

**MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 10<sup>th</sup> October 2022 at Bowerhill Sports Field Pavilion at 7.00 p.m. following a Sports Field & Pavilion Inspection at 6.00pm**

**Present:** Councillors. David Pafford (Acting Council Chair), Alan Baines (Asset Management Vice-Chair), Andy Russell (Acting Council Vice-Chair) and Rob Hoyle.

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

**197/22 Welcome, Housekeeping and Apologies:**

In Councillor Chivers (Chair of Committee) absence, Councillor Baines as Vice-Chair of this Committee welcomed all to the meeting and explained the evacuation procedure in the event of a fire.

Apologies had been received from Councillor Terry Chivers who was ill and Councillor Holt. These apologies were accepted.

It was noted that Councillor John Glover (Council Chair) has a leave of absence.

**198/22 To receive Declarations of Interest:**

The Clerk, although not a voting member, declared an interest in agenda item 5k and left the room when this item was discussed, as her husband had provided a quotation and she was a director of the company.

**199/22 Public Participation:**

There were no members of the public present

**200/22 Play Areas & Public Open Space:**

**a) To review and consider any actions required following receipt of ROSPA reports**

Members reviewed the ROSPA reports following the annual inspections, which took place on the 23<sup>rd</sup> September 2022. The following Risk Matrix is used in the ROSPA reports, and detailed here for ease of reference.

Table 1 – Risk Score Matrix

		Severity				
		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
L i k e l i h o o d	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

The committee welcomed the new addition of a summary spreadsheet, which had been received along with these reports, detailing any items that needed monitoring or repair. Most of the items identified were either very low or low risk with only a few rated as medium.

At Beanacre Play Area it was noted that some of the wooden equipment was installed several years ago and required monitoring. The Clerk explained that following previous annual inspections some pieces of equipment, such as the overhead climber, which was a medium risk and relied on one post for its stability, had been added to the Caretaker's weekly checklist to ensure it was closely monitored for any signs of degradation. It was noted that the accessible swing at this play area was rated as an 8, which was (low) medium risk. The advice from the independent inspector was to ensure that the supporting components were dismantled and inspected according to the manufacturer's instructions. The Clerk advised that the Caretaker had a special tool for this piece of play equipment to enable him to conduct these checks on a regular basis and record. Another item rated as an 8 was the multi play unit, which was due to a crack at the bottom of the slide. The Clerk explained that as this required welding, the council may need to obtain quotes from a suitable contractor to undertake this repair.

All of the items at Berryfield play area were either rated as very low or low risk. It was noted that the self-closing gate had a violent action and needed adjusting. The Clerk reminded members that issues with the play area gate timings had previously been raised in the quarterly play area reports and this had been considered at the last asset management meeting. At the time the Caretaker had gone around to all of the play areas to time each gate, he had reported that they all appeared to be closing too fast. In particular, the gate at Berryfield Play Area did not have any adjustment on it other than using WD-40 oil to manually adjust. It was also difficult to get the timings right with the gates that could be adjusted, as when they are adjusted to a different level, they become either too fast or slow. Members felt that it was much better for the gates to be a little bit faster to keep dogs from getting into the play area.

At the Bowerhill Sports Field there were no matters of concern as all items were rated as low. During the sports field inspection Councillor Baines highlighted that there were some net pegs left on the 11 aside goal post on the middle adult pitch, which needed removing.

There were only a few low rated items identified at the Hornchurch Road MUGA (multi use games area), which were mostly missing fixings that the Caretaker could replace. At the play area it was noted that there was an agenda item later on in the meeting under 5e, for members to consider the way forward with regards to the safety surface cracking. Like with the MUGA, all items were rated as low risk at this play area, with items either needing monitoring or fixings replaced.

There was nothing highlighted as a major concern at Kestrel Court Play Area on the report. The Clerk advised members that the Caretaker had highlighted to her that where the trees were inside the play area, children with bikes were using this

area regularly leaving large dips in the ground. Each week the Caretaker was taking bags of top soil from the sports field supply to fill the holes. The Clerk suggested that the proposed picnic tables for this play area could be located in this area to stop this from happening; unless they were happy for the children to keep using the area for bikes.

Most of the items at Shaw Play Area were rated as low risk with the exception of the junior swing which was rated as a medium risk. It was identified that there was wear in the bushes on this swing and that it should be checked and replaced when necessary. The Clerk explained that the Caretaker regularly monitored the swing chains for wear and replaced when appropriate. The Clerk advised members that due to the surfacing in this play area being mulch, there was a large number of weeds coming up from the surfacing and queried with members whether they were happy for this area to be weed sprayed. Members wished to be cautious with this approach due to this being a children's play area and queried whether there was any health and safety implications in doing this. The Clerk advised that she did not feel that there was any other way to get rid of the weeds, as the area also had trees which provided the perfect conditions for them to grow. She explained that the council needed to weigh up whether they do nothing and allow the weeds to grow and become bigger which in time may pull apart the surfacing and cause a safety issue or close the play area for a day to undertake weed spraying. Members agreed that shutting the play area for at least 24 hours to undertake the necessary weed spraying would be the best way forward.

Shurnhold Fields is jointly owned by both Melksham Town and Melksham Without Parish Council. The town council undertake caretaking duties at this open space, with the parish council organising the annual independent inspection by RoSPA. It was noted that as the town council's caretaking team attended Shurnhold Fields several times a week, the Clerk had sent this report to them for all remedial work identified to be actioned.

The Clerk explained that the Caretaker had drawn to her attention that there were trip areas around the play equipment at all play areas following the very hot dry weather in the summer. This was not on the actual safety surfacing itself, but areas around the equipment, between the grass and the surface edging. The Caretaker had tried filling these hazards with soil and sand on many occasions, but unfortunately, it washes away in the rain during the winter months, so this wasn't a suitable option. The Clerk explained that this issue had previously arisen around the basketball court area at the Bowerhill Sports Field and the council arranged for some concrete to go around these edges as a trial which has worked. Members felt that officers should obtain a quotation for this work to be done at all play areas and bring back to a future council meeting.

**Recommendation 1:** To obtain quotations from suitable contractors to undertake the necessary welding repair on the Beanacre multi play equipment.

**Recommendation 2:** The parish council close Shaw Play Area for 24 hours to undertake weed spraying on the surfacing.

**Recommendation 3:** Officers to obtain quotations to resolve the issue of the shrinkage/separation around play equipment edging at all play areas.

**b) To review RoSPA report for Pathfinder Place (Davey) Play Area in terms of trigger for being adoption ready**

Members reviewed the inspection report for the Davey Play Area and noted that the council resolved to adopt this play area at the Full Council meeting held on 3<sup>rd</sup> October, pending an acceptable RoSPA report. It was noted that there were three minor items highlighted on the report which would need rectifying before the play area was adopted by the council. The Clerk explained to members that she had sent this report to Taylor Wimpey advising them that the parish council expect the necessary remedial action to be undertaken before any handover could take place.

**c) To review ROSPA report for Bowood View (Whitworth) Play Area in terms of trigger for being adoption ready:**

There was a number of items identified at this play area requiring remedial action, with the teen shelter being the most concerning as it was rated as an 8, which was (low) medium risk. It was highlighted that the surfacing around the shelter did not have any impact attenuating properties, which was a safety risk considering the likeness that this piece of equipment, due to its style, would be climbed on. This in turn increased the risk that someone could fall onto the surfacing, which was concrete, and injure themselves. Members felt that this was unacceptable and needed to be rectified by Bellway as the surface was not fit for purpose and posed a real safety risk. Councillor Hoyle felt that in terms of the council adopting the play area, all work identified on the independent report would need actioning before the council could take it on. Councillor Baines advised that if the council took on this play area in its current standing, there would be a considerable cost to the council associated with resurfacing around this piece of equipment to mitigate the risk.

Members agreed that following the receipt of the RoSPA reports, the parish council was unable to adopt the play area in its current form until all items identified on the report were actioned by the developer.

The Clerk explained to members that the resolution at the Full Council meeting on 3<sup>rd</sup> October was to adopt this play area, subject to the gravel hoggin path being replaced with tarmac by Bellway and a satisfactory independent inspection. Following the meeting, due to a deadline from Bellway being imposed on the offer of a tarmac path she had contacted them to confirm the council's decision. Correspondence received from Bellway earlier on in the day advised that there would now be a 10-week delay on the tarmacking as it fell out of their schedule. They advised that this should not delay the parish council adopting the play area in the meantime, as it could be temporary closed while the pathway was being tarmacked. The Clerk explained that she had replied to this correspondence as she was confused as to why the tarmacking was now out of their schedule given

that she had informed Bellway of the council's decision before the stated deadline. She had also advised them that until all of the items detailed in the RoSPA report were rectified, as well as the tarmac pathway being laid, the council would not be adopting the play area.

**Recommendation:** Following the receipt of the RoSPA annual inspection reports the council was unable to adopt the Whitworth play area until all remedial work identified was completed, this includes the tarmacking of the pathway as previously agreed.

**d) To approve quotation for safety surfacing clean on play areas to get ready for winter usage or to consider investing in play area repair kit and training/ with a trial**

The Clerk explained that during a recent conversation with a play area contractor she mentioned that the parish council cleaned the safety surfacing at all of their play areas twice a year to prolong its life and asked their thoughts on this. They advised that the council may be better off investing in a play area repair kit instead which was around £150 to purchase. She explained that one of the ideas was that as both the Davey and Whitworth Play Areas were installed at a similar time to each other by the same supplier, a trial could be undertaken to clean only one of them and review their condition in a few years' time. This would allow the council to be able to determine how effective cleaning the surfacing was each year by comparing the condition of both surfaces.

It was noted that the council currently undertook safety surfacing cleaning on all of their play areas twice a year. Councillor Baines queried whether the council needed to clean the play areas twice a year and if not when would be the best time to get them cleaned. The Clerk explained that the council currently got them cleaned in the autumn to ensure that the algae had been removed from the surfacing to make it porous ready for the winter months, so that water doesn't sit on the surface and freeze, which could weaken the surfacing. The cleaning was also done in the spring to clean all of the debris from the winter months to ensure that it was not slippery for the summer usage. The Clerk suggested to members that they may wish to look at whether this was required, taking into consideration the advice given from a contractor who recently looked at Hornchurch Road Play Area and advised that the council should consider replacing the whole surfacing, due to the number of cracks. It was noted that this play area was refurbished in 2018 and the safety surfacing was over skimmed at the time.

The Clerk explained that the reason the council skimmed Hornchurch Road Play Area instead of installing a completely new surface at the time, was because it would need to be dug up. It was noted that the rubber was difficult to dispose of, because it cannot be recycled and would need to go to landfill which was not environmentally friendly. Councillor Hoyle queried whether there was any warranty on this surfacing as it was only 4 years old and was failing already, the Clerk advised that officers had been through all of the paper work and could not find any details about any warranty. The warranty on the original surfacing laid would have run out by now due to it being some years ago.

A quotation of £2,000 + VAT had been received from Vita Play to undertake the safety surfacing cleaning on all five of the play areas. The Clerk advised that officers were only able to obtain one quote for this, even though three contractors had been approached. Members weighed up the benefit of getting the surfacing cleaned this time ready for the winter against the cost of getting it done. It was suggested that it may be a benefit to the council to not get the play areas cleaned at this time and save the money for repair/replacement when required. It was queried whether the Caretaker had highlighted whether the surfacing required to be cleaned, the Clerk advised that he hadn't and it was not highlighted as a concern in the RoSPA reports on any of the surfacing. It was also noted that as we were entering into the winter months this cleaning was not being done for the usage, but to allow better drainage to keep it porous. Members felt that the council should not get the safety surfacing cleaned at this juncture and review again in the spring to see whether any work was required.

**Recommendation 1:** The Council do not undertake the autumn play area safety surfacing clean and review the surface condition again in the spring.

**Recommendation 2:** The Council undertake the safety surfacing clean on only one of the new play areas (Davey or Whitworth) in the spring as a trial.

**e) To note large crack on the play area safety surfacing at Hornchurch Road and consider options for its repair:**

Unfortunately, at Hornchurch Road Play Area, part of the safety surfacing had cracked, as a result of this the surfacing around this area had peeled away. Members reviewed as part of their agenda pack a photo of the area and agreed that it did need repairing, due to the fact that this was a trip hazard. The Clerk advised members that this issue was not around a fall area and if this was the case, she would have taken immediate action at the time of the report.

It was noted that as discussed under agenda item 5d, when one of the contractors visited the play area to quote for this repair, he noted that the whole surfacing was in poor condition due to cracking and suggested that the council consider resurfacing the whole area. As this had been highlighted, officers had asked for the contractor to provide an estimate figure to replace the whole surfacing which came up at around £36,000 + VAT. Members agreed that they were unable to consider this option due to it not being budgeted for and should consider options for its repair instead. The Clerk advised that the council did hold a reserve for the safety surfacing replacement, as when the council took over play areas from Wiltshire Council and refurbished them at the same time, that they then knew that the surfacing would need replacing on several play areas at a similar time.

The following quotations had been received for this repair:

Quotation A	£ 931.05 + VAT
Quotation B	£1,099.78 + VAT

It was noted that three contractors had been approached to quote for this work, however only two provided a quotation. Members queried whether the repair would be too big a job for the Caretaker to do. The Clerk explained that he did have a safety surfacing repair kit which was quite old now, but as detailed under agenda item 5d, these repair kits could be purchased for around £150. She didn't feel that the Caretaker would need to undertake any training to do this, as he has repaired small areas before. Members felt that as the repair kit was much cheaper than the quotes that had been provided, the council should trial this option in the first instance. It was queried how big an area the repair kit covered; the Clerk advised that when she looked at this option earlier on in the day, she didn't see this information. Members felt that as this information wasn't available, two repair kits should be purchased due to the size of the area that required repairing.

**Recommendation:** The council purchase 2x safety surfacing repair kits for the Caretaker to repair the damaged surfacing at Hornchurch Road Play Area.

**f) To note play area leases are due to expire next year (Berryfield & Kestrel Court) and consider way forward; noting new Wiltshire Council Service Devolution & Asset Transfer Policy**

The Clerk explained for background information that the parish council currently leased both Berryfield and Kestrel Court Play Areas from Wiltshire Council, as at the time when the parish council expressed an interest in an asset transfer Wiltshire Council were unable to complete the community asset transfer due to their being a long waiting list of devolved service requests. These leases were for six years and nine months and were due to expire in October next year. It was explained that the council would not be able to receive the asset transfer for Berryfield Play Area as this was due to be transferred to the Wilts & Berks Canal Trust as the protected route of the Melksham Link canal was due to cross this area. The parish council wish to continue to maintain this play area as a community asset now, and to prove that it was well used by the community, so that it was replaced when the eventual canal route is built.

The Clerk advised that no community asset transfer had been done for Kestrel Court and queried what the council wished to do. She advised that unlike most leases that continue on the same terms when they expire, Wiltshire Council's leases do not and she has previously had to sign a declaration at a solicitor to acknowledge this. Members felt that Wiltshire Council should be contacted and asked to renew the leases on both of these play areas.

**Recommendation:** The Clerk to contact Wiltshire Council and request a renewal of the leases at both Kestrel Court and Berryfield Play Areas.

**g) To consider undertaking a public survey on the future of the parish council's recreation facilities (agenda item request from Cllr Chivers)**

Councillor Baines explained that this was an agenda item request from Councillor Chivers, who noted that the Town Council were undertaking a public survey on

the future of their recreation facilities and wondered whether the parish council wished to do the same. Members did not feel that the parish council were in the position to offer anything over and above what they were already doing. It was felt that if someone requested additional equipment somewhere in the parish it would be considered on its merit.

**Recommendation:** The parish council do not undertake a public survey on the future of the parish council's recreation facilities.

**h) To consider adding to the Grass cutting Contract to trim “maintenance strip” between watercourse ditch and newly planted hedge at Hornchurch Road Public Open Space**

The Clerk explained that Wiltshire Council had recently planted a new hedge and some trees at Hornchurch Road Public Open Space a good distance away from the watercourse ditch. She explained that between the new hedge row and ditch there was already ground vegetation. During a site meeting of the area Wiltshire Councillor Nick Holder had suggested that Wiltshire Council could undertake the one-off clearance of this vegetation and the parish council could add this works to their grass cutting schedule for ongoing maintenance. The Clerk reminded members that this open space was owned by Wiltshire Council and not the parish. It was noted that the parish council had taken over the ongoing grass cutting of the space as a benefit to the residents of Melksham Without as it was previously in a poor condition. As this space was owned by Wiltshire Council members felt that the ongoing maintenance of this strip should be undertaken by them and not the parish council.

**Recommendation:** The parish council do not add the maintenance strip between the watercourse ditch and hedge to the grass cutting contract.

**i) To consider sites for Wiltshire Council Picnic benches on wildflower areas:**

The Clerk explained that Wiltshire Council had some picnic benches for wildflower areas and queried with members whether they wished to suggest any locations. The Clerk suggested that some could go in the open space behind Wellington Drive or behind Bowerhill Primary School. It was queried how many benches were available from Wiltshire Council, the Clerk advised that she wasn't sure at this stage. Members felt that BRAG (Bowerhill Residents Action Group) should be asked whether they had any suggestions of suitable wildflower locations for some additional benches to be located.

**Recommendation:** The parish council to ask BRAG whether they had any suggestions on suitable locations for the picnic benches.



**j) To consider supply and installation of 2no. goal posts at Public Open Space behind Wellington Drive (2no. spare from Bowerhill Sports Field)**

Members considered whether the parish council should supply and install a set of goal posts at the public open space behind Wellington Drive as it was such a large area. It was noted that there was already one very old goal post located there, which was larger than the normal size ones. The Clerk reported that she had not received any requests from residents for this to be replaced with some new ones, she just wanted to bring this to the council's attention as it had been suggested by Wiltshire Councillor Nick Holder whilst walking around this area with him and the Streetscene officer from Wiltshire Council. Members felt that as no request had been made by residents for a set of goal posts to be located in the area, the council should not replace the existing one.

**Recommendation:** The council do not replace the goal post at the open space behind Wellington Drive with new ones.

**k) To consider quotations received for repairs to the gate at the entrance to Beanacre Play Area.**

*7.58pm The Clerk declared an interest and left the room when this item was discussed, as her husband had provided a quotation and she was a director of the company.*

It was noted that this agenda item had been placed on the last asset management agenda for consideration, however members felt at the time that an alternative quotation should be sought. Councillor Baines reminded members that the post on the pedestrian gate from the layby on the A350 Beanacre had rotted away and wasn't closing properly. There was a concern that, although this wasn't the self-closing gate in to Beanacre Play Area, if a child ran down the pathway, they would head straight out onto the A350.

The quotes that had been sought were to replace both of the gate posts as it was considered that if one has rotted away, it was only a matter of time before the other one would need replacing. The following quotes had been received for these works:

Quotation A	£350.00 + VAT
Quotation B	£330.00 not subject to VAT

Due to these quotations being comparable to each other members felt that quotation B at £330 should be accepted to undertake these works.

**Recommendation:** The council accept the quotation from Andy Strange Property & Garden Maintenance Ltd at a cost of £330 (not subject to VAT) to undertake the replacement gate post works.

*8.03pm The Clerk return back to the meeting.*

**201/22 QEII Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):**

- a) To note response received from Future of Football following Full Council's decision regarding their request to install their own goal posts at the sports field:**

Members noted the response received from Future of Football following the decision made by Full Council to not allow them to install their own 11 aside goal posts at the sports field. Whilst members acknowledged that Future of Football were unhappy with the decision made by the council it still stood.

- b) To approve quotation to cut back hedges at sports field to mitigate the problem with lost balls following complaints from hirers:**

The Clerk explained that officers had received complaints from hirers regarding lost/popped balls due to the hedges near the 11 aside pitches. Following such complaints, the parish council have previously approved works to cut back the hedges to mitigate this issue as well as give the rabbits less places to hide following complaints of rabbit holes. Following these complaints, officers had sought a quotation for members to consider cutting back the hedges again this year. The Clerk advised that the council had previously looked at whether goal nets could be installed to stop this from happening, however at the time they required to be a permanent fixture as well as being a large expense. Councillor Baines highlighted that during the sports field inspection, he suggested that the council could consider moving the middle 11 aside pitch away from the hedge, by either moving it forward a bit, if space allowed or switching it with the 5 asides. It was noted that if the 5 aside pitches were switched around, they were landscape rather than portrait so this issue wouldn't arise for the youth teams.

Members felt that they should approve the quotation of £525 + VAT from JH Jones to cut back the hedges at the sports field and explore the option of switching the pitches around to see if this helps with the issue of lost balls.

**Recommendation:** The council approve the quotation of £525 + VAT from JH Jones to cut back the hedges at the Bowerhill Sports Field to mitigate the issue of lost balls. The council explore the option of either moving the pitch away from the hedges or switching it around with the youth pitches.

- c) To consider quote for longer term solution to improve the middle pitch:**

Following complaints from hirers regarding the condition of the middle pitch, a quote had been sought from the council's grass cutting contractors for a longer-term maintenance solution to improve it. During the site visit at the sports field members assessed the condition of the middle pitch and felt that it wasn't in a bad condition, bar having a few cracks in the ground which was to be expected, especially following the very dry weather we received in the summer. The Clerk

explained that the middle pitch was always considered to be the worst one due to it being the one to get waterlogged before the others.

The quote received from JH Jones was £5,956.00 + VAT to supply and spread 100 ton of sand onto the pitch, it was noted that as well as filling the cracks it would also help with drainage in the winter time. Members felt that following the earlier site visit, the middle pitch was not in a bad condition at all and did not warrant this amount of spending, therefore, felt that this quote should not be accepted. It was also noted that under agenda item 6b members had recommended to explore options to move this pitch around which may also improve the issue of waterlogging.

**Recommendation:** The parish council do not approve the quotation of £5,956.00 + VAT to improve the middle pitch on a longer-term basis.

**d) To note grass cutting and bin emptying contract is due to expire and consider way forward**

The Clerk drew members attention to the fact that the parish 3-year grass cutting and bin emptying contract was due to expire on 31<sup>st</sup> March 2023. She has brought this to members' attention now because if the council wished to go out to tender again, this would need to be put into place fairly soon. The Clerk explained that when the council were looking at the contract last time it was felt that JH Jones provided a very good level of service and wished to continue with them, unless their contract price went up significantly. She went on to explain that because of this, it was the council's feeling last time that it wouldn't be the best use of public money to go out to tender, considering the time for both officers and tenderers in visiting each location. It was noted that JH Jones also took delivery for things such as noticeboards and bins and stored them in their yard until they were installed; at no cost.

At the time the Clerk had taken legal advice from the SLCC (Society of Local Council Clerks) on this, as the cost of the overall contract was over the tender threshold of 25k. She explained that the advice given was that the tender threshold was the annual amount of a contract, not the overall contract figure, therefore, legally the council did not need to go out to tender as the annual amount for this contract was under the threshold.

The Clerk queried with members what they wished to do this time and whether they felt that they should go out to test the market again, given that the council didn't go out to tender last time or ask for a renewal of the current contract. It was also suggested that the council may wish to explore the option of rolling the contract on for another year due to the current cost of inflation and review again after that. Councillor Pafford queried whether it was legal for the council to renew the contract with the incumbent contractors. The Clerk advised as per the legal advice it was, as long as the council clearly defined why they didn't go out to tender.

Members reiterated as per last time that they were very happy with the service provided by the contractors and felt that they should be asked to provide a quotation for a renewal for the council to review and compare. Members noted that due to the increasing inflation rates at this current time, this would need to be taken into consideration when reviewing any quotation. The committee agreed to

ask JH Jones to provide two quotations, one to roll the contract on for another year and the other for a 3-year contract.

**Recommendation:** The parish council ask JH Jones to provide two quotations for the grass cutting and bin emptying contract starting from 1<sup>st</sup> April 2023, one to roll this on for another year and the other for a 3-year contract.

**e) To consider whether the panic/call Police alarm at the pavilion is still required now that the council offices have moved into the Campus:**

The Clerk queried whether now that the officers had moved into the Campus there was still a requirement to have the panic alarm at the pavilion, especially when this space would now be hired out. The Clerk explained that this alarm was connected to the police and should only be pressed if someone's life was in immediate danger. She explained that in the event that this alarm was pressed, the police will be immediately dispatched and if it is a false alarm, the police would not respond for a second time. The Clerk highlighted that now that the kitchen and old meeting room space was to be hired out by different organisations, there was a concern that this may be pressed inappropriately.

Members queried whether there was a cost associated to having this alarm, the Clerk confirmed that there wasn't as it was connected to the security alarm system. Members queried with the Clerk whether she felt that it was still needed for times when members of staff had to attend the pavilion. She advised that she does have to attend the pavilion at times in the early hours of the morning when the intruder alarm is going off, but normally attends with a security officer from Security 2000. She explained that it was good piece of mind to know that the alarm was at the pavilion, but there was CCTV that the officers could review remotely in these instances. Members felt that in the interest of staff safety the alarm should be kept at the pavilion as it was considered that the location of the alarm was not easily visible.

**Recommendation:** To leave in situ the emergency panic alarm at the Bowerhill Sports Pavilion.

**f) To consider whether WIFI is still required at the pavilion now that the council offices have moved:**

The Clerk queried with members whether they still wished to have WIFI at the pavilion now that the offices had moved. She made members aware that this did come at a cost to the council if they still wished to keep it. It was queried what the

monthly cost of it was, the Clerk explained that she wasn't sure as it was mixed in with the office phone charges. Members felt that it wouldn't be a huge expense to keep WIFI at the pavilion and acknowledge that it was the expectation nowadays for buildings to have it, therefore, the WIFI should be left in place.

**Recommendation:** The council keep the WIFI provision at the Bowerhill Sports Pavilion.

**g) To consider whether the phone line for the CCTV and alarm should be moved from the current provider:**

The Clerk explained that there was still a requirement for the pavilion to have a phone line for the CCTV and alarm. As the council were very shortly moving to a new phone system with a different provider, queried whether the council wished to move to a new provider for the phone line at the pavilion. It was noted that under agenda item 6e members had already recommended to keep WIFI at the pavilion, so this could be part of the same package.

**Recommendation:** The council move the pavilion phone line for the CCTV and alarm to a new provider.

**h) To note fire risk assessment recently undertaken now that the pavilion is an unmanned building, following the office move to the Campus:**

Members noted the fire risk assessment undertaken at the pavilion following the change in circumstances from it being an office space five days a week, to an unmanned building during the week. Councillor Baines highlighted that during the site visit he observed that the door on the right-hand side going into the official changing room was not latching properly. He explained that this was due to the fact that the striker plate for the catch is straight and had a burr on the edge, which was preventing the door from completely latching. He explained that he suspected that this would be the same for the internal doors to the kitchen and old meeting space as highlighted in the fire risk assessment.

*20.14pm Councillor Baines left the room for a short time, in his absence Councillor Pafford took over chairing the meeting.*

The Clerk explained to members that now that the office was not located at the pavilion anymore, staff were unable to scan the weekly fire alarm test sheets. It was noted that this was done in case of a fire in the building as the hard copy sheets were stored there and the insurance company would need evidence that weekly checks had taken place. It had been agreed with the Caretaker for him to take a photo of the sheets for both the pavilion and Berryfield Village Hall and send to officers via WhatsApp so that there was an electronic version copy.

**i) To note legionella risk assessment report recently undertaken now that the pavilion is an unmanned building, following the office move to the Campus:**

Members noted the legionella risk assessment recently undertaken at the pavilion. The Finance & Amenities Officer explained that one of the items that came up in the report was the boot wash and pump room tap should be flushed

down weekly. She advised members that she had checked with the Caretaker to ensure that this was being done and confirmed that it was.

**j) To review current waste contract and consider moving to alternative contractor:**

The Clerk explained that when she was recently at the pavilion, someone from Suez (based on the Bowerhill industrial estate) called in and asked whether they could provide the council with a quotation for waste clearance. The Finance & Amenities Officer had put together a comparison between the current waste contract and the newly quoted one. It was noted that the council was currently having fortnightly waste collections for both the commercial and recyclable waste at a cost of £90.84 + VAT per month with any collection over the weight limit an additional charge. This price also included a daily rental charge for the bins.

The quotation provided from Suez for the same service that the parish council was currently getting was £39.00 + VAT per month plus any collection over the weight limit which would be an additional charge. The Finance & Amenities Officer had queried with Suez what the daily rental charges would be for the bins, it had been confirmed that there would be no charge for rental. Members also noted that this company had a satellite depot on Bowerhill which would cut down on the council's carbon footprint.

20:17pm Councillor Baines returned back to the room and took over chairing the meeting.

Members agreed that there was of course a cost advantage of switching contractors, but it was queried how long the contract with Suez would be for, for example if the council were unhappy with the service provided how easy would it be to change contractor. It was noted that there wasn't a binding contract with the current contractor, but officers could ask Suez what the length of their locked in period was and bring the answer back to full council.

**Recommendation:** The parish council move from its current waste contract provider to Suez pending the length of the tie in period.

**k) To consider installing a smart electricity meter at the pavilion:**

The Clerk explained that now the officers had moved out of the pavilion it was much harder to get an accurate meter reading, therefore felt it may be better to have a smart meter installed for the electricity. It was noted that the council had already installed one for the gas and there wasn't a cost associated with installing one. Members felt that as there was already a smart meter for the gas, the council should request for one to be installed for the electricity.

**Recommendation:** The council ask for a smart meter to be installed for the pavilion electricity.

**l) Drinking water fountain – to approve cost of engineer site visit for installation inspection**

The Clerk explained that there has been an ongoing issue with the installation of the drinking water fountain. It was noted that the fountain had been delivered by the supplier late last year and when the plumber came to install it discovered that it required an internal drain. There were also issues with regards to where the fountain was going to be located, as the council originally wanted it to be placed near the outside boot tap as there was already an outside drain for excess water. When the plumber assessed the location, he discovered that he would need to drill through five fire walls and felt that there wasn't a safe walkthrough in the ceiling for him to be able to undertake these works. As this was no longer a viable option, it was decided that the fountain should be located outside of the pump room area as that would be the nearest point to the water mains. Officers have been chasing the supplier for suitable solutions to these issues but to date the fountain is yet to be installed.

The Clerk explained that following several discussions with the supplier, officers had asked whether someone could come out to site and advise on the best course of action. The supplier has now provided a quotation of £75 + VAT to visit the site and undertake a site survey to recommend the best course of action. Members felt that this would be the best way forward, as the fountain had already been purchased.

**Recommendation:** The council approve the quotation of £75 + VAT from MIW Water Cooler experts to undertake a site survey at the Bowerhill Sports Pavilion to try and resolve the installation issues with the water fountain.

**m) To approve terms and conditions for hiring the pavilion kitchen area under delegated powers:**

It was explained that now the office had moved out of the pavilion, it was now available for organisations to hire out. Officers had compiled some terms and conditions for hiring out the kitchen and games room for members to consider and approve.

It was queried whether organisations handed back their keys after each hiring period. The Clerk explained that there would be regular bookings, so this would not be the case with them, but each organisation would be allocated a different alarm code, so that officers could clearly identify who had gone into the building. Members felt that there needed to be some checking undertaken to ensure that no user was abusing their access, e.g., accessing the building outside of their booking or storing items in the building. Members felt that there needed to be a clause in the terms and conditions which stated that no equipment should be stored in either the kitchen or games room and in the event that it is, it will be removed without notice.

Councillor Russell queried whether there needed to be a clause about alcohol/ substance use inside of the building. The Clerk explained that the council would

be unable to ban someone from drinking alcohol outside of the building, but if organisations wished to sell it inside, they would need a TENs (Temporary Events Notice) licence. Members felt that it was not appropriate for alcohol to be sold or supplied in the pavilion building, therefore this should be added into the terms and conditions to state this fact.

The Clerk explained that in the lobby toilet there was an emergency alarm pull which should be detailed in the terms and conditions.

The Clerk explained to members that in terms of public liability insurance, during a recent training session she attended on how to manage a village hall, the solicitor in that session was very clear that anyone who hires out a venue must have insurance. She explained that this was fine for organisations such as Future of Football and the ATC, but for one off event such as parties it would be more difficult. The solicitor advised in the training session that on some home insurance policies it included public liability. Members felt that as per the advice given hirers must have at least a minimum sum of £5 Million of public liability insurance regardless of whether they are a regular booking or a one-off party booking.

There also needed to be a clause to state that hirers must ensure that they close and lock the gates upon leaving the facility and put bollards up when requested by council officers.

The Clerk explained that with regards to access keys to the building there is a submaster key that can be given out which solely gives someone access to the kitchen and games room, but no other area of the building. The football teams have the keys to the changing rooms which is the middle part of the building and isn't alarmed. No hirers will be given access to the switch or pump room.

Members did express some concern that as hirers would be given a key to open up and lock up there was no supervision to ensure proper use of the building. The Clerk explained that as a community benefit security officers from Security 2000 do a patrol of the pavilion and contact her if a door was left unlocked. There was also a mosquito installed which was set to come on at 11pm at night.

**Resolved:** To approve the terms and conditions for the pavilion kitchen and games room hire with the inclusion of the clauses discussed.

**n) To consider further discussions held with Melksham Cricket Club:**

The Clerk explained that the organiser of the cricket club had come into the office while she was away and understood they were interested in having an Astro turf pitch. The Clerk advised that she would like to contact them to obtain more information about their requirements, so this item would need to be deferred to a



future agenda. It was noted that if Astro turf was required a request for permission would be required by Fields in Trust.

**Recommendation:** This item to be deferred to a future agenda, so that the Clerk is able to contact the cricket club to obtain more information on what they would require.

## **202/22 Allotments:**

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

Members noted that there were currently 6 vacant plots on the allotments; 2 on Berryfield and 4 on Briansfield. It was noted that there was normally some movement around this time of year, as the rent renewal notices had recently been sent out and this was when tenants evaluate whether they wish to carry on or not. There was currently 11 people on the waiting list and the Allotment Warden was currently in the process of showing these people around.

It was drawn to members attention that two plot holders had been sent a letter informing them that their tenancy would not be renewed for the forthcoming year, due to their plots being overgrown.

### **b) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds**

The Clerk has not approved any shed or greenhouse requests under her delegated powers since the last meeting.

### **c) To note complaint received from land owner adjacent to Briansfield allotments regarding brambles from the parish council's side encroaching on their land and approve quotation to cut back vegetation:**

It was explained that a complaint had been received from a resident of Berryfield Lane to say that nettles and brambles were encroaching on their land which was coming from the Briansfield allotments side. The resident has asked whether the council could get this cut back. Following this complaint, officers obtained a quotation from JH Jones of £785 + VAT to cut the brambles back.

While the contractors were there, they observed that there was some overgrown vegetation on the left-hand side of the entrance gate, so had also provided a quotation of £685 + VAT for this. Members queried whether there had been any complaints from tenants with regards to the entrance gate, officers confirmed that there hadn't been. As no complaint had been made by any allotment holder about this, member did not feel that this quotation should be approved.

**Recommendation:** To approve the quotation of £785 + VAT from JH Jones to cut back the vegetation on the left-hand side of Briansfield allotments to the boundary fence.

**d) To note complaint received from plot holder regarding an increase in dog fouling at the allotments and consider any action to be taken:**

It was noted that a complaint had been received from a plot holder with regards to an increase in dog fouling at the allotments. The tenant had reported that non allotment holders with dogs had been walking around the allotments with their dogs, which has made the problem worse. The rules within the allotment tenancy agreement under clause 5e state that *'No dog shall be brought into or kept in the area of the Allotment Garden by the Tenant or by anyone acting with his/her authority or approval.'* The plot holder has requested for dogs to be banned at the allotments. It was noted that there were dog signs at the allotments, however they may have faded. It was also noted that the sizes of the signs were quite small and there may be a benefit to erecting some bigger ones.

The allotment holder also raised an issue about tenants not closing and locking the gate behind them at the allotments, which they believed was giving non allotment tenants with dog's easy access. Following this complaint, the Finance & Amenities Officer had sent an email around to all allotment tenants asking them to ensure that the gate was closed and locked up behind them when entering and leaving the site.

**Recommendation:** The Council obtain quotations for some bigger dog signage to be erected at the allotments.

**e) To consider request from Allotment Holder to install an additional water trough at the bottom end of Briansfield Allotments:**

The Allotment Warden had received a request from a tenant for an additional water trough to be installed at the bottom end of Briansfield Allotments. It was understood from the tenant that during the extreme hot weather in the summer the troughs were some distance from their plot and felt that it would be useful if another one was installed. It was noted that officers had not received any requests for additional troughs to be installed at the allotments by any other tenant. Councillor Baines explained that Briansfield allotments had two water troughs one either side of the middle area, he did not feel that that it was necessary to install another water trough at this site, considering the costs associated with it. It was queried whether there was any rule against plot holders having water butts on their plots which would collect rain water, the Clerk advised that there wasn't and it was in fact encouraged. Members felt that the current troughs installed were in walking distance of each plot, therefore, it was not necessary for an additional one.

**Recommendation:** The council refuse the request to install an additional water trough at Briansfield allotments.

**203/22 Berryfield Village Hall:**

**a) To note legionella risk assessment undertaken at new village hall and consider any necessary action following receipt of report:**

Members noted the recent legionella risk assessment undertaken at the new Berryfield Village Hall. Councillor Baines queried whether some of the items highlighted in this report were snagging things for Rigg to action, such as the dead leg identified in the system which shouldn't be there. The Clerk agreed that she would speak to Rigg about this item. It was also noted that some 'non drinking water' and drinking water signs needed to be erected, which the parish council could order.

**b) To note fire risk assessment undertaken at new hall and consider any action required following receipt of report:**

Members noted the fire risk assessment undertaken at the new village hall. The Clerk advised that she had queried with the fire risk assessors whether there needed to be a fire call point in the small part of the room, where it was divided up by the operable wall. She explained that this wasn't required, but it was advisable to install a fire exit sign above the door in that room which has been ordered.

**c) To note receipt of Section 81 Buildings Regulation Notice for the demolition of the old Berryfield Village Hall, anticipated start date week commencing 7 November:**

Members noted the receipt of the Section 81 building regulation notice for demolition of the old village hall. The anticipated start date for these works was scheduled for week commencing 7<sup>th</sup> November and the Clerk advised that all parties have been notified of these works.

**204/22 Noticeboards: To consider locating the noticeboard which was removed from the pavilion to outside of Bowerhill Village Hall:**

The Clerk explained that both Councillor Shea-Simonds and Councillor Harris felt that the noticeboard by the old fish and chip shop near Kestrel Court Play Area should be relocated to outside Bowerhill Village Hall. The Clerk advised that during the office move the big noticeboard outside of the pavilion office was removed and was due to be put up in the lobby area at the Campus, however following discussions with the Campus team it was decided that as they had some spare new ones, they installed one of theirs instead. This means that the council have a spare board, the Clerk queried whether it would be better to leave the noticeboard by the fish and chip shop as there was a predominantly elderly community at this location who may be less likely to be online, and install the old pavilion one outside of the Village Hall. She confirmed that the village hall committee were happy for the parish council to install a noticeboard outside of their building. Members agreed that this made more sense rather than relocating an existing noticeboard.

**Recommendation:** The council to locate the old pavilion noticeboard to outside of

Bowerhill Village Hall.

**205/22 Shurnhold Fields: To consider introducing a ban on the use of disposable BBQs:**

Councillor Baines explained that whilst Councillor Chivers was walking around Shurnhold Fields he removed three disposable BBQs, this was during weeks of very hot and dry weather. The Clerk queried with members whether there should be a ban on disposable BBQs at both Shurnhold Fields and the Bowerhill Sports Field. Members felt that the council should impose a blanket ban on the use of disposable BBQs at all parish council owned public open spaces. Councillor Pafford highlighted that although BRAG Picnic Area was not owned by the parish council, they have made this area so that people could have BBQs there. Members felt that it was worth the council contacting BRAG and highlighting that the parish council were concerned about disposable BBQs due to their potential fire risk.

**Recommendation:** The council introduce a ban on the use of disposable BBQs at all parish owned public open spaces.

**206/22 Policies: To approve updated CCTV policy following installation of CCTV in the Campus lobby:**

The Clerk explained that the council have now got CCTV in the Campus office and meeting space lobby which was also linked to the doorbell. She explained that there needed to be some signs put up along with a policy in place informing people that they are being recorded. The Clerk advised that this item would need to be deferred as she needed to update the current policy to extend it to the Campus use as well, which was one of her outstanding actions to do.

**Recommendation:** To defer this agenda item until the current CCTV policy has been updated to cover the CCTV use in the Campus.

**207/22 Bins: To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerks delegated powers:**

It was noted that the Clerk has been given delegated powers to replace damaged or missing Wiltshire Council bins as long as they continue to empty them. This is a standing item on the asset management committee agenda for the Clerk to report back whether any bins have been replaced since the last meeting. The Clerk reported that since the last meeting one bin has been replaced on Bath Road Shaw, opposite the kennels, due to it being burnt out. Members noted that the current budget under this line item was £1,000 and the parish council have spent £1,133.84.

Meeting closed at 20.54 pm

Chairman, 24<sup>th</sup> October, 2022