

MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 9th July 2018 at Bowerhill Sports Pavilion, Bowerhill 7.00 p.m.

Present: Cllrs. Richard Wood (Council Chair), John Glover (Committee Chair), Paul Carter (Vice Chair of Committee), Alan Baines, Terry Chivers, Paul Taylor and Mary Pile.

Officers: Teresa Strange (Clerk) and Marianne Rossi (Assistant Parish Officer).

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

- 135/18 **Apologies:** There were no Apologies
- 136/18 **Declarations of Interest:** Cllr. Glover declared an interest as an allotment holder. The Clerk declared an interest for agenda item 11a) as her husband is on the list of approved contractors.
- 137/18 **Public Participation:** There were no members of the public present.
- 138/18 **Minutes of Previous Meetings held 11th June and actions taken:** The Clerk reported that Recommendations of the previous meeting had been approved and with a couple of exceptions. One recommendation that was not approved related to a new noticeboard on Top Lane, Whitley, which had not been supported by the Committee but the Full Council voted for a noticeboard there, hopefully to be sited at the Toast Office. There was a recommendation to install a new shed at Briansfield allotments but at the Full Council it was decided that the shed previously indicated was too small.
- a) **Quotation for improving muddy entrance to Shaw play area:** The Clerk reported that the parish council contractors have given advice that a concrete pad would be the best solution. **Recommended:** *The Council accept the quote from JH Jones of £689.50+VAT to install a 2m x 3m concrete pad in front of the main access gate at Shaw Play Area and to provide Heras fencing to cordon off area while the concrete is setting.*
 - b) **Quotation for repair of bus shelter (Min 087/18):** The Clerk reported that no quotation had been received yet so this agenda item was deferred.
 - c) **List of office furniture and equipment requirements for new office layout:** The Clerk explained that the office furniture had been measured up and the Clerk had been to the pavilion to measure up the new office space and suggested that the Council would need 4 new desks only. The Clerk reported that fibre had been installed to be broadband connection so that all services (IT, phone and alarm systems etc) run everything off of one phone line.
 - d) **Quotation for new noticeboard (Pavilion and Top Lane)** The Clerk reported that she had received a quote for two new noticeboards which have a magnetic metal back so that they do not absorb water. The quote was for two off Powdercoated units at £369.00 each, two off headers for the units at £55.00 each and 1 off pairs of Powdercoated posts at £169.00 per pair. There was a discussion by the committee that the new

noticeboard at Top Lane, Whitley could go outside of the Toast Office on the wall but the council would have to get permission from the Toast Office. The Clerk explained that the Council could purchase posts for a noticeboard if they were unable to find a place to mount the noticeboard onto a wall. Cllr. Baines expressed concern that one pair of posts was £169.00 plus an extra £20.00 carriage and then there would be a requirement for someone to concrete the posts in, so the cost of a noticeboard on posts would be considerably more than mounting a noticeboard to a wall. The noticeboard outside of the Bowerhill Sports Pavilion would be mounted onto the wall by the entrance.

Recommended: 1. *That the Council examine the possibility of mounting the new noticeboard onto the wall at the Toast Office. If the Toast Office are happy for the new noticeboard to be wall mounted the Clerk to have delegated powers to go ahead and arrange installation, but if the Toast Office are not happy for the noticeboard to be mounted onto the wall then the Council will have to relook at where the new noticeboard would go in Top Lane.*

2. *The Council proceed with mounting a new noticeboard to the wall at the Bowerhill Sports Pavilion but do not proceed in purchasing until the situation with the Top Lane noticeboard is resolved.*

- e) **To approve quote for new lockable shed:** This Item was deferred due to the possibly of a larger shipping container option at Briansfield Allotments related to the ongoing Wessex Water works planned there.
- f) **To receive update on fence repair at Berryfield play area:** The Clerk explained that there had been some confusion with the original quote from JH Jones, the quote that had been approved by the Council originally quoted for a fence with a gate but this was not the fence that the Council were seeking quotes for. The Contractors are in the process of re quoting for the fence between Berryfield play area and the brook.
- g) **To note approval from Wiltshire Council on use of non-tarmac surface for new footpath at Hornchurch Road Public Open Space:** This was noted.
- h) **To note tree inspection undertaken 25th June and consider report:** The Clerk reported that there was nothing that was urgent or high on the report. There were however a number of trees on the list that were medium priority. The Clerk explained that she had instructed the tree inspector to inspect the Wiltshire Council owned trees around Hornchurch Road play area and MUGA that could cause damage to someone on Parish Council land. The Clerk advised that she could share with Wiltshire Council the tree inspection report for the land around Hornchurch Road play area and MUGA. **Recommended: 1.** *The Clerk to pass on the report on Shaw Playing Field to the Shaw management Committee. 2.* *The Clerk to advise Wiltshire Council on the tree inspection findings around Hornchurch Road play area and MUGA. 3.* *The Clerk to seek some quotes for works to be done on all of the trees that are medium priority on the inspection report.*

7.37pm Cllr Mary Pile left the meeting.

139/18

Asset Register:

- a) **To Consider transfer of asset (bench) from BRAG to Parish Council (picnic area)** The Clerk explained that wooden benches are not insured by the parish council under its contents provision, but if this bench (Value £135) was added to the parish council's asset register it would be covered under the parish council's liability cover and maintenance regime. **Recommended:** *The Council accept the proposed transfer of the bench from BRAG to the Parish Council.*

140/18 **Play Areas:**

- a) **To note update on Community Asset Transfers of Wiltshire Council's play areas currently under licence to parish council:** The Clerk reported that further to a question she asked at the recent Highways briefing meeting, that the play areas currently under a 7 year lease to the parish council would unlikely to have been legally transferred from Wiltshire Council before the end of the lease, due to the backlog of work in Wiltshire Council's legal department.
- b) **To consider research into age suitability criteria at play areas:** The Clerk explained that The Royal Society for the Prevention of Accidents (ROSPA) guidance sheet stated that any notice regarding age of users should be carefully worded so that it does not imply that it is suitable for all users of that age. The Clerk reported that all of the Parish Council's play area's have signage that says "This area is to be used by children under 14 only" apart from Shaw Play Area which would need to be updated. The Clerk had asked Wiltshire Council about their signage on their play areas and they said that they take their lead from the manufacture of the play equipment.
- c) **To consider quotation for replacement equipment and safety surfacing at Beanacre:** The Clerk explained that the replacement cone climber and safety surfacing was not urgent but it was put into the budget to do this year. **Recommended:** *That the Council monitor this and defer until after the ROSPA inspection report in September.*
- d) **To consider resident request for additional equipment at Kestrel Court play area:** Cllr Carter received a request from a resident to put a disabled swing in Kestrel Court play area because there was not already one in there. It was noted that the resident does not have a direct requirement for a disabled swing. Cllr Carter also reported that the same resident requested for more equipment in the play area that represents older children. There was a detailed discussion by the committee, and the committee felt that if they were to go ahead with putting a disabled swing in Kestrel Court then they would need to put a disabled swing in every play area. Cllr Baines explained that if the Parish Council were in the process of installing new equipment in a play area it would be worth making it suitable for possible disabled children and different age groups but we are not currently in the process of doing this. Cllr. Baines feels that as we have not had a request from a parent or guardian of a disabled resident it would be premature to install disabled equipment just in case but if it was possible to change one of the swing to be disabled compliant this could be possible to look at. Cllr Glover queried whether a disabled swing could be installed into one of the

proposed new play areas that will be provide with the new proposed development. The Clerk explained that some equipment can do both such as the new spinning dish that was installed at Shaw play area instead of a roundabout was DDA compliant so that it is accessible for all.

Recommended: *The Clerk to speak to developers to ask if the equipment that they install in the new proposed play areas could be DDA compliant.*

- e) To consider Clerk undertaking ROSPA Operational Inspector Exam for play areas:** The Clerk explained that in July she was undertaking the 2-day ROSPA Course but was not planned to undertake the exam on the third day. The Parish Caretaker had already undertaken the exam renewal recently. Cllr Baines stated that the Clerk is the Parish Caretaker's line manager so it would be beneficial for the Clerk to be trained as well. Cllr Wood queried whether any other members of staff would like to be ROSPA trained. The Clerk explained that she had already asked other members of staff but they did not wish to be ROSPA trained. She felt it important for her to understand the legal aspects and standards to be met as it was the Clerk who dealt with any health and safety incidents at the play areas.

Recommended: *The Clerk to undertake the ROSPA Operational Inspector exam at an additional cost of £195.*

141/18 **Hornchurch Road Public Open Space & Play Area:**

- a) Feedback from earlier site visit:** The Committee visited the Hornchurch Road play area earlier that evening, on the completion of the resurfacing works that had been done. The members were concerned that some cracks had formed in the new resurfaced area. The Clerk explained that she was going to meet with the contractors at Hornchurch Road play area on Tuesday morning so she would explain to them the Council's concerns.
- b) To note delegated decision regarding site security:** The Committee noted the delegated decision undertaken by the Clerk under financial regulation 4.1 to instruct site security at Hornchurch Road play area. The Clerk explained that the Parish Council had paid half of the cost for Monday, Tuesday, Wednesday and Thursday and Ministry of Play paid for all of the site security on Friday and Saturday as this was due to an over run of works.

142/18 **QEII Diamond Jubilee Sports Field & Pavilion:**

- a) To receive update on actions taken following end of football season:** The Clerk reported that all of the goal posts have been taken away and the goal areas have been reseeded. The cleaner has been contacted to conduct a deep clean of all areas of the pavilion.
- b) To receive report on bookings/usage for next season (commencing Sept 2018):** The Assistant Parish Officer gave a verbal report on the bookings for next season and reported that there had been three bookings for the coming season.
- c) To consider charges for Bowerhill Sports Field next season:** The Clerk reported that the Assistant Parish Officer had made enquiries from other venues as to how much they charge for their sporting facilities, this was because we have been given some feedback from other teams to say that the £60 that the parish council was charging was too high. The Clerk explained the charge had already been brought down from £80 to £60

because the facility was losing teams to other venues. The Clerk noted that some venues felt that £60 was a fair price. The Parish Council was currently charging £50 per match because football teams were going to other football venues when charged £60. The Clerk explained that there was a 'Bowerhill Bomber' event that starts from the Bowerhill sports pavilion, booked for the 22nd July and the event organisers are donating to the Melksham Carnival. She queried how much the Council should charge for the event and reported that they were using the 4 changing rooms, toilets and the lounge area for registration; but not the showers. The committee felt that the Council should charge enough to cover the costs for cleaning the rooms used

Recommended 1: *The Council to carry on charging £50 per match for the football season 18/19.*

Recommended 2: *The Council charge £50 for the Bowerhill Bomber event.*

- d) **To consider a commemoration bench/tree and relocation of existing "royal oak" tree:** The Clerk reported that there had been a number of people who knew former Melksham Without Parish Councillor Mike Mills and suggested that there should be a commemoration for him to commemorate the years he had spent on the Parish Council and also as a volunteer for BRAG. The Clerk explained that there was an oak tree that former Councillor Rolf Brindle was currently looking after and was wondering if it would be suitable. Melksham Town Councillor Mike Sankey also suggested to the Clerk that he also had a tree that could be suitable. All members of the committee felt that they should commemorate former Cllr Mills and a detailed discussion took place. The committee felt that a tree with a bench at Bowerhill Sports Field would be the most appropriate option. The discussion moved onto where the tree and bench should go.
Recommended: *The Council accept Rolf Brindles offer of the oak tree and purchase a bench to go with it.*
- e) **To consider quotation for full Legionella Risk Assessment of Bowerhill Pavilion:** The Clerk reported that she had asked Aquasafe Environmental Ltd for their advice on when the best time would be to do a new risk assessment at the Bowerhill Sports Pavilion as the Parish Council would be moving their offices into the lounge area in August. The Clerk explained that she wanted to get an understanding of if there would be any implications on the Council's legionnaire testing and flushing regimes because the water would be used more frequently. The Clerk reported that she had received a response from Aquasafe Environmental Ltd who advised that because more water would be drawn down it is less likely that there would be any bacterial build up. They did however suggest that the current sampling regime is reviewed and revised by taking microbiological samples from site instead of calorifiers. The Clerk explained that it would cost £375.00 for a new risk assessment. **Recommended:** *That the quote of £375.00 from Aquasafe Environmental Ltd to carry out a new legionella risk assessment at the Bowerhill Sports Pavilion is accepted.*
- f) **To consider quotation for annual cleaning and chlorination of tank and service of thermostatic valves:** The clerk reported that the Parish Council annually empty and chlorinate the tank and therefore had received a quote from Aquasafe Environmental Ltd for £395 to carry out these

works. The Clerk has also explained that she has received a quote of £175 for a full service of thermostatic mixing valves on site. **Recommended:** *the Council accept both of the quotes from Aquasafe Environmental Ltd.*

g) To consider any action regarding main door to Pavilion office accommodation (security vs fire escape) and new Fire Risk

Assessment: The Clerk reported that when this was previously discussed the Council staff wished to lock the main reception door and have a door bell so that anyone who would like to visit the Council offices are able to. Cllr Glover had previously had a concern on how staff will get out in a fire if the door is locked and whether a push bar was needed to be installed. The Clerk had asked for advice from Radcliffe Fire Protection and they have said that the best time to do a fire risk assessment is when the Council had moved into the office. They have also said that it is fine to keep that door locked as long as it has a thumb screw because anyone can open the door from the inside without a key. The Clerk confirmed that a thumb screw was installed.

h) To note Wiltshire Council not considering Pavilion facilities as interim facilities on Christie Miller closure: The Clerk explained that she had asked Wiltshire Council about whether they had further considered the Bowerhill Sports Pavilion as interim facilities on the eventual closure of Christie Miller. The Clerk reported that they had replied that the Pavilion was not suitable for their needs.

i) To consider ordering banners to advertise sports facilities: The Clerk queried whether the Council still wanted to put banners up advertising their sports facilities as it was previously agreed that the Council would advertise the lounge area as a possible meeting room space. However, now that the Council offices are moving into the lounge area the room will not be available. It was also observed that any banners installed to perimeter fencing would be obscured by vegetation. **Recommended:** *That the Council do not put banners up as it is no longer advertising the facilities as meeting space.*

j) To consider quotation for holding open car park gates: The Clerk advised that she had received a quote of £339.89 from JH Jones to install 2x gate stops at the Bowerhill Sports Field. She explained that when someone opens the gates to the car park at the Bowerhill Sports Field there is no way to secure them because the ground falls away so there is nothing to hold the gate back. The Clerk reported that when the Parish Officer drove through the entrance to the car park a gust of wind blew the gate back onto her car. Cllr Glover advised that if the quote is approved then there will need to be some appropriate signage that explains that it is a private carpark and will be locked at a certain time.

Recommended: *The Council accept the quote of £339.86 + VAT from JH Jones to manufacture and install 2x gate stops as required.*

143/18

Allotments:

a) To note that allotment rent not due to increase year commencing 1st October 2018: The committee noted that the allotment rent is not due increase this allotment year

b) To receive report on waiting list and update further to Easter

Inspection: The Assistant Parish Officer reported that there are now 3

vacant allotment plots, 2 on Berryfield and 1 on Briansfield and there is not currently a waiting list. She advised that these plots have been advertised on the Parish Council's website and on social media. Cllr Glover advised that we should monitor the vacancies at the allotments as the Parish Council are planning on putting allotments at the Shurnhold Fields site, to make sure that there is a requirement.

- c) **To review letting of "over run" plots free of charge:** The Clerk advised that there were two over run plots on Berryfield, both plots were let out to the same person but one of the plots have now been given back to us.
- d) **To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds:** The Clerk reported that there has been no request for greenhouses and sheds on the allotments.
- e) **To consider a lockable gate at Berryfield Allotments:** Cllr Glover explained that there was a lock on the gate at Berryfield but it has never been used. There is however a lock on the gate at Briansfield. The Clerk explained that this was because Briansfield had a car park and Berryfield does not. The committee felt that there was not a need for a gate lock at Berryfield allotments.
- f) **To consider complaints of dog fouling at Allotments:** The Clerk had received a complaint from an allotment tenant about dog fouling at the allotments. Cllr Glover explained that he had also seen dog fouling at the allotments and has also seen dogs at the site. The Clerk advised that dogs at the allotment gardens was against clause 5e of the tenancy agreement. **Recommended:** *All tenants to receive a reminder when they receive their rent invoices that no dogs should be brought onto the allotment gardens.*
- g) **To consider opening Allotments for "Melksham Open Gardens":** The Clerk explained that the "Melksham Open Gardens" will take place on the 22nd July this year and asked the committee if they would like to enter the allotment gardens into it. Cllr Glover queried if the allotment tenants were happy for their plots to be on show. **Recommended:** *That the Council do not enter the allotment gardens into the "Melksham Open Gardens" this year.*
- h) **To consider Allotment Asset Register condition report:** The Clerk reported that the Allotment Warden has undertaken the asset register assessment and had reported that the everything looks fine and there was nothing that needed immediate attention.

144/18

Market Place Public Toilets:

- a) **To note the Minutes of the Joint Operational & Financial Review meeting held 10th May:** The Committee noted the minutes of the Joint operational meeting. Cllr Glover reported that at the meeting there was a discussion about potentially re opening other toilets in the area but the cost implications would need to be explored. Cllr Glover explained that the only way the Parish Council would get involved, was if there was some benefit to the residents of the Parish.
- b) **To review the current arrangement to jointly fund the Market Place Public Toilets for a period of 3 years commencing 1st April**

2016: The committee reviewed the current 3-year arrangement to jointly fund the market place public toilets. The Clerk explained that this current arrangement would end in April 2019.

Cllr Glover proposed that in view of the costs being within the budget and because the arrangement has been a success the Council should consider continuing with the arrangement next year. **Recommended:** *Subject to costings the Council are happy to carry on with the current arrangement on a 3-year review. This recommendation to be fed back to the members of the Market Place Joint operational meeting at the next meeting in October.*

145/18

Approved contractors and suppliers:

a) **To consider current list of approved contractors and suppliers:**

The Committee reviewed and accepted the list of approved contractors. Cllr Taylor queried when the list gets updated and if there is a date set when the Council ask for a competitive quote. The Clerk explained that this is a pre-approved and reviewed list that gives the Clerk delegated power if she needs to call anyone out. The Clerk noted that this was a very new list and was only put together around 2 years ago. The Committee felt that we did need a list of contractors so that the Clerk could call them out if she needed to. Cllr Baines felt that if the hourly rate of any of the approved contractors changed the Council should re look at asking other contractors for quotes. **Recommended** *that if the hourly rate for any of the contractors on the list changes then the Council should re look and reconsider its list of approved contractors.*

b) **To review contract for:**

- i) Grasscutting and bin emptying: The Committee reviewed and noted the grass cutting and bin emptying contract. The Committee noted that the Council has a three-year contract and felt that there have been no issues.
- ii) Photocopier: The Committee noted the photocopier contract.
- iii) Phone System: The Committee noted the phone system contract.
- iv) Roundabout maintenance: This item is to be discussed on agenda item 12b.
- v) Defibrillators: The Clerk reported that she was disappointed with Community Heartbeat Trust. When the Assistant Parish Officer went on to the system to order replacement pads for all of the defibrillators in the Parish the Assistant Parish Officer noticed that someone had not logged that they had checked their defib since January this year. The Clerk explained that her understanding was that if someone had not logged their check within a month that she would be informed. Cllr Wood reported that he found the reporting system fantastic and had no problems with it.
- vi) Trade Waste: The Clerk reported that the trade waste was working well but from the 1st April 2018 they had increased the charges by 4.2% if you pay by direct debit, as the council do, and 6.2% if you do not. The Council noted this contract.

Highways & Streetscene:

- a) **To review s96 licences for roundabouts and planters:** The Clerk reported that the Council had not budgeted for roundabout maintenance in this year's budget because they were led to believe that sponsorship money would cover the cost. It cost the Council £2,000 last year. If the Council pulls out and relinquishes its s96 licence they will have to take the planting away and put it back to grass. Cllr Glover queried how often they maintain the roundabouts they owned. The Clerk explained that Wiltshire Council only maintain their roundabouts to be safe. The committee felt that they should ask Simon White to do minimum maintenance to keep the roundabout neat and tidy.
***Recommended 1.** The Clerk to get the advice from Wiltshire Council how often they maintain their roundabouts. **2.** The Clerk to ask Simon White how much it would cost and what it would look like if the Council were to request minimum maintenance of the roundabout. **3.** The Council do not start minimum maintenance of the roundabout until the end of the growing season.*
- b) **To note update on roundabout sponsorship:** The Clerk reported that no one has expressed an interest in sponsoring any of the roundabouts in the parish.
- c) **To note update on future amenity grass cutting by Wiltshire Council (public open space):** The Clerk reported at the Highways briefing Wiltshire Council had said that amenity cutting is the only thing that Wiltshire Council currently do above the statutory level and so at the end of the current contract in December 2020, it would be unlikely to remain at the current level. This was important to note for consideration of future Budgets.

Meeting Closed 9:20pm

Chairman, 17th September, 2018