

**MINUTES of the Asset Management Committee of Melksham Without Parish  
Council held on Monday, 7<sup>th</sup> June 2021 at 7pm.**

**(DUE TO THE ON-GOING COVID 19 PUBLIC HEALTH RESTRICTIONS THIS MEETING WAS HELD FACE TO FACE WITH MEMBERS OF THE PUBLIC BEING ENCOURAGED TO JOIN THE MEETING VIA ZOOM. THE MEETING WAS ALSO LIVE STREAMED VIA YOUTUBE FOR MEMBERS OF THE PUBLIC TO WATCH)**

**Present:** Councillors John Glover (Chair of Council), David Pafford (Vice Chair of Council) Alan Baines and Shona Holt.

**Officers:** Teresa Strange (Clerk) and Marianne Rossi (Finance & Amenities Officer)

**Housekeeping & Announcements:**

Councillor Glover as the outgoing Chair of the committee welcomed all to the meeting and explained the evacuation procedure in the event of a fire.

**54/21 Apologies**

Apologies had been received from Councillor Chivers; however, no reason was given for absence. This apology was therefore unable to be accepted.

**55/21 To elect Chairman of Asset Management Committee for 2021/22**

Councillor Glover invited nominations for the Chair of the Asset Management Committee for 2021/22. Councillor Pafford proposed, seconded by Councillor Baines that Councillor Glover was elected as the Chair of the Asset Management Committee for 2021/22. There were no other nominations.

**Resolved:** The Council unanimously resolved that Councillor Glover be Chair of the Asset Management Committee for 2021/22.

**56/21 To elect Vice Chair of Asset Management Committee for 2021/22**

Councillor Glover invited nominations for the Vice- Chair of the Asset Management Committee for 2021/22. Councillor Baines proposed, seconded by Councillor Glover that Councillor Pafford was elected as Vice- Chair of the Asset Management Committee for 2021/22. There were no other nominations.

**Resolved:** The Council unanimously resolved that Councillor Pafford be Vice- Chair of the Asset Management Committee for 2021/22.

**57/21 To note Committee Structure & Terms of Reference for Asset Management Committee**

Members noted the committee structure and terms of reference for the Asset Management committee as agreed at the Annual Council meeting in May.

**58/21 To receive Declarations of Interest**

Councillor Glover subsequently declared an interest in agenda item 8a as his grandson was employed by Future of Football.

**59/21 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, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk explained that agenda items 7b and 7C may need to go into closed session if discussions veer into staffing matters.

**Resolved:** The Committee move agenda items 7b & 7C to the end of the agenda.

**60/21 Public Participation**

There was one member of the public in attendance at the meeting in person. Councillor Harris and Wiltshire Councillor Nick Holder were also in attendance via Zoom.

A resident of Bowerhill wished to speak on agenda item 7e regarding antisocial behaviour at Hornchurch Road Play Area and Open Space. He explained that the parish council had some years ago developed the open space by installing a MUGA (Multi Use Games Area) and subsequent modifications including more recently installing a bench in the middle of the public open space. Unfortunately, this has led to a number of incidences involving a large group of teenagers and youths who are conducting anti-social behaviour late at night and across some warm evenings which has resulted in attendance by the police, youth workers and PCSO's on a number of occasions. The type of behaviour that has been witnessed at the open space was repeated littering, climbing around the basketball hoops and backboard of the MUGA, this is despite the signage that has been installed which does not act as a deterrent.

He explained that the small amount of antisocial behaviour is acting as a deterrent to other users of the public open space. He has observed youths transitioning between the bench area and the play area, this has resulted in the residents of the area picking up the litter left. He explained that whilst the majority of users used the open space in a positive way, unless

there was an intervention the problem with antisocial behaviour will exacerbate and deter other park users away from the space.

He explained that following correspondence with the Clerk there had been the intention of putting additional benches in the same location as the existing bench, following discussions with other residents it was felt that this should be put on hold until the management of these issues were under control.

He wished to give the council a number of management suggestions:

Provide bins adjacent to the existing picnic bench.

Put signage on the benches explaining that it is for all users and inconsiderate usage could result in removal of these items.

Provide adequate bins and make sure that they are emptied regularly to enable users to use them.

Move the picnic bench closer to the MUGA which is one of the places that the youths mostly congregate between, this would take them away from the residential area and play area.

Monitor the issues over the next couple of months and consider removing benches which could prevent clusters of people congregating.

The possibility of CCTV.

To look at alternative green spaces, for example the area behind Wellington Drive that only currently has football post and no other facilities. This is central to Bowerhill and could provide an alternative area for people in Bowerhill to go which would reduce the concentration of people in one area.

Mr Richards also wished to provide some suggestions for improving the public open space:

He felt that it might be useful to consider arranging/ funding weekly fitness classes to encourage positive health outcomes for residents.

Plant more trees around the MUGA to help with waterlogging issues and help with drainage.

Natural vegetation around the MUGA to reduce the ball run off into the waterlogged area.

Wiltshire Councillor Holder explained that he wished to hear about the discussion around the report from the PCSO around the issue of antisocial behaviour. He had received correspondence from a number of

residents of Bowerhill regarding this issue. He wished in particular to listen to conversations around the value of revisiting the opportunity to extend the CCTV through Bowerhill, not just at Hornchurch Road but through to the BRAG (Bowerhill Residents Action Group) picnic area. He understood that when PC James Twyford presented the Melksham data there was a decision made that due to the low level of anti-social behaviour in the parish, the council did not wish to be included in any solution.

He explained that a proposal was put forward to the Area Board regarding CCTV in February of this year which required more information, so he wished to highlight that the parish council does still have the opportunity to re-join the project if they wish to do so.

*The Committee reconvened and agreed to bring forward agenda items 7e and 7f for discussion*

61/21

### **Play Areas & Public Open Spaces**

**a) To consider reports of antisocial behaviour at Hornchurch Road play area and Public Open Space and subsequent police report and agree way forward**

Members reviewed the report received from the police regarding the recent anti-social behaviour at Hornchurch Road Public Open Space.

Councillor Glover explained that he was involved early on with the CCTV project when the initial report was received on behalf of both the Town and Parish Council. At the time, although the report identified small instances of anti-social behaviour throughout the parish there was nothing that identified anything that warranted any action to be taken. He explained that as he needed a steer from the full council as to how they wished to proceed, the police were asked to present a report directly to the parish council. The view of the police at the time was that there was nowhere in the parish that required CCTV. The incidences of anti-social behaviour were spread across the parish in individual areas so it was not feasible to put CCTV in one area, this was why the council took the decision to opt out of joining the CCTV project with Melksham Town Council.

Councillor Glover explained that since this decision was taken there had been a spate of anti-social behaviour in not only the Town but also at Hornchurch Road Public Open Space and possibly the BRAG Picnic Area. It was noted that the incident which was perceived as anti-social behaviour at the BRAG picnic area may have been an accident rather than deliberate. Councillor Glover advised the committee that now there was a question as to whether the council felt that the incidences that had occurred at Hornchurch Road would be remedied by the provision of CCTV.

Councillor Baines highlighted that if CCTV was installed in the Town, this may move some of the problems the Town had been having into the parish so this would need to be taken into consideration. Councillor Holt felt that CCTV should be looked at as a whole picture rather than putting it into one individual area, as CCTV would act as a deterrent and would only relocate the problem into another area that did not have it.

Councillor Pafford explained that when this was looked at before it had been explained to residents that there were two issues with installing CCTV at Hornchurch Road, the ownership of the land which was Wiltshire Council's and enforcement. Following on from the police report that was received the police had identified and spoken to the group who were committing this behaviour, which he considers the first point of engagement. He went on to explain that in the report it stated that they are amenable until the police disappear and then carry on with the anti-social behaviour, which shows that this level of engagement hasn't worked. He felt that back up in terms of evidence could be provided by CCTV, but felt that the council would need to consider the cost of installing the CCTV against the benefit that it would bring. He felt that at this current time it would be very difficult to judge and suggested that more research was needed.

Councillor Baines highlighted that at the Bowerhill Sports Pavilion the cameras were focused on each other so that if anyone was attempting to disable one of them it would be seen by another. He felt that if the council were looking at putting CCTV in other areas, this would be a necessary requirement in any installation of cameras to ensure that all cameras were observed. He explained that with regards to the new benches which were due to be installed at the Hornchurch Road Public Open Space they had now been put on hold for the time being. He also highlighted that any additional bins installed would not be emptied by Wiltshire Council, therefore would need to be paid for by the parish council to get them emptied on a regular basis.

Councillor Pafford highlighted to members that the council had already resolved to move a bin, which was empty most of the week closer to the bench area, this was currently being actioned by officers.

Councillor Glover queried with members whether they wished to consider the suggestion from Mr. Richards regarding moving the picnic bench closer to the MUGA. The Clerk explained that the council had taken over the grass cutting of the open space from Wiltshire Council and the plan was to aerate and improve the area closest to Kittyhawk Close for football use. The other half of the space was to be a wildflower meadow with mown paths going through the area, however due to lockdown it was decided that all of the grass would be cut short to maintain social distancing. Although the bench looks random by being positioned in the middle of the space the idea was so that it was between both sides. In addition, there were man hole covers in the

same position, it had previously been identified that teenagers were sitting on them so the bench was put where they were congregating. The Clerk also confirmed that the benches that had been ordered to join the bench in the middle of the space had arrived at the contractor's yard.

Members considered the possibility of putting one of the new benches near the MUGA to see what the effect of this would be. The Clerk explained that there has to be a pitch run off area and any bench that was located near the MUGA would need to ensure that it was not close enough for someone to climb up to the basketball hoops. It was felt by Councillor Baines that the location of a bench would need to be carefully considered before it was installed into an area, as it would need to be concreted in which means that it would need to be its permanent position.

The Clerk explained to members that she had recently had a meeting with the local PCSO who considered whether the new benches would be a good idea. It was explained that although initially she didn't think that it would be, following observations and conversations with the youth, she felt that installing them would be a good idea. This was because she felt that the issue was that different age groups were too close together so more benches would alleviate this issue to separate them.

*The Committee agreed to suspend Standing Orders to allow Mr. Richards to speak.*

Mr. Richards felt that the bench was not the issue but may be symptomatic to the issues and did not feel that adding any additional benches at this time would be appropriate. He explained that when he had suggested moving a bench and adding a litter bin this was a mitigation to an existing problem. He felt that these benches could be installed in other areas which may defuse the problem.

From observing the area, there was congregation around the bench, he felt that adding more benches would not solve the issue and would be seen as rewarding the poor behaviour.

Councillor Glover explained that the area behind Wellington Drive was widely used by members of the public but could not comment on other areas. Councillor Baines explained that he had observed several groups congregating around the Blenheim Park area and the parish council had already installed benches in other areas of the parish. He explained that there was just a question as to whether additional benches do need to be installed at the Hornchurch Road Public Open Space, he felt that as it was such a large area it does need the additional benches.

**Recommendation:** The Clerk to put proposals together following what members have discussed at this committee and bring back to the next Full Council meeting for consideration.

- b) To reconsider possibility of CCTV use in the parish (NB: this would be contrary to the parish council decision on 1<sup>st</sup> March 21 Min 349/20c (within 6 months) but due to the spate of recent vandalism in the town and Bowerhill, requests have been made for this to be reconsidered**

Members had discussed this agenda item widely whilst discussing agenda item 7e. It was felt by members that the council should continue to investigate with Melksham Town Council the costs entailed with installing and running the CCTV within parts of the parish.

**Recommendation:** The council to investigate with Melksham Town Council the costs involved in installing and running the CCTV in various parts of the parish.

*Mr. Richards and Councillor Holder left the meeting.*

**62/21 To note Minutes of previous meetings (for background information) 12<sup>th</sup> Oct 20, 16<sup>th</sup> Nov 20, 15<sup>th</sup> Feb 21:**

Members noted the minutes from previous meetings. The Clerk explained that this was just for background information especially for new members of the committee.

*Councillor Harris left the meeting.*

**63/21 Play Areas & Public Open Spaces**

- a) To consider Quarterly inspection reports and any action required:**

The Clerk explained that officers were initially excited about the quarterly report from ID Verde which was a spreadsheet report and included photos of each piece of equipment which had been identified as needing attention. There had however been some problems with the reports that had been received. Some of the issues with play equipment in the first report received in February 2021 had been mixed up with issues that had previously been identified when these play areas were managed under Wiltshire Council. In the second quarterly report received in May 2021 problems that the parish council had recently instructed I D Verde to be actioned such as repairs to safety surfacing had still come up in this report. She explained that officers were disappointed as it was expected that this would be an up-to-date record.

The Clerk explained that everything that appeared in this report had already been discussed at the previous meeting and anything that was felt needed actioning was quoted for and instructed. The Clerk reported that officers had queried this with ID Verde but were yet to have received any response.

**Recommendation:** The quarterly report to be deferred to a future meeting.

**b) To approve which staff to undertake the ROSPA play area inspection course and exam**

*Held in closed session.*

**Recommendation 1:** The Clerk to discuss with both the Caretaker and Allotment Warden at their appraisals about the way forward regarding the parish council play area inspections.

**c) To consider who to undertake quarterly play area inspections moving forward post covid:**

*Held in closed session.*

Members felt that given that ID Verde had undertaken the last two quarterly play area inspections they should continue to do them. It was explained that although there had been a few issues with the reports received they provided a lot more detail to officers including photos of the play equipment issue.

**Recommendation 1:** ID Verde to continue doing the quarterly written inspections on the play areas.

**d) To receive update on handover/progress of new play areas Davey (Pathfinder Place) and Whitworth (Bowood View)**

The Clerk reported that the Bowood View play area had slowed down due to Covid-19.

The Davey Play area at Pathfinder Place had still not been signed off by the S106 officer at Wiltshire Council. This was understood to be due to the railings not being up to the colour specification that had been set out. The Clerk advised that the Council had previously requested for a barrier to be installed between the attenuation pond and the play area exit gate which doesn't appear to have been installed yet.

The Clerk informed members that due to this, the play area was currently not under the responsibility of the parish council and had clarified this with the Taylor Wimpey Adoptions Manager, but had been



included in the council's insurance schedule in case the play area was signed over without the council's knowledge or with limited time scales.

**e) To note update regarding access to leased play area at St Barnabas Church, Beanacre**

The Clerk reported that St Barnabas Church had gone back to their solicitors regarding the council's right of access route to parish council leased land, however to date had not heard back from them. The Clerk explained that in the meantime the church had gone ahead with the boules court and only left a gate for the council's contractors to access through. The Clerk explained that it was not just the grasscutting contractors who need to access the play area, but also contractors with larger vehicles who need to repair play equipment and clean safety surfacing.

The church had sent a plan to the council detailing how the contractors could gain access by removing the five-bar gate and manoeuvring around the boules court, but would have to rectify any damage caused. It was noted by members that the parish council also maintain the car park as part of the lease. Councillor Glover felt that if the contractors were unable to access the play area to do works for the parish council, they should not attempt to go there at all.

Councillor Glover felt that a robust reply should be sent back to St Barnabas Church identifying what the parish council's access route was detailed in the lease. It was also felt that the council would need to ascertain from the maintenance contractors whether they were able to access the play area now that the boules court had been installed. The Clerk felt that the reason this issue hasn't arose yet from the maintenance contractors was because they had a tractor and knew how to manoeuvre to access the play area, whereas a contractor who was not familiar with the area who had a larger vehicle such as a van may encounter issues.

After a detailed discussion members felt that the reply to St Barnabas Church should state that if contractors are unable to access the play area to maintain it, it will have to close for safety reasons. The Council should also state that they are unhappy that the council's right of access had been blocked and they do not hold any responsibility for any damage that has been caused by the council not using their legal access route.

**Recommendation:** The Parish Council write back to St Barnabas Church to say that they are still unhappy with the council's right of access being blocked and wish to state that they cannot be held responsible for any damage caused by the council not using their legal access route.

**Recommendation 2:** The Council also state in the reply that if play area contractors are unable to access the play area to maintain, the play area will need to close for safety reasons.

**f) To consider erecting signage at Public Open Space about the use of drones with the regulations**

Councillor Glover explained that he had asked for this to be put onto the agenda for consideration as he had recently observed someone flying a drone in the open space behind Wellington Drive close to where children were playing. He had asked the Clerk for more information on the rules around flying drones and how close they were allowed to be to a built-up area as there were strict rules around this.

Members had received in their agenda packs a copy of the current laws which people must comply with regardless of what size the drone was. Councillor Glover queried with members whether they wished to put some signage up regarding the rules around drone usage.

Councillor Baines explained that a similar issue had previously arose with the flying of model aircrafts at the sports field. The group who was flying the model air craft had agreed to contact Wiltshire Air Ambulance every time they were using it on the field to ensure that in the event that the Air Ambulance was called out, they would ground their air craft. He felt that the use of drones should be monitored and especially on the Bowerhill Sports Field as it was in close proximity to the Air Ambulance base.

The Clerk advised members that the council had previously looked at the possibility of putting up signage before and due to the fact that this was unable to be enforced it had been felt that it would not be beneficial. Councillor Holt wondered whether it would be beneficial to display the rules around drones on noticeboards rather than putting up signage. She also felt that the rules should be published on the parish council website so that it informs every one of the rules. The Clerk queried with members whether they wished to ask the Melksham News whether they would like to run a story on the use around drones. She also explained that this could also go on social media so that all communication bases were covered.

**Recommendation:** The council ask the Melksham News whether they would be happy to write a story on the rules around the usage of drones. The council also display the rules on their parish website, noticeboards and social media to cover all communication basis.

**QEII Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):****a) To consider requests from football organisations to book the sports field next season**

Members reviewed the list of requests from football organisations who wish to book the sports field next season. Councillor Glover felt that all organisations who used the sports field last season should be given the opportunity to renew what they already had first. He felt that then any additional requests made including from new organisations should be compared to any additional requests from existing organisations.

Councillor Pafford queried whether there was any more capacity to take on any additional bookings. The Clerk advised that there was not with all of the teams that had requested, as well as Future of Football. The Clerk explained that Future of Football had got much bigger and had requested an 11 aside pitch and an additional 9 aside on top of what they already had.

The Finance & Amenities Officer explained to members that even though there were three 11 aside pitches marked out there was only two 11 asides available to adult teams across weekends. This was due to the fact that a 9 aside pitch was currently positioned in one of the 11 asides. The council had previously agreed for Future of Football to have a blanket booking across the weekend which included the 9 aside, therefore this pitch would be unavailable for the whole weekend.

It was also queried how many adult teams the council had over the weekend. The Finance & Amenities Officer explained that there were currently two adult teams on a Sunday morning and one adult team on a Saturday afternoon. Councillor Glover queried how the ground stood after that kind of usage. The Clerk explained that it was really difficult to say as matches had been cancelled throughout the season due to covid.

It had also been queried what the opinion of the contractors was regarding the pitch usage and how this would affect the football pitches. The Clerk advised that she understood that they were worried, but had not had a detailed conversation with them regarding this. After a detailed discussion members felt that the council were unable to accommodate any additional bookings or any additional usage on the pitches without causing damage to the pitches unless the contractors say otherwise.

**Recommendation:** The Council give the opportunity for all organisations who used the sports field last season to renew their booking for everything that they had, but due to concerns regarding pitch condition are unable to take on any other bookings or requests for additional pitches from existing organisations.

**b) To review football pitch hire form and terms and conditions**

The Clerk explained that the council had not reviewed the pitch booking form and terms and conditions for a while so had put on the agenda for a due diligence check. Members reviewed the current forms. It was explained that the forms were tailored around the Covid 19 rules. For example, the changing rooms were only currently allowed to be used for toilet use and hand washing only. Councillor Glover felt that an addition under the sections where it says 'only toilet and handwashing facilities will be available' should be added to say under current covid rules to enable rules to change without issuing another form.

**Recommendation:** The council accept the current football pitch booking form and terms and conditions with the addition of adding to the statements 'only toilet and handwashing facilities will be available under Covid rules'.

**c) To review current pitch hire charges and consider charges for the 2021/22 season**

Members reviewed the current sports pavilion pitch hire charges along with the hire charges for Beversbrook (Calne) and Stanley Park (Chippenham). The Clerk explained that in previous years when the council did not have many bookings it was felt that the hire charges were too high and consequently the council had decided to lower them. She went on to explain that at a recent meeting a member had queried due to the amount of booking requests whether the council's hire charges were too low. It was explained that the officers did not think that this was the case and the general feeling around was that organisations liked the facilities and enjoyed playing on the pitches.

The Clerk explained that even though the pitch hire charges were higher at Stanley Park it was a much bigger facility than the Bowerhill Sports Field and Pavilion and run specifically as football facilities with full time staff and more facilities.

**Recommendation:** The council keep their hire charges the same for the 2021/22 football season.

**d) To note feedback from social media regarding parking on Westinghouse Way roundabout at weekends and consider action taken, and moving forward**

The Clerk reported that there had been some feedback received via social media regarding parking on Westinghouse Way roundabout at weekends. Councillor Glover felt that the parking down Westinghouse Way is no different than what it was like on week days. He felt that

there was nothing that the parish council could do as this was down to Wiltshire Council to enforce.

The Clerk advised members that when an event has been booked at the pavilion officers advise organisations that they need to arrange alternative parking to prevent congestion down Westinghouse Way. Future of Football had arranged for people to park at Herman Miller for their event that was held at the weekend, however following feedback received from the organisations people who were local to the area still parked down Westinghouse Way.

**Recommendation:** The Council to take no further action.

**e) To receive feedback on events booked to be held at the Bowerhill Sports Field (arrangements made under delegated powers)**

The Clerk reported that the event which was held by Future of Football at the weekend went very well. They had completed a risk assessment for the event which was very detailed. The organisation had also provided portaloos for the event. The Clerk explained that on the precedents that had already been set by the council they were allowed to camp overnight on the sports field for security of their equipment.

It was noted that there has also been an event booked for the Bowerhill Bomber race this year.

Councillor Glover wished to declare an interest in this agenda item as his grandson works for Future of Football.

**f) Further to permission requests for siting of a storage unit in the Car Park, to formally note permission of Fields in Trust, and to receive update from Wiltshire Council re planning permission**

It was noted that permission from Fields in Trust was granted for the storage unit. The Clerk advised members that she had now also received a response from Wiltshire Council planning which had also granted permission for the erection of the storage shed, as permitted development. Members were happy for Future of Football to go ahead and order their storage unit.

**g) To receive update on investigations into whether the Parish Council could rent/ purchase paddock adjacent to sports field for football use**

The Clerk explained that she had received correspondence back from Cereal Partners regarding the possibility of the parish council either renting or purchasing the paddock piece of land adjacent to the sports field. She advised that they would be interested in having a conversation with the parish council about either renting or purchasing

the land. It was queried whether that piece of land would be able to fit another pitch. The Clerk explained that she had visited that piece of land with the parish council's contractor who had measured it out. Unfortunately, it would not quite fit a 5 aside pitch and the area was also uneven under foot, however there may be other options that the council could consider for its use.

Councillor Glover stated that there were many options that could be considered for its use such as locating the new gym equipment in that area or making it a dog walking area.

**Recommendation:** The council take this further with the view to either renting or purchasing the piece of land adjacent to the sports field

#### **h) To approve quotation to fertilize 3x football pitches**

Members reviewed the quotation of £1,280.00 excl VAT from JH Jones to fertilise 3x football pitches. It was noted that the pitch closest to Knorr Bremse had already been fertilised previously, therefore this quotation was for the middle pitch, pitch closest to Portal Road and the pitch closest to the Pavilion building.

The Clerk explained that she had received some feedback from one of the football organisations following the top pitch being fertilised, they had felt that there was a big difference in the pitch that had been fertilised compared to the others. She advised that the contractors had said that the pitches had not recovered as much as hoped after the winter.

**Recommendation:** The council to accept the quotation of £1,280.00 excl VAT from JH Jones to fertilise 3x football pitches. The cost of this to come from the Bowerhill Sports Field maintenance reserve.

#### **i) To note reports of flooding on sports field and consider way forward**

The Clerk explained that over the past year the parish council had instructed a lot of works to be done to aid drainage at the sports field. She explained that the whole of the ditch to the left-hand side of the pavilion had been completely cleared out. When contractors were doing works to reinstate the right of way all of the culverts were cleared. The Clerk explained that the drainage goes along the left-hand side of the ditch, across the middle of the sports field to the man hole drain and down to Great Bear. It is the Great Bear car park which was close to flooding, with water also flooding the football pitches from this direction.

The Clerk advised that after the recent report of flooding at the sports field the contractors had lifted the man hole cover in the middle of the

sports field and confirmed that there were no blockages and it was running through very well.

The Clerk advised that following a conversation with the contractors it was felt that as the parish council had cleared and maintained the culverts, the problem was with the pipe at the boundary with Great Bear. This was due to the fact that on the sports field side there was a big pipe whereas on Great Bear's side was a smaller diameter pipe. What appears to be happening is when the water goes to the Great Bear side the water has nowhere to go so comes back up and floods the sports field. The Clerk explained that she does on occasion get emails from Great Bear to say that the drain is blocked and their car park is prone to flooding, but following the thorough check by contractors she does not believe that it was from the parish council's side overflowing.

**Recommendation:** The Council to go back to Great Bear to explain that the blockage was not coming from the parish council's side and it was due to their outlet not being big enough. These discussions to form part of the meeting when discussing the possibility of either renting or purchasing a piece of their land adjacent to the sports field.

**j) To consider whether personal trainers should provide a risk assessment when using the sports field**

The Clerk explained that she had watched a Melksham Town Council meeting about the King George V Playing Fields and it was insisted by members that personal trainers should provide a risk assessment. This was due to the fact that they were commercially benefiting from the use of the space.

She wondered whether members wished to do the same for the Bowerhill Sports Field as there was also a number of personal trainers who used the field. The Clerk advised however that she doesn't necessarily know of all the personal trainers that use the sports field.

Councillor Glover felt that the only thing that the council could do was to put a note on the noticeboard at the pavilion to say that 'you use this at your own risk and personal trainers should have an appropriate risk assessment and insurance in place prior to undertaking activities on the field'.

The Clerk queried with members whether they wished for her to give personal trainers the defibrillator access code. Councillor Glover highlighted that this was not how accessing defibrillators worked and the normal process was for people to call 999 first to receive further instruction. The Clerk explained that she did give teams that had booked the pavilion facilities the code as it is assumed that there were enough people to be able to call 999, get the defibrillator and do CPR simultaneously. Members felt that this was appropriate to do because

they were bookable teams, however it was felt that the code should not be given to anyone who has not booked and the normal procedure should be followed.

Councillor Glover queried whether giving the code to teams was causing a risk because unqualified people would be using it. The Clerk explained that it was a community access defibrillator, therefore would not work unless it was required and was designed for untrained people to use.

**Recommendation 1:** The council to put signage up on the pavilion noticeboard to inform personal trainers that anyone using the sports field on a professional basis should ensure that they have the appropriate risk assessment and insurance in place.

**Recommendation 2:** The Council do not give the defibrillator code to non-bookable groups and the normal process should be followed by calling 999 to receive further instruction.

**k) To consider approach from local catering company to provide vending machine options at the sports field**

It was explained that the parish council had received correspondence from a local catering company to provide vending machines at the sports field. Councillor Glover raised concerns regarding this as it would be direct competition with some organisations who currently book the pavilion as they provide refreshments especially when holding events which could take away vital fund-raising opportunities for these groups.

Councillor Baines also raised a concern regarding an increased amount of litter on the sports field as a result of the vending machines. Members agreed that vending machines would attract an increased amount of litter and Councillor Pafford highlighted that the litter bins would be filled up much more quickly. Due to this it was felt by members that they were unable to approve this request.

**Recommendation:** The Council go back to the catering company to say that they are unable to approve this request as they have concerns that this would attract an increased amount of litter around the sports field.

**l) To consider approach from local catering company to run a mobile catering van from the sports field**

Members considered the approach from a local catering company to run a mobile catering van from the sports field. Like the previous request regarding vending machines Councillor Glover felt that this



would have an impact on organisations who book the sports field and wished to provide their own refreshments as an additional income stream. Councillor Holt queried whether licencing would be required to site the van as she understood catering units such as ice cream vans needed to have them.

Councillor Pafford was not clear on what was being requested. From his understanding it was that they wished to park in the pavilion car park and get trade from workers from the surrounding businesses in the area. He didn't believe that this request was related to sports use but would be concerned if someone was in the car park attracting customers throughout the day.

The Clerk explained that there were pop up vans that were going around different areas on separate days and she assumed it would be something like that but was unsure. Councillor Glover highlighted that it would cause a problem when officers wished to close the gate to the pavilion of an evening.

Members felt that due to this, this request should be refused.

**Recommendation:** The Council refused the request to run a mobile catering van from the sports field.

**m) To approve quotation for solution to permanently muddy area adjacent to veranda**

The Clerk reported that it was permanently wet and muddy at the area in front of the veranda. She explained that officers had asked several contractors to come up with solutions for this problem but many declined. The council had received two solutions from JH Jones. The Clerk explained that one was for hardstanding using hoggin and the other was for concrete. Both of these quotes included options for either just the area where it was wet and muddy or in front of the whole veranda. Members discussed the following options provided from JH Jones:

**Concrete- Quote 4245**

**Option 1**

- To supply and erect Heras fencing where required
- To excavate area 4m x 15m x .225 deep and remove arisings
- To supply a granular infill and compact
- To supply and lay edging as required
- To supply and lay premix concrete RC36 with fibre reinforcing to a depth of 125mm
- To remove Hera fencing and leave site clean and tidy

**Total: £4,351.00 excl VAT**

Option 2: As above but size to be 4m x 25m long

**Total: £6,441.00 excl VAT**

### **Hardstanding- Quote 4246:**

Option 1

- To supply and erect Heras security fencing where required
- To excavate area 4m x 15m x .approx 0.150mm deep and remove arisings
- To supply and lay geotextile membrane
- To supply and install 0.100mm x 0.050mm edging
- To supply and compact granular infill
- To supply and compact Cotswold Hoggin
- To remove Hera fencing and leave site clean and tidy

**Total: £2,580.00 excl VAT**

Option 2: As above but size to be 4mx 25m long

**Total: £4,125.00 excl VAT**

Councillor Glover queried with the Clerk where the money could come from to fund this as it was not budgeted. The Clerk explained that the council had received some Covid grants related to the sports field so the cost of this could be funded by them.

Councillor Pafford queried where the water would go if the council installed hardstanding and whether it would cause a problem further down the sports field. The Clerk explained that the problem around the veranda was due to the footfall as it was around the changing room area where everyone congregates. She explained that this may cause a soggy area between the veranda and pitches but this would not be where people stand. The problem with the veranda area was that the area of grass never recovers due to the amount of people who use that area. The Clerk explained that this solution would improve matters around the veranda.

Councillor Glover explained that the concrete option did not allow for any drainage whereas the hardstanding option was hoggin which suggested that water would go through it rather than float off the edge. He explained however that the hoggin may get worn away much quicker.

Councillor Baines did not feel that the concrete needed to be 5 inches thick for people to stand on, therefore favoured the hoggin option. He felt that the hoggin would provide a better option with drainage as with

the concrete option the water would run off the edges and cause a wet area around the edge of it.

Councillor Glover queried whether all of the area needed to be done or only around the muddy area. The Clerk explained that although not currently, it is hoped that once the parish council moved out of the office into the Campus people will hire the office space to make refreshments so there will be footfall that end. It was also noted that there is footfall the other end of the pavilion near the pump room as that is the access around from the car park. Members felt that it would be prudent to go for quotation 4246 option 2 as it provided a solution for the whole of the area of the veranda instead of just the area where it was currently muddy.

**Recommendation:** The council approve quotation 4246 hardstanding option 2 from JH Jones at a cost of £4,125.00 excl VAT

**n) To note bins overflowing at pavilion and consider emptying schedule**

The Clerk explained that the bin schedule across the parish play areas was for them to be emptied fortnightly and weekly in the school holidays. The bins at the Bowerhill Sports Pavilion were currently scheduled on a weekly basis, however they were still overflowing. Councillor Glover queried whether the council were charged per bin or clearance. The Clerk confirmed that it was per clearance but this was as per the contract. She advised members that if the contractors were asked to come and empty the additional bins more than once per week this would be an additional cost. She suggested that if the council were to install additional bins instead of requesting the contractors to come and empty more often this may lower the additional cost as they would already be on site emptying the existing bins.

Members felt that increasing the number of bins at the sports field would be a good idea due to the amount of usage the field receives. It was felt that the new bins should be put next to the existing bins. The Clerk explained that currently there were four bins located around the sports field (at each exit) and some around the veranda area as well as a recycling bin. She explained that the current bins were the council's standard bins with the "fire expire" aspect. It was queried whether all of the bins were overflowing, the Clerk advised it was difficult to determine but the bins around the veranda area were overflowing. She advised that the bins around the sports field were used by dog walkers and she had also seen rubbish bagged up by them.

The Clerk explained that although she wished to encourage recycling the recycling bin on the veranda was not robust enough. She explained that there was also an issue because as soon as someone puts the wrong rubbish in the bin it all the has to go as mixed waste.

Members felt that the Clerk should do a comparison between the cost of an additional bin empty per week and the cost of purchasing additional bins. It was felt that something needed to be put in place to discourage someone from putting anything other than recycling in the bin.

**Recommendation:** The Clerk to put together a comparison between the cost of an additional bin empty at the sports field per week and the cost of purchasing additional bins.

**o) To receive report on Fire Alarm service (5th May) and approve new fire alarm quotations**

Members reviewed the report received. The Clerk reported that the fire extinguishers were all fine, however there was a detector in the fire alarm that needed replacing. Unfortunately, this part has become obsolete and has become superseded with a new type which would need reprogramming when installed. As the contractors were not specialist Gent engineers, they are unable to do this, therefore have provided a quotation of £2,160.94 for an alternative system. It was queried how much it would cost to get a Gent engineer out to replace the part. The Clerk advised that this was something that officers would need to have a look into.

**Recommendation:** The Clerk investigate how much it would cost for a Gent engineer to replace the detector in the fire alarm.

**p) To note issues with cold water boost pumps, action taken to date under delegated powers and receive update following engineer visit**

The Clerk explained that there had been a problem with the cold-water pumps at the pavilion where she had been unable to use the taps or flush the toilets. The Clerk explained that Future of Football were conducting training camps and had a weekend tournament arranged and she was concerned that no one would be able to wash their hands. Under delegated powers in conjunction with Councillor Glover as Chairman of the Council and Finance Committee arranged at a cost of £450 for a Grundfos engineer to come out and investigate. Officers were currently awaiting a report, but it was understood that there were some parts that need replacing and the pumps should be serviced once a year. This has already been paid against a proforma invoice, through the Clerk's expenses.

**q) To note issue with warning on "maximum burn hours" on 2 x water heaters and consider budget indication for software update; and note gas check**

The Clerk explained that the software in the water heaters informs when the service is due, however there appears to be a problem as every time they are serviced with a day or so the same message comes up saying that they are at their maximum burning hours. The Clerk explained that after conversations with the engineer it was just a software issue and does not affect how the heaters work. She explained that the engineer advised that it would cost approximately £1,000 per water heater to change the software and he felt that it was not worth doing. The Clerk advised members that officers were currently relying on the calendar to ensure that the heaters were serviced on an annual basis.

The Clerk advised members that she could smell gas in the pump room so had asked the engineer to come out and check it out, a thorough check was carried out, back to the gas meter, and thankfully everything was fine.

**r) To note ongoing concern with water pooling in pump room and action proposed**

The Clerk wished to make members aware that for a while there had been water in the pump room, both the Caretaker and the contractor who comes out to do the legionnaires testing had checked it over and was sure that it was not coming from the water tank. It is believed that the water is from the rain and it is being blown in through the louvre doors. The tank is emptied and chlorinated each year so will be checked over again in the summer to ensure that there are no leaks.

65/21

**Allotments**

**a) To receive report on waiting list**

Members reviewed the allotment waiting list report put together by the Finance & Amenities Officer. It was noted that there were currently no vacant plots at the allotments and 10 people were currently on the waiting list.

**b) To note delegated decisions made by Clerk relating to permissions given for greenhouses/sheds**

There had been no delegated decisions made by the Clerk relating to permission being given for erection of greenhouses and sheds.

**c) To consider whether non-residents of the parish should be allowed a second plot**

Members noted that there were currently three people on the waiting list who were non-residents of the parish who wished for a second plot, the Clerk queried as to whether non-residents should be allowed a second

plot. Members felt that non-residents should be allowed a second plot as long as residents of the parish get the opportunity first. The Clerk explained that most plots were 5 perches in size (half a full-size plot) and non-residents of the parish were charged double the residential rate as they do not contribute through their council tax to the precept.

**Recommendation:** Non-residents of the parish should be allowed a second plot, however the priority of who receives a plot first should be the following:

1. Residents of the parish- 1<sup>st</sup> plot
2. Residents of the parish- 2<sup>nd</sup> plot
3. Non-Residents of the parish-1<sup>st</sup> plot
4. Non-Residents of the parish-2<sup>nd</sup> plot

**66/21 Berryfield Village Hall**

**a) To note public consultation advert for consideration of Public Works Loan for Berryfield Village Hall**

Members noted the public consultation advert for consideration of a public works loan for the new Berryfield Village Hall.

**b) To note Non-Material Amendment to planning application approved (for inclusion of public art work and change of colours to door and window treatment to suite with public art)**

Members noted this item.

**67/21 Shaw Village Hall: To note annual due diligence checks**

Members noted this item. The Clerk explained that the Village Hall Management Committee were waiting until everyone can meet in person before they hold their AGM. It was also noted that officers check the insurance that is in place on an annual basis.

The Clerk explained that she had received some feedback from the Village Hall committee to say that the children are enjoying the new equipment that has recently been installed

**68/21 Shurnhold Fields**

**a) To note draft minutes of the Shurnhold Fields Meeting held on 28<sup>th</sup> April 2021**

The minutes of the Shurnhold Fields meeting was noted.

**b) To receive report on Shurnhold Field progress**

The Clerk explained that she has had a meeting with officers from Melksham Town Council regarding sharing the actions and will update members in due course.

69/21

**Street Furniture**

**a) To approve quotation to replace damaged lintel on Shaw bus shelter (A365)**

The Clerk explained that the lintel on the concrete bus shelter on the Shaw Church side was crumbling away. She advised that a quote of £684 excl VAT had been received to replace this, from JH Jones.

**Recommendation:** The council accept the quote of £684 excl VAT from JH Jones to repair the lintel on the concrete bus shelter at Shaw.

**b) To consider replacing Kelly Lamp signage**

The Clerk explained that she had discovered that the Kelly Lamp signage was completely blank. She advised members that Herman Miller had put the signage in initially and queried whether they wished for her to go back to them.

**Recommendation:** The council inform Herman Miller that the Kelly Lamp signage has faded to see if they would like to replace it and suggest that any material used is sun proof.

**c) To note current delivery issue with noticeboard for Pathfinder Place, Bowerhill**

The Clerk explained that the new noticeboard for Pathfinder Place was ordered to be delivered to the Pathfinder Place development as they had agreed to install it. It was however delivered to the Caretaker's house in error by the sign manufacturer. Due to its size, it was unable to fit in a car, therefore officers went back to the noticeboard supplier and asked them to arrange delivery to the correct site, as per their Purchase Order. The delivery company have confirmed that they had delivered the noticeboard to the site office and left a note on the door. Unfortunately, the noticeboard has not been able to be found anywhere by Taylor Wimpey.

It was explained that officers had contacted local businesses in the area who had the same post code as the Taylor Wimpey site to ask them if they had received it in error.

The Clerk explained that from her point of view the parish council had a contract with the supplier to deliver the noticeboard to the address stated on the purchase order which had not yet be fulfilled.

The Clerk reported that the noticeboard supplier was currently producing a new noticeboard and is taking up the delivery aspect with the delivery company.

**d) To consider request for replacement, larger noticeboard at The Pilot, Bowerhill**

The Clerk reported that the council had previously considered this request. The Clerk explained that Councillor Shea Simonds had requested for the noticeboard at the Pilot pub to be replaced with a larger one which had previously not been approved by the council.

The Clerk explained that the council had recently replaced the perspex in the noticeboard but advised members that it was a much smaller noticeboard than some of the others. She explained that the council had made sure that the bushes had been cut back so that people can view the notices.

Members acknowledged that there wasn't really another place for it to go and it was highlighted that installing a free-standing noticeboard would be much more expensive. It was felt by members that they will not purchase a new one until the existing noticeboard needs replacing.

**Recommendation:** The council do not replace the noticeboard at the Pilot Pub for a larger one and revisit once the noticeboard is at the end of its life.

**e) To note deployment of defibrillator**

The Clerk reported to members that the defibrillator at the Pilot Pub had been deployed.

**70/21**

**Office Equipment: To note photocopier contractor has now changed to Agilico and ongoing issues with copier**

The Clerk explained that the photocopier contractors had now changed their name from Condor Office to Agilico.

The Clerk explained that officers had been having problems with the photocopier and the engineer had been out on several occasions to try and fix the problem. She explained that the engineer had advised that the photocopier was an older model and was coming to the end of its life, however had only been purchased at the end of 2017, just before officers had moved into the pavilion office.

Members were advised that the photocopier was still under contract so would continue to be repaired and monitored. Councillor Holt queried how long the contract with Agilico was for. The Clerk advised that she would need to look into it.



**Asset Management**

- a) **To note that receipt and review of Report on Council Assets to be undertaken at subsequent Asset Management meeting**

This item is to be deferred to a future meeting.

- b) **To note update on purchase and use of Rialtas Asset Register software system**

The Clerk reported that although the council had previously agreed to purchase the asset register software as part of the council's finance system it had not been purchased. This was due to the fact that it does not include all of the fields that are required by officers. The Clerk explained that for the insurance officers wish to uplift the values, unfortunately with this system it would have to be done individually, for over 300 items every year.

Councillor Glover queried as to whether there was a different data base out there that the council could use. The Clerk advised that she would need to have a look around to see if there was something else more suitable.

- c) **To note formally that there was no transfer of assets under recent Community Governance Review 1st April 2021, with Melksham Town Council**

Members noted this item.

- d) **To note formally approve Asset value as of 31<sup>st</sup> March 2021 as part of year end accounting procedure**

Members noted that the asset value as of 31<sup>st</sup> March 2021 was £303,010.

72/21

**Community Payback scheme: To consider projects to put forward for Community Payback scheme**

Councillor Glover explained that the parish council had done a lot of work at Shurnhold Fields but haven't done much at the BRAG picnic area. He explained that it looked like they needed more wood chippings and wondered whether this could be a project put forward for this scheme. The Clerk also wondered whether there were areas in the parish that were too big for the parish steward, for example by the watercourse at the Hornchurch Road Public Open Space where there's always rubbish.

The Committee felt that the council should speak to all of the community groups in the parish to see if they had any projects that could be put forward for the scheme

**Recommendation:** The council ask the community groups in the parish whether they had any projects that could be put forward for the community payback scheme.

Meeting closed at 21:52pm

Signed.....  
Chairman, 21<sup>st</sup> June 2021