

MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 5th June 2017 at Bowerhill Sports Field Pavilion at 7.20 p.m. following a Sports Field Inspection at 6.30pm

Present: Cllrs. Richard Wood (Council Chair), Cllrs Alan Baines, Paul Carter and Mike Mills

Officers: Teresa Strange (Clerk) and Jo Eccleston (Parish Officer).

- 050/17 **Apologies:** Cllrs John Glover (Council Vice-Chair) as he had a hospital appointment and Cllr. Terry Chivers who was attending a funeral. These apologies were accepted.

Post Minute Note:

Cllr. Steve Petty subsequently reported that he had arrived for the meeting at 7.00pm, however, the other members of the committee and officers were still carrying out the Sports Field Inspection and the meeting therefore did not commence until 7.20pm.

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

- 051/17 **Election of Chairman of Asset Management Committee for 2017/18:** Cllr Wood invited nominations for the position of Chairman of the Asset Management Committee. Cllr. Wood nominated, seconded by Cllr. Baines that Cllr. Mills was elected as Chair of the Asset Management Committee. **Resolved:** *The Chair of Asset Management Committee for 2017/18 be Cllr. Mike Mills.*

Cllr. Mills took the Chair.

- 052/17 **Election of Vice Chair of Asset Management Committee for 2017/18:** Cllr. Mills invited nominations for the position of Vice Chair of the Asset Management Committee. Cllr. Wood nominated, seconded by Cllr. Mills that Cllr. Carter was elected as Vice Chair of the Asset Management Committee. **Resolved:** *The Vice Chair of Asset Management Committee for 2017/18 be Cllr. Carter.*

- 053/17 **Declarations of Interest:** None.

- 054/17 **Public Participation:** There were no members of the public present.

- 055/17 **Minutes of Asset Management Committee Meeting held Monday 5th September, 2016:** The Committee noted the minutes of the previous Asset Management Committee meeting held on the 5th September, 2016 for background information.

- 056/17 **Council Assets:** The Committee reviewed the Asset Register and looked at all the items that had been listed by the Caretaker as being in a poor condition, following his annual inspection report:

a) Report on Condition of Street Furniture: The Clerk advised that there was £5,000 in the 2017/18 budget for street furniture.

1. **Berryfield Noticeboard (located on side of Village Hall)** – This was listed as satisfactory, but is now falling apart. It was noted that a replacement was required now, but that it would be relocated to the new village hall being provided as part of the approved planning application on land to the east of Semington Road (16/00497/OUT). Therefore, a second noticeboard would be required to remain in the location of Berryfield Park. It was suggested that the best place for this would be between the post box and the phone box on Berryfield Park and that it would require legs.
 2. **Pilot Noticeboard (located on side of the Pilot Pub)** – Cllr. Mills reported that he was having difficulty shutting this noticeboard. It was noted that the parish caretaker was going to take a look, however, it was not an old noticeboard and had been purchased in 2010. It was suggested that its location next to hedges might be causing the issue and that it may be better to relocate it to the other side of the pilot or on the side of Tesco Express.
 3. **Kestrel Court Noticeboard (located on side of Robinson's Fish & Chip Shop)** – This is an old style wooden noticeboard purchased in 1992 and now requires replacing. It was discussed whether any new noticeboard should be relocated, but it was felt that its current location was the optimum location as residents knew where it was.
 4. **Library Noticeboard (located on side of Library)** – This is a large metal noticeboard, but not in the new green style. It had been reported as leaking due to blocked guttering on the library, however, library staff had been reluctant to address any maintenance issues as they are due to move into the Campus, once built. The office staff had therefore laminated notices before they are put up to give some longevity, and a new noticeboard was not required. It was noted that this could be relocated to the Campus, especially if it could be mounted inside the building.
***Recommended:** The Clerk to seek quotes for 3no new noticeboards and 1no set of legs.*
 5. **Bus Timetables:** It was noted that there were no bus timetables at the stops by Eden Grove, in Top Lane, Whitley and by the bus shelter on Shaw Hill, opposite the Beeches. ***Recommended:** The Officers report this to Wiltshire Council.*
 6. **Sign at Shaw Play Area:** It was noted that the play area/no dog fouling sign was old with out of date information. ***Recommended:** A new sign to be purchased in line with other play area signs in the parish and a new "no dog fouling" sign.*
 7. **Seats/benches at Shaw Play Area:** The two seats/benches inside of the fenced play area had been kindly repaired on several occasions by the Shed Club, however, they were both now beyond repair. It was noted that replacement of these benches had been put on hold pending any additional work on the play area brought about by the joint recreational improvement committee, but it was unclear when any additional works or installation of equipment would take place. ***Recommended:** The Clerk to seek quotes for the replacement of 2no benches within the enclosed play area at Shaw to inform the budget, for future installation once any additional equipment/works on the Shaw Play Area proposed by the Joint Recreational Improvement Committee is known.*
- b) **Report on Condition of Office Equipment:** The Clerk advised that there was Nil in the 2017/18 budget for new office equipment.

- 1. Computer Screens:** The Council had purchased a large screen for the Finance Assistant, and the smaller one that it replaced had been surplus to requirements. However, the Apprentice Parish Officer's screen had stopped working this week and she was now using this smaller screen. The Clerk raised concerns that both she, the Parish Officer and the Apprentice Parish Officer all had very small screens and it had been some while since a VDU assessment was carried out and that this should be done under health and safety protocols. **Recommended:** *The Clerk seeks quotes for 3no larger computer screens.*
- 2. Phones:** It was noted that there was still an outstanding action to purchase a new mobile phone for use in an emergency, where calls could be redirected to staff members' personal phones. The new Sirius phone system and handsets in the office had now been installed (additional phonenumber still to be installed) and the old phone handsets were now surplus to requirements. One handset was an old-fashioned style phone that did not require a power source, and this was to be kept plugged in at Crown Chambers in order that there was still a working phone line in the event of a power cut. There were two surplus cordless phones and it was suggested that one was kept in the storeroom of the Sports Pavilion, as there was a spare phonenumber, again for use in an emergency, and the other could be offered to the CAWS CEG (Community Action Whitley Shaw Community Emergency Group) for use in their Muster Room at Whitley Reading Rooms.
- 3. Photocopier/Printer & Colour Printer:** The Committee discussed the condition of the combined photocopier and printer. The officers reported that it was still limping along and felt that it might be more prudent to keep repairing it as and when required and wait until any office relocation before a new one was purchased. The Colour printer was purchased in 2007 and was not really suitable for the amount of coloured printing and copying that was required. Additionally, the replacement ink cartridges were very costly and did not last very long. The officers had tried to use non-genuine printer cartridges to reduce costs, however, this proved to be false economy as these cartridges caused blockages and prevented the printer from working. **Recommended:** *The Officers to investigate the cost of a new colour printer and copier, but thoroughly research and compare initial cost of machine vs cost and longevity of ink cartridges.*
- c) SID (Speed Indicator Device):** The SID was currently not working properly and the manufacturing company had relocated to Germany. The Company had advised sending the SID to them in order that they could investigate why it was not working, however, due to the weight and size of it this would have proven to be too costly. Cllr. Baines reported that he had managed to take the SID apart in order that just the electronic components could be sent to Germany for evaluation and hopefully diagnosis and repair
- d) Assets Surplus to Requirements due to Potential Office Relocation:** It was noted that if there was a future office relocation, that the stair lift would be surplus to requirements, as well as a brand new folding wheel chair. The stair lift had been purchased second hand, but was rarely used, serviced annually and in very good condition, having only recently had two new batteries installed. A discussion took place over whether following any potential relocation that this was removed and sold. However, it was felt that the cost to make good any damage caused by its removal may not be justifiable and that future negotiations may be able to take

place with the current landlord over it remaining in situ. There is also a water heater over the sink and a set of step ladders that would not be required.

- 057/17 **Replacement Notice Board for Sandridge:** A request had been made by a councillor for a replacement noticeboard at Sandridge Common, following its removal and relocation to Shaw Hill as recommended in Min.138/16)1). It was noted that no members of the public had directly contacted the Parish Council Office making a request for a replacement noticeboard and no volunteers had come forward to put up notices, despite repeated requests prior to its removal. The Parish Caretaker had erected a small wooded noticeboard, which had been surplus to requirements at Crown Chambers, inside the bus shelter, to offer weather protection, however, this was only small and could only accommodate 2 x A4 notices (currently list of councillors and list of council meeting dates). **Recommended:** *The Council do not install a replacement noticeboard in Sandridge.*
- 058/17 **SLCC (Society of Local Council Clerks) Advice Note: Local Council Property and “Business” Rates:** The Committee noted the SLCC Advice Note on Non-Domestic Rates (NNDR) also known as Business Rates.
- 059/17 **Parish Council Owned/Maintained Play Areas:**
- a) Quarterly Written Reports:** The Committee reviewed the quarterly written reports and noted that any issues identified were all low risk:
1. **Beanacre:** It was noted that all items were in good order, but that there were some soft floor repairs required; this could be undertaken by the Caretaker. Residents had reported that there was always rubbish over the floor by the rubbish bin, and they considered that this was the results of birds trying to find food. **Recommended:** *The Officers investigate the cost of installing a bird proof bin.*
 2. **Shaw:** It was noted that the play area was in overall good condition, some weatherproofing was required, and a slight trip area at the entrance had been identified. The Caretaker had reported that he was observing the state of the upright timber on the multiplay unit. **Recommended:** *The Clerk to check with the Caretaker whether these remedial works have been undertaken.*
 3. **Berryfield:** It was noted that there was no rotation on the roundabout as it was awaiting the provision and replacement of a bearing; the Parish Council has retained some payment of the invoice from the contractor until this is rectified. This is not dangerous but makes for a disappointing piece of place equipment. There are some cracks in the floor of the teenage shelter which require filling and there were some saplings growing into the fencing around the enclosed play area that have now been addressed. The Clerk also reported that there was fencing missing alongside of the teenage shelter, which should be in place to prevent any children from falling into the brook. This fencing is on Wiltshire Council owned land and as such is their responsibility. **Recommended:** *.1. The Clerk to chase up the contractor re provision of bearing and repair of the roundabout. .2. The Clerk to report the missing fencing by the brook to Wiltshire Council. .3. The cracks in the floor of the teenage shelter to be filled.*
 4. **Kestrel Court:** The self-closer on the far pedestrian gate no longer works due to panelling put on the gate by the contractor; this was their resolution to bars missing on the gate, but has made the gate too heavy for the self-closer to work. Additionally, the contractor removed the bin when undertaking fencing replacement and the bin went missing. The Clerk reported that she has

retained some payment from the contractor's invoice until they have rectified both of these issues.

5. **Signage on 3 Wiltshire Council Owned Play Areas:** It was noted that the 3 Wiltshire Council owned play areas, Berryfield, Kestrel Court and Hornchurch Road (two of which the Parish Council have taken on the devolved service, with the devolved service of Hornchurch Road pending), had old signage that did not state the post code. **Recommended:** *The Parish Council buy three new signs, one each for Berryfield Play Area, Kestrel Court Play Area and Hornchurch Road Play Area, in line with other play area signs in the parish to include the postcode of the play area for ease and accuracy of describing the location to Emergency Services if required.*

b) **Weekly Visual Inspections:** The Clerk reported that under the insurance policy requirements the Parish Council is required to undertake visual inspections of all play areas on a weekly basis. However, this is not happening due to the increased workload of the Parish Caretaker; they are being checked on a fortnightly basis. The Clerk had sought advice from the Insurance Broker who had explained that the Parish Council could get insurance cover on this basis, but that fortnightly checks may not be defensible in a court of law. He had advised that the Parish Council ask volunteers to make visual checks on a weekly basis, with the ROSPA trained caretaker continuing to check on a fortnightly basis. It was noted that with the approval of planning applications in the East of Melksham and on Pathfinder Way, that there would be additional play areas to check moving forward. The Committee discussed the possibility of employing a second caretaker to assist the existing caretaker and to give holiday and sickness cover. **Recommended: 1.** *The Caretaker's view to be sought over whether he wishes to undertake additional hours to cover the workload, or whether he would prefer to share the workload with a second caretaker. Volunteers are asked to carry out a visual check of the play areas as a short term solution.*

c) **Request for Additional Basketball Court in Bowerhill:** A new councillor had requested that the Parish Council look into providing an additional basketball court in Bowerhill. He had advised the Clerk that the existing courts in Hornchurch Road and Kestrel Court were very popular and often busy and the one at the Bowerhill Sports Pavilion was only a half court with one hoop. A discussion took place over where an additional court could actually be sited, and that the provision of a MUGA (Multi Use Games Area) in Hornchurch Road had cost £35,000. **Recommended:** *Cllr. House to be asked to give some more evidence as to why this is required and some ideas of the best location to potentially site it.*

060/17 **Update on Devolved Service and Refurbishment of Wiltshire Council owned Play Areas in the Parish:**

a) **Berryfield Play Area:** It was noted that the Parish Council now had the lease for the devolved service of this play area and had spent £12,000 on refurbishments.

b) **Kestrel Court Play Area, Bowerhill:** It was noted that the Parish Council now had the lease for the devolved service of this play area and had spent £21,000 on refurbishments.

c) **Hornchurch Road Play Area, Bowerhill:**

(i) The Clerk reported that the taking on of the devolved service of this play area remained a frustrating process. Wiltshire Council do not own this play area as West Wilts District Council did not complete the correct paperwork with the developers at the time. Wiltshire Council are currently therefore unable to

transfer the devolved service to the Parish Council, and report that their legal team are working on this. The Clerk has consistently chased this and has written an email to Dr. Carlton Brand, Wiltshire Council Corporate Director, outlining the issues, timeline and delay following a verbal discussion at a recent meeting of Parish Clerks. He has responded to say that he wishes to use this as a case study to reduce bureaucracy, and that Wiltshire Council are working on a revised asset transfer policy to be considered by Cabinet at the July meeting. The Council had resolved under Min.385/16e) that they write to the developer to ask if the play area could be transferred directly to the Parish Council without involving Wiltshire Council. The Clerk advised that for due diligence she wished to carry out a land search to establish ownership prior to contacting the developer. However, she had sought advice from the Parish Council's Insurance Broker. He had suggested that the Council write to the developer pointing out that as the play area was still under their ownership that it would fall to their liability insurance should anyone injure themselves, pointing out that a child has already injured themselves in this play area. It was noted that there had been reports on social media over the second May bank holiday weekend that a child had injured their hand on a broken handle bar. This had been reported to Wiltshire Council who had dispatched an Id Verde ROSPA trained inspector. **Recommended:** *The Council write to the developer pointing out to them that as the play area is still in their ownership that any liability falls to them, and suggest that a solution would be to transfer this play area directly to the Parish Council. The photograph of the broken equipment to be sent to them as evidence.*

- (ii) It was noted that there was an outstanding approved quote for the works to refurbish this Play Area from VitaPlay. However, the Council had been disappointed in the service that they had received, since one of the partners had left the company to set up his own business, Ministry of Play.

Recommended: *Once the legalities of ownership have been sorted the Parish Council retender for this work.*

061/17 **Bowerhill Diamond Jubilee Sports Field & Pavilion:**

a) Report on Bookings/Usage for Next Season (commencing September 2017):

The Committee reviewed the bookings for the forthcoming season (2017/18) and noted that 3 teams were interested in the hire of the football pitches. Go Active, funded by the Melksham LYN, had booked the facilities during the summer holidays for local youth activities, however, Fun in the Sun Children's activities could not incorporate any new venues. A suggestion was made that as Well House manor was closing that the annual "Community Apple Pressing" event could take place at the Sports Field. It was noted that income due in for the year was £1,000, but that outgoings to maintain the facilities was £15,000.

Recommended: *The Parish Council take a proactive approach in trying to get bookings and ask the Apple Pressing organisers if they wish to move to the Bowerhill Sports Field and Pavilion.*

- b) Report on Condition of Playing Field:** The Committee reviewed the Wiltshire Council Land Drainage Report from 2001 and noted that all of its recommendations had been carried out and that the Sports Field was now in the best condition that it had ever been in. It was noted that J H Jones, the grass cutting contractor, had done an excellent job.

- c) Proposal to Ban Dogs on the Bowerhill Sports Field:** Under Min.412/16c)3) the Council had proposed considering a total ban of dogs on the Sports Field if

the issue of dog fouling did not improve. This message had been delivered to residents and users of the field via notices on the pedestrian gates to the Sports Field and on social media and articles in the local press. Following the Sports Field inspection this evening it was pleasing to see that the issue of dog fouling had significantly improved and that dog owners were now clearing up after their pets. It was noted that the bins are well used and often full and that there was a requirement for larger bins. Additionally, a bin was required for the pedestrian entrance from Portal Road in the far north west corner of the Sports Field.

Recommended: *To seek quotes for 4no large fire proof bins to replace the 3no of smaller bins already at the Sports Field and to provide a new bin for the pedestrian access onto Portal Road. The old bins to be relocated to other areas of the parish, including potentially Kestrel Court play area and Hornchurch Road.*

- d) Ownership of Small Paddock Adjoining Sports Field:** A discussion took place over whether this paddock could be purchased or leased from the current owner for the use of dog walkers; they could then be encouraged to let dogs off leads in this area only, rather than on the Sports Field. **Recommended:** *The Parish Council approach the landowner of the small paddock adjacent to the Sports Field in the south west corner to investigate the possibility of purchasing or leasing this land.*
- e) Future Maintenance of Right of Way (ROW) Crossing Sports Field:** It was noted that the line of the right of way from the corner of the small paddock via the kissing gate into the field needed to be cleared and opened up and walkers had created an unofficial route due to the overgrown vegetation. A discussion took place over whether a small working party of councillors and volunteers could assist with the clearance of this ROW. The Clerk queried whether the Parish Council wish to carry out any maintenance on the cinder path and hedge that run along the western boundary of the Sports Field (ROW – MELW42), and advised that there was £500 in the budget for maintenance of this hedge. **Recommended:** *.1. The overgrown kissing gate and ROW to be reported to Wiltshire Council's Footpath Warden and investigations made as to the ownership of this land. .2. The Clerk to seek quotes for the cutting back of the hedge along the western boundary of the Sports Field abutting ROW MELW42.*
- f) Additional Tree Planting on the Sports Field:** It was noted that the existing saplings that were planted last year are being choked by weeds and vegetation and that this needs to be hand cleared. It was suggested that as the Melksham Air Cadets had assisted with the planting of these that they were asked if they would be interested in helping again; if they could not then it was suggested that the Bowerhill Scouts may be able to assist. If the existing tree line is to be extended along the northern boundary then any trees need to be ordered from the Woodland Trust now in order that they can be delivered in time for planting in the Autumn. **Recommended:** *.1. The Parish Officer ask 2385 Squadron (Melksham) Air Training Corps if they could assist with the clearance of weeds and vegetation around the saplings on the eastern boundary of the Sports Field. .2. Officers to order more trees from the Woodland Trust to extend the tree line along the northern boundary.*
- g) Quotation for Annual Service of TMVs (Thermostatic Mixing Valves):** A quote had been received from Aquasafe (the water safety contractor) for £285 plus VAT for the full service of 15 thermostatic mixing valves(TMV). The Parish Council had not requested this quote, rather Aquasafe had suggested that this should form part of the annual testing regime. It was queried what a TMV was and this was established to be the handwashing mixer taps and mixer shower

taps. It was further questioned why there was a requirement for these to be tested. **Recommended:** *The Parish Council query with Aquasafe the requirement for annual testing of the 15 TMVs.*

- h) **Water Tank Leak at Pavilion Boiler Room:** It was noted that there had been a leak in the water tank in the boiler room. The caretaker had fixed this once, but it had leaked again. He had further reported that he had made additional repairs and thinks that he has fixed the problem. The tank is due to be emptied in July as part of the annual clean by Aquasafe. The situation would continue to be monitored, and a more secure repair to be made by the Caretaker when the tank is empty.
- i) **Review of Security Measures at the Pavilion:** The Clerk reported that following some criminal activity in the Bowerhill area, 4 suspects had been clearly caught on the pavilion CCTV trying to open every door on the building. All the doors were locked so they were unable to gain entry, however, the CCTV showed that they were relatively young and they did not stay long at the pavilion. It was considered that this may have been as a result of the mosquito system which comes on at 11.00pm. The Clerk believed that the mosquito system switched off automatically in the morning, but said that she would clarify the exact timings.
- j) **Review Cleaning Requirements for Pavilion Changing Rooms:** It was noted the floors of the changing rooms required a deep clean, but it was acknowledged that due to the textured surface of the floor that this process was proving to be difficult. A staff member had cleaned an area of floor using a domestic steam cleaner and this had proved to be quite effective. Cllr. Mills reported that Bowerhill Village Hall had recently cleaned all their floors with an industrial cleaner and this too had been very effective. **Recommended:** *.1. The Clerk to investigate the cost of purchasing a domestic steam cleaner for the Pavilion. .2. Cllr. Mills to query with the Bowerhill Village Hall Management Committee the cost of hiring an industrial cleaner.*
- k) **Fields in Trust Confirmation that Sports Field Does Not Need to Register as a Charity:** It was noted that Fields in Trust had confirmed that the Parish Council did not need to register the QEII Diamond Jubilee Bowerhill Sports Field as a registered charity (the Internal Auditor had previously advised that this was checked).

062/17 **Allotments:**

- a) **Rent Increase:** The Committee noted that under Min.299/16b) that the allotment rent for the period 1st October 2017 to 30th September 2018 would rise from £25 to £27 per 5 perches.
- b) **Report on Current Waiting List and Update from Allotment Inspection on 24th March, 2017:** The Parish Officer gave a verbal report. She advised that there were currently 3 vacancies across both sites, and no waiting list. The vacancies had been advertised on the allotment noticeboards, the Parish Council website and social media. However, an enquiry had been made today from a parishioner, and they had been put in touch with the allotment warden to view the plots prior to signing any tenancy agreement. Following the allotment inspection on 24th March, 2017, 9 tenants had been written to requesting that they commence work on their plots. All the tenants had replied, 2 had given up their plots and the others had all made a start on cultivation.
- c) **Delegated Decisions made by Clerk:** The Clerk reported that under her delegated powers she had given permission for the erection of a greenhouse measuring 6'x6' on Briansfield Plot 11.

- d) **Request for a Greenhouse Outside of Permitted Size:** The Allotment Tenancy Agreement states that greenhouses must not exceed 6'x6', however, a request had been received from a tenant to erect a greenhouse measuring 8'x6'. The tenant reports that there are 3 other greenhouses measuring more than 6'x6' on the Briansfield Site. It was noted that permission had been given under Min.050/14 for another tenant at the Briansfield Site to erect a greenhouse measuring 8'x6', and thus a precedent had been set. **Recommended:** *The Council give permission for the erection of a greenhouse measuring 8'x6' on Briansfield Allotment Plot 28.*
- e) **Request from Melksham Town Council for Joint Allotment Association:** A request had been made by the Town Council for the Parish Council to investigate the possibility of having a joint allotment association encompassing both parishes. It was noted that the Melksham Without Parish Allotments Tenants had previously been asked if they were interested in setting up an allotment association and there had been no appetite for this. **Recommended:** *The Parish Council reply to the Town Council informing them that there is currently no appetite amongst the Melksham Without Parish Allotment tenants to have an allotment association.*
- f) **SLCC (Society of Local Council Clerks) Legal and Insurance Articles re Allotments:** The committee noted the SLCC legal advice with regard to allotment law.

063/17 **Shaw Village hall & Playing Fields:**

- a) **Draft Minutes of the Shaw Hill Playing Field and Village Hall Trust Annual General Meeting, Monday 20th March, 2017:** The draft minutes were noted, and considered to have a very positive tone. The Committee noted that Shaw Hill Playing Field sports bookings are also suffering from lack of bookings due to the opening of the new Oakfield Stadium and pitches. The committee considered that the Shaw Hill Playing Field and Village Hall Trust Management Committee were carrying out a good job looking after the Parish Council's Asset. The Clerk reported that under the lease agreement the Management Committee had an annual obligation to prove that they have insurance in place and they had sent copies of this documentation.
- b) **Update on Plans to Improve Recreational Facilities at the Playing Field:** It was noted that one of the aspirations of the Joint Recreational Improvements Committee was to install a Zip Wire. The Insurance Broker advised that this was a very high risk item that required an extremely robust risk assessment regime, and that very careful consideration should be given before installing one.

064/17 **List of Approved Contractors and Suppliers:** The Committee noted the list of approved contractors and suppliers, and that Wessex Water had changed its commercial name to Water2Business.

065/17 **Forthcoming Projects with New Assets:**

- a) **New Village Hall for Berryfield:** It was noted that the S106 Agreement which had now been signed following the approval of the outline planning application for 150 dwellings (16/00497/OUT), included the provision of land and £500,000 for a new village hall. Originally the developer wanted to give the land and the financial contribution only, intimating that the Parish Council or its nominee could build the village hall. However, the wording of the S106 Agreement, now implied that the developer would consider building the village hall. It was considered that a

Working Party will be required to include members of the Parish Council, BASRAG (Berryfield and Semington Road Action Group) and local residents to drive this project forward. The Clerk advised that if the developer did not build the village hall then careful consideration would need to be made with regard to the best the way forward for the project, as, for example, if the village hall was built by the Parish Council rather than a community group, there would be no requirement to pay VAT, which would equate to £120,000; a community group would have to pay VAT and thus would not have the full £500,000 available to them. However, a management committee could take on the responsibility of running the village hall, as with Shaw Village Hall.

- b) Community Centre for new East of Melksham:** The Committee noted that a Working Party would also be required to drive forward the new Community Centre to be provided on land by Spa Medical Centre as part of the planning application for the 450 dwellings on land east of Spa Road (14/06838/OUT).
- c) New Project to develop ex George Ward Playing Fields:** It was noted that there was a joint working party between the Town Council and the Parish Council to take this project forward.

Meeting closed at 9.53 pm

Chairman, 19th June, 2017