

MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 22 November 2021 at 1 Swift Way, Westinghouse Way, Bowerhill, Melksham, SN12 6QX at 7.45pm

THE PUBLIC WERE WELCOME TO ATTEND THE FACE-TO-FACE MEETING, BUT WERE ENCOURAGED TO PARTICIPATE VIA ZOOM, DUE TO LIMITED SPACE AVAILABLE IN THE COUNCIL'S MEETING SPACE TO COMPLY WITH THE COUNCIL'S RISK ASSESSMENT RELATING TO COVID.

Present: Cllr John Glover (Chair of Council and Committee), Cllr David Pafford (Vice-Chair of Council and Committee), Cllr Alan Baines and Cllr Richard Wood

Officers: Teresa Strange, Clerk and Lorraine McRandle, Parish Officer

329/21 Welcome, Housekeeping and Apologies

Councillor Glover welcomed everyone to the meeting.

Apologies for absence were received from Councillors Russell, Hoyle and Holt for health reasons

Councillor Wood attended as substitute for Councillor Holt.

Councillor Chivers had tendered his apologies, but no reasons were given.

Resolved: To note and accept the reasons for absence for Councillors Russell, Hoyle and Holt.

330/21 To receive Declarations of Interest

Councillor Glover declared an interest in agenda item 6a regarding Future of Football as his grandson was an employee.

331/21 To consider holding items in Closed Session due to confidential Nature. *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business (5a, 5b, 6e, 7, 8) where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Resolved: Items 5a, 5b, 6e, 7 & 8 be held in closed session due to contractual matters.

332/21 Public Participation

There were no members of the public present

333/21 Play Areas & Public Open Spaces:

a) To approve quotation for footpath repair outside of Berryfield Play Area (as per ROSPA report)

The following quotations had been received for a footpath repair outside of Berryfield Play Area as follows:

Quotation A

£893.52 + VAT

Quotation B

£628.00 + VAT

The Clerk advised members that the trip hazard had been classed as low level (rated 3) in the recent RoSPA report and was considered tolerable.

Councillor Wood wished for clarification on where the trip hazard was located. The Clerk explained that the hazard was outside of Berryfield play area on land which the parish council lease from Wiltshire Council. She explained that officers had contacted Wessex Water to ascertain whether this was their responsibility, as the trip points were around one of their manhole covers, however it was confirmed that this wasn't their responsibility.

It was queried whether the trip hazard was on the route into the play area, Councillor Wood confirmed that it wasn't. Councillor Wood noted whilst the hazard was near the play area, it was not near the pedestrian entrance and did not form part of the play area.

Members felt that as this was considered as a low-level risk as per the ROSPA inspection report and was not near the play area this item should be deferred to a later date.

Recommendation: To defer this matter.

b) To approve quotation for installing 2no new benches with concrete plinths, and concrete plinth for picnic table at Beanacre Play Area

Members reviewed the quotation of £1,435.00 received from JH Jones for the installation of two new picnic benches on concrete plinths inside of Beanacre Play Area and a concrete plinth for the existing picnic table located outside of the play area. The Clerk explained that the ground anchor peg had rotted away, therefore felt that a more permanent solution should be sought to rectify this issue. It was also explained that included in the quote was costs for the installation of a new replacement bench at Sandridge Hill, to replace the existing one which had been identified as being at the end of its life. It was confirmed that this quote also included disposal of the two benches inside of Beanacre Play area and the bench on Sandridge Hill.

Recommendation 1: The Council approve the disposal of 2x benches inside of Beanacre Play Area and 1x bench on Sandridge Hill.

Recommendation 2: The Council approve the quotation of £1,435.00 + VAT from JH Jones for the following:

Installation of two new benches onto concrete plinths inside of Beanacre Play Area and dispose of existing.

Installation of concrete plinth for existing picnic table outside of Beanacre Play Area.

Installation of a new bench on Sandridge Hill and dispose of existing.

334/21 QEI Diamond Jubilee Sports Field & Pavilion (*known informally as Bowerhill Sports Field*):

a) To consider way forward following correspondence received from Future of Football regarding the electricity supply to their tea hut

The Clerk explained that the council had previously approved Future of Footballs request for a tea hut on the proviso that they had their own isolated electricity supply, so that it did not get mixed in with the parish council's. Following on from this, correspondence had been received from Future of Football who had looked into this possibility, however following their investigations they felt that it would cost a lot of money to implement for their minimal use of two mornings per week and have ask the council to reconsider an alternative solution.

The Clerk explained that Future of Football had suggested a locked outside electricity supply like the ones at campsites. It was noted that if this option was taken forward a cable would have to be moled underground from the pavilion to where the tea hut would be located. It was noted that the agreed location of the hut was at the side of the sports field so that it was away from the pavilion building.

Alterative solutions for this were discussed. Members felt that the most suitable option would be to suggest to Future of Football to purchase a generator as this was only for an interim basis until the parish council offices move out and then the kitchen would be available for use.

Recommendation: The council suggest to Future of Football to purchase a generator to supply their tea hut.

b) To consider any further action regarding reports of dog fouling on the sports field and note steps already undertaken by officers

The Clerk explained that following reports of dog fouling on the sports field she had posted a reminder on the council's social media as a

reminder to all to pick up. Following this she had also been contacted by the Melksham News who wished to run a story.

The Clerk explained that Future of Football had suggested that some increased signage could be put up around the sports field. The Clerk explained that she did not feel that this would be a suitable solution to this, as the increased dog fouling that was being left was more likely due to the dark evenings and people feeling like they won't be seen if they leave it. It was advised that there is currently signage up at the sports field which was part of a national campaign, where the eyes light up on the signage in the dark.

Members felt that extra signage would not be appropriate as it was more likely that dog fouling was being left during the dark evenings and not in the daytime when people are around so additional signage would not be seen.

Members felt that following the measures that officers had already done there was not anything additional that could be put into place for this issue.

c) To note reports from football teams of lost balls and consider any further action

Members noted that officers had been receiving complaints from football teams about lost balls. The Clerk explained that the parish council had recently cut back all of the hedges at the sports field which should mitigate this issue as well as the issue with the rabbits.

It was advised that the parish council did have a look at the possibility of putting up a ball stop net sometime ago, but it was considered very expensive at the time and that's why it was opted to cut back the hedges instead.

Members queried where the balls were going as now that the hedge row had been cut back this issue should not be occurring. The Clerk advised that she was under the impression that they were going into the hedge row, but would get this clarified by the teams.

Recommendation: Officers to ask for clarification from the football teams as to where their footballs are getting lost.

d) To note price increase for the pavilion waste bin emptying

The Clerk explained that the price increase for waste collection at the pavilion was an extra £0.75p per empty.

Members noted this increase.

e) To approve quotation for replacement basketball board for the Sports Field MUGA

The Clerk explained that the council had previously looked at the basketball board and felt at the time that it did not need replacing due to this being cosmetic and not a health and safety risk. At the time it had been decided that the council should continue to monitor the condition of the board. The Clerk explained that following the recent ROSPA report it was shown that the board condition had deteriorated and had obtained quotes for this.

The following quotations had been received to replace the basketball board for the sports field MUGA as follows:

Quotation A	Quotation B	Quotation C
£478.57 + VAT	£417.50 + VAT	£240.00 + VAT

Clarification was sought whether all quotations included installation costs.

The Clerk confirmed Quotations B and C were just to provide the backboard and the Caretaker or a suitable contractor would need to fit it. Quotation A included within their costs for installation as well as the supply of the backboard. It was noted that included in the cost for quotation A was also a hoop, officers did go back to the contractor to ask for the price of just the backboard and the cost of this would be £436.46 + VAT as long as the existing hoop fitted.

Recommendation: To approve quotation A of £478.57 + VAT from Idverde for the supply and installation of a new basketball backboard and hoop for the sports field MUGA.

335/21 To approve quotation for contractor call out in case of an emergency

Councillor Glover explained there was no one to call upon in an emergency in the absence of the caretaker who worked part time, therefore a quotation had been sought from a local contractor to undertake this work when required:

1. Call out fee for emergency works i.e.: clearing of broken glass, removal of waste, closing off areas such as bus shelters hours from 06:00am-15:30pm Monday-Friday

£23 Per Hour +VAT

2. Call out fee for emergency works i.e.: clearing of broken glass, removal of waste, closing off areas such as bus shelters hours from

anything outside of normal working hours 15:30pm-06:00am Monday-Friday and 24hours Saturday and Sunday

£34.50 Per Hour +VAT

Recommendation: To accept the above quotations from Idverde for emergency call out.

336/21 Drinking Water Fountains: To approve quotation for installation of the drinking water fountains at the Bowerhill Sports Field and agree on location on Pavilion wall

The Clerk explained that she was yet to receive a quotation for the drinking water fountain installation. This was due to the fact that she was unsure where the fountain should be located. She advised members that when the plumber had visited, he queried why the outside tap was not for drinking water as the water could come off of that connection as there was also a drain for water waste. After speaking to the legionnaire's contactor, it was confirmed that this was not drinking water due to the fact that it was run off of the tank. It was advised by the contractor that if the council wished for this to be run off of the tank it would need to be treated as 'potable water', and therefore, sampling would have to be increased to once a month.

The Clerk advised that the other option was to put the fountain by the pump room as this would be near the mains water supply, the only issue with this was that there was nowhere for the waste water to go. It was explained that officers had gone back to the manufacturer of the water fountain several times to find out whether it needed to be connected to a waste tray to take the water away or whether the water flowed out straight away and therefore would a drain be required. The Clerk explained that without this information the plumber was unable to provide a quotation for the works.

Councillor Pafford explained that he would be very cautious about any water overflow. He went on to explain that while he accepts that there will be minimal overflow for individual bottle filling, there may be large amount of water filling which could cause the water to go down the bank and if water was to sit on the concrete it could cause a slip hazard especially in winter time where this could freeze.

Members were keen to ensure that the water was not going to cause any damage and run down onto the bank. The Clerk highlighted that this will mean that the installation costs would be much higher as there would need to be more drilling to access the mains as the fountain will need to be positioned between changing rooms 2 and 3 so that it was located by the existing drain.

The Clerk explained that following a conversation with the legionnaire's contactor around water testing the fountain and there was no current legislation around having to do water testing. She advised that currently the water in the changing rooms is tested every six months and the samples are taken to Wessex Water to be tested. It would be an extra £40 to test the water from the fountain every six months when the other water was tested. She explained that in discussion with the contractor she wondered whether the water should be tested for the first three months after installation and then every six months after that. Members discussed whether this was required as the water would be coming from the direct mains like at home where the water is not tested. The Clerk explained that the difference in this instance was that the water would be able to be accessed by the public with people using it on a much higher scale than at home. It was suggested that the council could do the first six monthly water test to check that it was ok, and one initially after installation.

Meeting closed at 20:20pm

Signed.....
Chairman, 6th December 2021