

**MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday, 17 February 2020 at Bowerhill Sports Pavilion at 10 a.m.**

**Present:** Councillors Richard Wood (Council Chair), Alan Baines and Terry Chivers.

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

**Housekeeping & Announcements:**

In Councillor Glover and Carter's absence Councillor Wood welcomed all to the meeting and explained the evacuation procedure in the event of a fire.

**410/19 Apologies**

Councillor John Glover (Committee Chair & Council Vice-Chair) and Paul Carter (Committee Vice-Chair) were on holiday, Councillor Paul Taylor and Stuart Wood had work commitments. These apologies were accepted.

**411/19 To receive Declarations of Interest**

There were no declarations of interest

**412/19 Public Participation**

There were no members of the public present.

**413/19 QEII Diamond Jubilee Sports Field & Pavilion**

**a) To review hire charges:**

The Committee reviewed their current hire charges for the Sports Field and Pavilion. The Clerk reported that officers had made enquiries from other local, council run venues as to how much they charge for their sporting facilities and had put together a comparative document. In previous years the council have received feedback from teams to say that their charges were too high however it was noted that this was now not the case.

Members felt that their hire charges should go up and looked at what was a fair price. The current charge for an adult 11 aside pitch with use of the pavilion was £50 per match, a member felt that this should go up to £60 as the wear and tear on the pitch was going to be greater next

season. It was also noted that if changing rooms are used there is a much higher cost to the council as there are water and cleaning costs.

The Clerk explained that the 11 aside pitch without the use of the pavilion would be used by youth teams as only adult teams need the use of the pavilion to adhere to the football league regulations. The current charge is £30 and members felt that it should go up to £35.

The 9 aside pitch without the use of the pavilion is currently charged at £25 per match. It was felt that this should go up to £30. It was also felt that the 7v7 pitch should go up from £20 to £25.

The Clerk explained that as more youth teams have booked the sports field for September there was now a requirement for a 5-aside pitch. She queried what an appropriate charge for this should be, members felt that £20 would be a fair price.

The Clerk explained that the current schedule stated £5 per time for the hire of the car park and outside toilet and queried whether this charge should go up. It was explained that a current youth team who hire the car park and outside toilet for training was currently being charged £10 because of the number of players. The committee felt that the car park was already showing wear and tear.

The Clerk explained that it has previously been resolved that the new youth development team would be charged £30 for training which includes the use of the car park and outside toilet and queried whether there should be a scale of charges depending on how many people will be using the sports field. It was noted that the current youth development team is being charged £10 for use however it was acknowledged that they don't have the same amount of youth in their membership as the new youth organisation. Members felt that there should be a sliding scale depending on how many people are using the field. It was felt that it should start at £15 for under 25 people, £20 for 26 to 50 people and £30 for over 50 people.

The Clerk explained that a personal trainer hires one changing room and the car park and pays £10 per month however he does not use the showers. It was noted that he always sweeps up after use and let the officers know if there are any issues at the pavilion. Members felt that the charge for the personal trainer for the use of the car park and one changing room should be kept at £10 per month. This regular attendance would be a useful asset when the building would return to being unmanned in the future.

The Clerk explained that the council are currently charging £50 for the Bowerhill Bomber race which is twice a year. It was explained that they hire the car park and all 4 of the changing rooms and use the changing rooms for bag drops and toilets but not showers. It was noted that the Clerk had to come up to the pavilion on the morning of the February

race as the electricity supply fused several times, this was due to several items being used on one extension lead to provide refreshments from a changing room. The committee also expressed concerns that the day after the race members who attended the sports field for a site visit noticed that there had been a lot of wear to the front of the field due to the race. The Clerk advised that she had spoken to the council's contractors who felt that this was only superficial. It was felt by members that the organisers of the race should be asked in future to avoid directing runners across pitches and keep to the side to avoid this type of wear happening again. Members also felt that the hire charge for this race should go up to £75 per race. The council and event organisers should sit down before the next race to make sure that they don't wear the grass out on the pitches again.

***Recommendation 1:*** *The council to charge £60 for the hire of an adult 11 aside pitch with use of Pavilion, £35 for the hire of an 11 aside pitch without use of the pavilion, £30 for a 9 aside pitch without use of pavilion, £25 for a 7 aside pitch without use of pavilion and £20 for a 5 aside pitch without use of pavilion. This to be effective from the start of the new 20/21 football season in September.*

***Recommendation 2:*** *The council to use a sliding scale of charges for the hire of outside toilet and car park depending on how many people will be using the sports field at one time, Starting at £15 for under 25 people, £20 for 26 to 50 people and £30 for over 50 people.*

***Recommendation 3:*** *The council to continue to charge the personal trainer who hires the use of the car park and one changing room £10 per month.*

***Recommendation 4:*** *The council to charge the Bowerhill Bomber race £75 for the use of the car park and pavilion changing room facilities and arrange a meeting with the race organisers to ask them to avoid directing the runners across the football pitches to prevent wear and overloading the electricity in the changing rooms.*

**b) To review additional maintenance work to field surface:**

The Clerk explained that she had asked the council's contractors to put together some extra sports field maintenance options to help with the additional sports field usage and had asked for some rough prices. It was also noted that due to the increased requests for different size pitches there would be some additional costs for line marking. It was noted that there is currently, four 11 aside pitches and one 9 aside pitch marked up inside the pitch closest to the Pavilion building.

It was explained that it would be an extra £2,020 per year to mark out all of the required pitches but some would be taken off of the current contract price as it would be less a 11 aside pitch to mark out; this included swapping the youth pitches with the 11 aside pitches once throughout the season.

The Clerk explained that in the current contract specification the contractors mark out 4x 11 aside pitches and 1x 9 aside pitch fortnightly throughout the football season, all goalmouths sanded and seeded at the end of the season, grass cut twice per month from May- October and once per month November to April and all bins at the sports field are emptied once a week.

To accommodate all bookings the contract for the Bowerhill Sports Field maintenance specification would need to be amended to three 11 aside pitches, one 9 aside pitch in blue line markings, two 5 aside pitches and two 7 aside pitches with the pitches to be swapped over half way through the football season. It was noted that the cost to spike all pitches was £450 and to verti drain was £650 per pitch. The middle pitch was considered to be the worse pitch and it was therefore felt that this pitch should be verti drained at a cost of £650. It was felt that the other three pitches should all be spiked at a cost of £450. The Clerk explained that as the council were only having the three pitches spiked the quoted cost of £450 might be less as it would be one less pitch.

***Recommendation 1:*** To mark up an additional two 5 aside pitches, two 7 aside pitches, all pitches to be swapped over half way through the football season.

***Recommendation 2:*** To spike all 3 pitches at a cost of a maximum £450 and verti drain the middle pitch at a cost of £650 and to review this at the end of the next football season. All costs are exclusive of VAT.

### **c) To consider quotations for ditch and tree works**

The Clerk explained that she had previously been tasked to obtain some quotes to cut down the hedge on the left-hand side of the pavilion gated entrance to fence height and also to clear the vegetation in the brook and had received some quotes from the council's groundwork contractors.

The Clerk explained that members had recently looked at the blocked brook and whilst it was flowing there was a build-up of vegetation. It was explained that two quotes had been received for the blocked ditch depending on how much work the council wished to be done. A quote of £280 had been received to remove debris blocking the brook and to clean the culvert at the drain entrance. The second quote was to clean the brook from the road to the culvert under playing field at a cost of £580. Different types of machinery would be used for the two quotes,

and good ground conditions would be needed to give access for the digger.

The Clerk advised that she had received a quote of £155 to reduce the height of the hedge to the left-hand side of gated entrance to same height as fence. It was explained that after a recent site, visit members wished for the three standard trees to be kept but everything else should be cut back to fence height.

**Recommendation 1:** *The council to accept the £580 (excluding VAT) quote from JH Jones to clean the brook from the road to culvert under the playing field.*

**Recommendation 2:** *The council to accept the £155 (excluding VAT) quote from JH Jones to reduce height of hedge to the left-hand side of gated entrance to same height as fence and remove all arisings.*

#### 414/19                      **Shaw Village Hall & Playing Field**

##### **a) To note progress to date regarding Land Registry**

The Clerk explained that she had an action to register the Shaw Village Hall and Playing Field land with the Land Registry. She explained that after further investigation through the council's archives, she had come across a letter from Wansbroughs Solicitors dated in 2009 highlighting that the land at Shaw was not registered and had quoted a cost of £400 to register the land on the council's behalf. Unfortunately, after looking through the minutes around that time this does not appear to have been followed up.

The Clerk explained that she had looked through the Land Registry forms to register the land and there were some questions that she felt she was unable to answer and felt that the solicitors would be better placed to do this.

The Clerk had contacted Wansbroughs Solicitors to get an idea of how much it would cost if the council wished to employ them to register the land. It was noted that for the paralegal's time it would cost between £360- £480 depending on how long it would take but it has been estimated to be around 3-4 hours. There is also a Land Registry fee of £30 and an estimated charge of £10 for some minor disbursements.

**Recommendation:** *The Council accept the estimated quotation of £480 plus the £30 Land Registry fee to register the Shaw Village Hall and Playing Field Land with the Land Registry in Melksham Without Parish Council's name. The fees for this to come out of the Legal Fees reserve.*

**b) To note Legionella Risk Assessment work completed to date**

The members noted the recent legionella work undertaken in line with the risk assessment report. The Clerk advised that even though the Shaw Management Committee manage the Village Hall, it's the council's responsibility as owners to make sure that all health and safety procedures are conducted.

***Recommendation:** The council meet with the Shaw Village Hall Management Committee to discuss water hygiene.*

**415/19**

**Shurnhold Fields: To note the draft Minutes of the Shurnhold Fields working party on 29 January, and consider actions from that meeting and steer for parish council reps on future agenda items listed**

The committee noted the draft minutes of the Shurnhold Fields working party. The Clerk advised that she was in the process of submitting a grant application to the Area Board this afternoon for the car park, height restriction barrier and bike rack etc with a third contribution coming from the parish council, a third from the town council and an application for a third from the Area Board in the hope that the town council would fund their share; and would withdraw the grant application for the March Area Board meeting if the Town Council were not in agreement.

The Clerk advised that following the recent internal audit, they highlighted that the parish council should have a legal agreement with Melksham Town Council with regards to funding with joint projects.

**416/19**

**New housing development**

**a) To note update on play areas and consider any future action**

The Clerk advised that she had not received any more updates regarding the new play area. She reported that following consultation with the Parish Caretaker he was happy to add the extra two play areas to his schedule and did not feel that it would require any additional hours. This would be reviewed once in place.

**417/19**

**To receive update on Berryfield new village hall project**

The Clerk advised that members of the Finance Committee had met up with the project manager on the 13<sup>th</sup> February to open tenders for the principal designers and cost consultants. The Finance Committee had been given delegated powers to appoint the Principle Designer/ Lead Consultant and Cost Co-ordination Consultant. (*Min. 403/19d*)

The following tenders had been received for the Principal Designer / Lead Consultant for the project for the following professional services:

- Service up to and including submission of planning application
- Service up to and including submission of Building Regulations application
- Service up to and including preparation of tender documents
- Supervision of Building Contract up to and including 12 months Defects liability period
- Provisional sum for mechanical/ electrical/ structural / civil engineering services, CDM Adviser & topographical survey of £25,000

All prices exclude VAT.

Tender A:	£38,000
Tender B:	£23,300 but provisional sum omitted
Tender C:	£54,025
Tender D:	£60,375
Tender E:	£44,755 but provisional sum omitted

The Project Manager recommended Tender A.

**Resolved:** *The Finance Committee had resolved to appoint BTA Architects Ltd from Warminster as their Principle Designer/ Lead Consultant for the Berryfield Village Hall project at a cost of £38,000 excluding VAT.*

There had been a varying range of tenders received for the Cost Co-ordination Consultant with one at a very low cost which raised concerns if it fully covered all the services required to be tendered for. The timescale for appointing the Cost Co-ordinator was not as time critical as for the Lead Consultant and as such a decision of the Cost Co-ordinator was deferred to the Finance Committee to be held on Monday 2<sup>nd</sup> March. The Project Manager agreed to check the price of the lowest tender and forward a report to the Finance Committee with his recommendations. The following tenders had been received for the Cost Co-ordinator for the following professional services:

- Service up to and including submission of planning application
- Service up to and including submission of Building Regulations application
- Service up to and including preparation of tender documents
- Services during the building contract up to and including 12 months defects liability period

All prices exclude VAT.

Tender A:	£1,920
Tender B:	£4,900
Tender C:	£9,225

**a) To note dates for public engagement and meeting appointed consultants**

The Clerk advised that no dates have been scheduled for public engagement at this point and the Project Manager had recommended appointing consultants first before dates were scheduled.

**418/19 To receive update on adopting Halifax Road phone box**

The Clerk explained that the Parish Council had decided against adopting this phone box however BRAG (Bowerhill Residents Action Group) had expressed an interest in adopting it and converting to a mini lending library like the one in Top Lane, Whitley. When Officers had contacted BT directly, they had received a reply to say that the phone box was not available for adoption. After further enquiries they received a reply to say that it will remain as a working kiosk but a small piece of equipment will be added into the roof to enhance WIFI coverage.

**419/19 To undertake due diligence on purchase of Allotment Shed**

The Clerk explained that the council had tasked the Clerk to order a metal secure shed and had been recommended the same shed as the Melksham Cricket Club had been provided by Wiltshire Council. She explained that she did not seek two alternative quotes for this, as when officers had carried out some investigations into alternative sheds, they could not find anything like for like. It was noted that the shed that had been purchased for the allotments was secure and vandal resistant and as the allotments was at a remote location the shed needed to be highly secure.

Meeting closed at 11.35am

Chairman, 9 March 2020