The Working Party looks forward to receiving more details to follow; the Parking Plan and additional named contacts. **Recommendation:** *The Council give permission for the event to take place.*

Councillors considered what charge to make for the use of the Sports Field and Pavilion facilities. It was noted that the event was a fundraiser for Children’s Charities in the area (Wiltshire Mind, Spurgeons, James Farm Corsham, Spiltz and Melksham Disabled Football Club). After discussion it was agreed to make no charge for the hire of the Sports Field and Pavilion, but to charge to cover the cost of cleaning the Pavilion during, if needed, and after the event. It was noted that set up was on the Friday, the event on Saturday and clear up on the Sunday, and so the facilities may need cleaning during the weekend too. The Working Party also wanted to check what the event’s public liability insurance covered as the gesture of making no charge was based on the condition that insurance would cover any damage to the pitch that would need rectifying.

**Recommendation:** *If the ATC’s public liability insurance covers the cost of rectifying any remedial works needed to the pitch, then the Council only charge the cost of cleaning the Pavilion. The standard £50 deposit for the hire of the Pavilion to be charged.*

528/15 **Quotation for supply and installation of high capacity sockets:** The members considered a quotation that had been provided by the Event managers. This was to fit a 63A three phase and neutral socket to the Pavilion to allow temporary cables to be connected to it for events; this would be used instead of generators on the field. The high capacity sockets would be able to

run music stages, marquees, food vans etc when suitable distribution equipment was plugged into it. It was noted that the socket would be mounted high up on the external wall of the Switch Room to protect against unauthorised use, and could be switched off internally. **Recommendation:** *The Council proceed with the quotation (Q530) from Kan Connections to supply and fit a 63A three phase & neutral socket to the external wall of the Pavilion at £395 (£250 parts, £145 labour).*

529/15

**Bins/Waste Collection:**

- a) **Collection arrangements for waste from bins on perimeter of Sports Field:** The Clerk explained that this was currently undertaken by J H Jones as an addition to the standard contract, however now that the Council had its own contract for commercial waste bins on site at the Sports Field this was a task that the Parish Caretaker could undertake saving £125.75 per month. The Caretaker was happy to take on this task as he already walks the perimeter of the field where the 3 bins are situated on a weekly basis and in addition empties the bin on the verandah. **Recommendation:** *The Council cease the contract for J H Jones to empty and dispose of the waste from the 3 bins on the perimeter of the Sports Field from 1<sup>st</sup> April 2016 and add this task to the list of the Parish Caretaker's duties.*
- b) **Bin at Portal Road:** The Committee noted that one of the 3 Wiltshire Council bins on Portal Road had been relocated by J H Jones from the "Milk Churn" end to the other end of the road, to the top of the ramp leading to the Sports Field. It was hoped that this would alleviate the overflowing of the bin at the bottom of the ramp which was on the Parish Council land.
- c) **Waste Collection schedule:** The 2 large commercial waste bins in the Pavilion car park had been set up to be emptied fortnightly, the Clerk advised that these were never full. **Recommendation:** *The Council change the collection schedule for the commercial bins at Bowerhill Sports Field from fortnightly to monthly; and monitor the situation.*

530/15

**Remote access for Pavilion CCTV:** The members noted that the CCTV was now able to be viewed from the office at Crown Chambers and the Clerk's personal mobile 'phone. The remote access was also to be installed on the Clerk's home computer; this was so that when a call was received from the 24 hour monitoring service the situation could quickly and easily be visually assessed before attending. The remote access was for both real time and past recordings. The Councillors viewed this on the screen in the office.

531/15

**Fire Equipment Testing:**

- a) **Annual Inspection:** The members noted that the first annual inspection had been completed on 26<sup>th</sup> January, 2016.
- b) **Weekly fire alarm testing:** The Clerk advised that the standard advice from the contractors (Radcliffe Fire Protection Ltd) was that the fire alarms call points were tested weekly however it stated that "*the examples of testing and maintenance given are not intended to be prescriptive and other regimes may be appropriate*". Following discussions with the Caretaker about the time this would involve, they

had proposed that the highest risk zones (1: Kitchen, 6: Plant Room and 7: Switch Room) would be tested on a weekly basis and the remaining zones on a monthly basis, with the Emergency Light tests conducted monthly. Radcliffe had subsequently given the following advice “*To quote the British Standard it requires one manual call point per zone to be tested each week, but given the nature of the building and the risk, (single storey and no sleeping accommodation) testing the high risk areas as mentioned weekly and the remaining call points monthly would be sufficient, however you may want to put this to your insurers*”. Advice had been sought from the Council’s insurance brokers, Came & Co who stated “*The insurance policy cannot state individual regulations and legal requirements as forever changing, however as long as reasonable steps to prevent injury and damage to property complies with all legal requirements and safety regulations, and conduct their business in a lawful manner then they are covered by their insurance.*”

**Recommendation:** *The Council conduct weekly fire inspection checks in Zones 1, 6 & 7 of the Pavilion, and all other Zones on a monthly basis.*

- 532/15 **Defects Meeting with Winvic:** The Clerk advised that David Merrills of Winvic had been in touch and advised that Winvic would be conducting a “Defects” meeting with the Council in June, which is a year from the construction date. After that there would be no further arrangements with Winvic.
- 533/15 **PH Testing for Sports Field:** Cllr Brindle had observed that the grass on the historic line marked areas of the field was a much brighter green, and was possibly due to the lime that was historically used to mark the pitch. This could indicate a lime deficiency in the soil as in other areas the grass was growing sparsely. **Recommendation:** *The Council purchase an inexpensive PH testing kit (approx. £20) to ascertain if the Sports Field required dressing off season.*
- 534/15 **4G Floodlights Project:** The members noted an update from Mike Rogers, AFC Melksham, which stated that “both AFC Melksham and Melksham Without Parish Council were keen and willing to participate in the 4G Floodlight scheme for Bowerhill Sports Field”. Although aware that Mike Rogers had expressed an interest in the scheme, the Council were yet to make a decision on this. The members also noted the “Fields in Trust Policy Statement on Telecommunication” which stated “*The installation of telecommunications apparatus and structures on playing fields and open spaces owned by Fields in Trust will not normally be permitted because of the considerable potential they have for conflict with the principal purpose of holding the land for recreational purposes. However, each application will be considered on its own merits with particular regard being paid to the physical characteristics of each site and its surroundings*”. **Recommendations:** *i) The Council advise Mike Rogers that the Council would need to know more information (including costings) about the proposals before making a decision to move forward on a 4G Floodlight project for Bowerhill Sports Field. ii) Mike Rogers to be sent the Fields in Trust Telecommunications Policy.*
- 535/15 **Bowerhill Cub Pack Time Capsule:** Bowerhill Cub Pack were undertaking 100 Challenges as part of celebrating 100 years of Cubs and one of their ideas

for a Challenge was to bury a Time Capsule. They had been in touch with the Council to source ideas for a suitable location to bury a Time Capsule and the Sports Field had been suggested as it was protected in perpetuity as a Field in Trust, and a plaque could be erected in the Pavilion acknowledging the event.

***Recommendation:*** *The Council are happy with the principal of Bowerhill Cub Pack burying a Time Capsule on the Bowerhill Sports Field, but would need to agree details nearer the time.*

Meeting closed at 8.55 pm

Chairman, 21<sup>st</sup> March 2016