

**MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday, 3 February 2020 at 1, Swift Way, Bowerhill, Melksham at 7.35 p.m.**

**Present:** Councillors Richard Wood (Council Chair), John Glover (Committee Chair), Paul Carter, Alan Baines, Terry Chivers, Paul Taylor and Stuart Wood.

Councillor David Pafford attended for part of the meeting (*from 7.45pm to 8.45pm*) as an observer as had attended the site meeting earlier in the day

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

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

**370/19      Apologies**

None.

**371/19      To receive Declarations of Interest**

Councillor Glover declared an interest in agenda item 6c as his grandson is employed by the youth development football organisation.

**372/19      Public Participation**

There were no members of the public present.

**373/19      To elect Vice-Chair of Asset Management Committee**

Councillor Glover invited nominations for the Vice-Chair of the Asset Management Committee for 2019/20.

***Resolved:*** *The Council unanimously resolved that Councillor Carter be Vice-Chair of the Asset Management Committee for 2019/20.*

**374/19      To note minutes of previous meeting 14 October 2019 and actions taken**

The Members noted the actions that had been taken since the last meeting.

**a) To note report on current requests for football pitch/pavilion bookings:**

The Clerk reported that the Finance & Amenities Officer had contacted all current sports field bookings to ask them what their future plans and requirements were from September 2020. It was noted that there was already one adult team on a Saturday afternoon, four adult teams and one youth team on a Sunday morning.

The Saturday afternoon team wished to carry on using the sports field and was also looking at the possibility of having two teams in the league, two of the Sunday morning teams had responded to say that they wished to carry on using the sports field next season. The current youth team who play on a 9 aside pitch also wish to carry on next season and have also enquired about using an 11 aside pitch for fixtures on Sunday afternoons.

The Clerk explained that there had previously been a booking from another youth development organisation who used the sports field, car park and toilet facility on a Friday evening in the lighter evenings as well as some school holiday mid-week sessions and have booked to return from the 6 April for training on Monday evenings. They have also enquired about using a 9 aside pitch and changing room facilities for matches on a Saturday morning starting from September 2020.

There had been a request from the new youth football development organisation to use the sports field for training on Friday evenings and Saturday mornings from March until October. From September onwards they would require various size pitches to suit their age groups on a Saturday and Sunday morning for matches.

Members were reminded that they had previously resolved at the Full Council meeting on 20 January under minute 354/19: *To allow the youth football organisation to hire the football pitches on Bowerhill Sports Field every Friday evening and Saturday morning. That a working party meeting be arranged for Monday, 3 February 2020 at the Sports Field to discuss how to move forward from September 2020.*

**b) To receive feedback following pitch site meeting**

The Clerk explained that there had been a site meeting earlier that morning between Councillors, the new football youth development organisation and JH Jones, the Parish Council's grass cutting

contractors, to look at the possible pitch layout for next season to accommodate the increase in bookings.

Currently, there are four 11 aside pitches and one 9 aside pitch marked up inside the pitch closest to the Pavilion building. It had been suggested by the contractors that two of the 11 aside pitches could be removed to accommodate the smaller size pitches.

Currently the home teams rotate pitches so that one pitch is not continuously being used, there was a concern that if two of the pitches were taken away, the remaining two would continuously be used if the council took on all requests. One of the options that had been suggested was to mark out an 11 aside pitch and put the youth size pitches inside at right angles so that the goal areas would be in a different area. The pitches could be moved around half way through the season to alleviate some pressure on the pitches. It had also been suggested to help with the continuous use that the council could invest into improving drainage.

The Clerk explained that she had received some rough prices from JH Jones. 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 contract as it would be one less 11 aside pitch to mark out; this included swapping the youth pitches with the 11 aside pitches once throughout the season.

Councillor Glover explained that following the meeting with JH Jones it had been explained that because the soil is compacted the roots are not deep enough, so as soon as a tackle is committed it not only rips the grass out but also the roots as well, therefore if the Council were to go forward with the current requests this would need looking at. It had been suggested that one option to help with this would be to verti-drain the pitches to de-compact the soil, this is done by inserting equally spaced spikes to allow water and air to filter through the grass roots, a price of £650 per pitch had been received for this option.

It was queried whether any of the teams had made a firm commitment to the Council, the Clerk explained that no one has ever been asked for this before as the Council have never been in the position of having more requests than capacity. She explained that at the start of July each year the officers contact the current home teams to ask them if they wished to continue at the sports field, combined with new enquiries, which dictates the following season pitch layout.

The Clerk explained that the match referee will only postpone a game for safety reasons, the Council were currently relying on the good will of the teams not to play on the pitches when they were playable but could cause damage to the pitch condition. There were

concerns that with the field potentially gaining more use this could become an issue if they are played on when very wet. Members queried whether there was scope for someone to inspect pitches on a Friday before weekend fixtures, so that teams are informed in advance that pitches are deemed unplayable.

**c) To consider way forward with future football pitch/pavilion bookings and charges**

The members looked at the possible clashes that could occur if they were to accommodate all booking requests. It was noted that there was a clash between the Chippenham & District League teams and the new youth development football organisation, as they both required Sunday mornings, there was however no clash with the Trowbridge & District League who played on Saturday afternoons. It was noted that there also was no current clash on a Friday evening and therefore the youth development organisation would be able to use the sports field without any clashes. There would be a clash between the two separate youth football development organisations on Saturday mornings.

Councillor S Wood enquired whether a scoring matrix could be put together with the top priority being organisations that are located in the Parish. Councillor Glover also felt that there should also be a scoring on how much each organisation pays. He reminded members that the Jubilee Sports Field and Pavilion is currently ran at an £18,000 annual loss and this should be a factor when looking at bookings.

Councillor R Wood explained that he wished to accommodate all booking requests and therefore there should be a trial period for a year but explain to the organisations that this is open for review.

Councillor Glover suggested that the youth football development organisation should be asked to make a firm commitment to Friday evenings and Saturday mornings and the Council should explore their detailed requirements for Sundays. They should be made aware that Sunday mornings will also currently be attended by adult teams.

The members noted the current pavilion and pitch hire charges, and those of similar facilities in neighbouring towns and felt that they should look at this at a later date.

***Recommendation:*** Invite the youth football development organisation to submit a proposal of their detailed requirements for a meeting on Friday 7 February. This to be looked at by a small working group with delegated powers to negotiate a contract which will be submitted to the Full Council to approve. The party to include Councillors Glover, S Wood and Carter at 2.30pm on Friday 7

*February with representatives from the youth football development organisation to be invited to attend.*

**d) Ramped entrance**

**i) To consider quotation for painting metal handrail**

The Clerk reported that she was still waiting for a quote for this item however, after speaking to Wiltshire Council she was waiting to find out who was responsible for the handrail.

**ii) To consider future action regarding wooden fence**

The Clerk explained that Wiltshire Council own this fence and were taking responsibility at the Highway Authority so there was no further action required by the Parish Council.

*Councillor Pafford left the meeting at 8.45pm*

**e) To consider work to trees/hedge either side of car park entrance gates**

The Clerk explained that the members on the site visit this morning looked at the trees either side of the gated entrance to the Pavilion and felt that they should keep the three standard trees but cut everything back down to the height of the fence.

***Recommendation:*** Clerk to seek a quote to cut the hedge down to the height of the fence at either side of the entrance gates.

**f) To consider work to blocked brook (boundary with Knorr Bremse)**

The Clerk reported that members on the site meeting looked at the blocked brook. Members noted that while it is flowing it does have build-up of vegetation that could do with clearing.

The requirement for when this is to be done needs to be balanced between any potential blockage of the water flow vs the work to be done by a digger when the ground surface dries up in the Spring; and must not be dug lower than the pipework.

***Recommendation:*** The Clerk to seek a quote to clear the brook at the Bowerhill Sports Field.

**g) To consider quotation for installation of Water Refill station**

Members reviewed the quote of £250.83 excluding VAT for the installation of the water refill station at the Pavilion. The Clerk

highlighted that the plumber had included in the quote extra pipe length and fittings subject to where they would break into the mains feed and currently was undertaking other works at Shaw Village Hall.

It was noted that the Clerk was seeking grant funding from Wessex Water towards this project and so procurement would not take place until the grant application had been assessed. It was agreed that there was not a requirement for the waste water to be routed back through into the drainage system in the building.

***Recommendation:*** *To approve the quote of £250.83 excluding VAT from Philip J Alford Ltd for the installation of the water refill station at the Bowerhill Sports Pavilion.*

**376/19**

**Allotments: To receive update on Allotments**

The Committee reviewed the Allotment Report and noted that there were currently no vacant plots and one person on the waiting list.

The committee considered the rent for the next allotment year 2020/21. It was noted that the estimated income for next year was £2,059 with the estimated expenditure £2,062. The Clerk explained that tenants would need 6 months' notice of any rent increase for the next allotment year which runs from the 1 October until 30 September.

Members were reminded that due to allotment law the Council are unable to make a profit on the allotments. It was noted that the current charge was £30 per 5 perches plot.

***Recommended:*** *The allotment rent does not increase for the allotment year 2020/21 (commencing 1 October 2020).*

The Clerk explained that she had received a phone call from a neighbouring property behind the Berryfield Allotments who had previously requested that the Goat Willow tree should be cut down as it hangs over their garden and makes their decking slippery.

The Council had previously agreed to have this tree cut down, however the Council's contractors were unable to obtain access to the neighbouring property whilst on site undertaking other works so were unable to conduct this work.

***Recommendation:*** *The Council to seek quotes to cut the Goat Willow tree down at the Berryfield Allotments.*

**377/19 To consider holding items in Closed Session due to confidential nature**

That agenda item 7 regarding Access Track on the Allotment Report be held in closed session as this item referred to ongoing legal action therefore, any publicity would be prejudicial to the public interest.

**Resolved:** *That members of the public and representatives of the press and broadcast media be excluded from the meeting during consideration of these items under Standing Order 3d for the following reasons c) preparation of cases in legal proceedings; d) the early stages of any dispute.*

**378/19C Allotment Track to parish council owned land**

**Recommendation:** *As the fence blocking the access track is no longer being put up at present there is not a need to arrange a meeting with the adjoining landowner at present.*

**379/19C Outstanding Rent**

Members noted that all allotments rent due from 1 October 2019 had been paid except for one tenant who had not paid the additional amount for the rent increase that year. It had been considered that it would cost more in postage to recover the £2.25 owed.

**Recommendation:** *The Council do not chase the outstanding rent amount.*

**380/19 To consider holding items in Closed Session due to confidential nature**

That agenda item 8a regarding future action with the Land Registry be held in closed session as this item referred to ongoing legal action therefore, any publicity would be prejudicial to the public interest.

**Resolved:** *That members of the public and representatives of the press and broadcast media be excluded from the meeting during consideration of these items under Standing Order 3d for the following reasons c) preparation of cases in legal proceedings.*

**381/19C Shaw Village Hall & Playing Field**

**a) To consider future action regarding Land Registry**

***Recommendation:** The Clerk to register Shaw Village Hall and Playing Field Land with the Land Registry in Melksham Without Parish Council's name.*

**b) To note correspondence regarding Legionella Risk Assessment**

The Clerk explained that the Parish Council's legionella contractor had undertaken some research on what water testing the drinking water stations would require. When she had asked members of the Shaw management committee who tests their water, it was discovered that no one had been assigned to do this, although they did regular flushing themselves. It had been suggested that they should have a Risk Assessment done, which has identified some issues that need to be addressed.

It was noted the Shaw Management Committee were meeting these costs. A copy of the Risk Assessment had been circulated to members with their agenda papers.

**c) To consider quotation for installation of Water Refill station**

The committee noted the quote for the water refill station, this was to form part of a separate grant application to Wessex Water from CAWS/Shaw Hall Management Committee. However, the purchase and installation of the water refill drinking station had currently been put on hold until the Legionella work had been undertaken.

**d) Management Committee**

The Clerk reported that at the Shaw Hall & Playing Field Management Committee's forthcoming AGM the current Chair and Secretary were standing down and there were some other committee members standing down as organisations using the Hall were ceasing (such as the W.I.), however it was understood a new Chair was coming forward.

382/19

**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 Clerk reported that the minutes were not yet ready for distribution and therefore provided a verbal report. The main concern had been that the Town Council had not agreed to pay their 50% share of the items that are not covered by the Open Space Maintenance Contribution; despite the previous agreement on the project. This was being taken back to the Town Council for future clarification as their resolution was that Melksham Without Parish Council be advised that cost should be borne from CIL (Community Infrastructure Levy) but it was not clear who's CIL funding this should come from i.e.: Melksham Town Council, Melksham Without Parish Council or Wiltshire Council.

There seemed to be some confusion about CIL funding from George Ward Gardens, as there was no such funding from this housing development, as it pre-dated the CIL funding scheme. However, the parish clerk was still making a grant application for these items (car park etc) with a third contribution 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.

**Recommendation:** *The parish council apply to the Melksham Area Board March meeting for grant funding (circa £5,000) which is a third of the capital project costs for putting in a new car park, fence, height restriction barrier and cycle rack at Shurnhold Fields with a 1/3 to be funded by Melksham Without Parish Council and 1/3 to be funded by Melksham Town Council. The grant application to be withdrawn if the Town Council do not agree to fund their 1/3 share.*

383/19

**Grasscutting: To note specification for the grasscutting cutting contract for 3 years commencing 1<sup>st</sup> April 2020 including possible additions for:**

**a) Beanacre leaf clearance (x 2 per year)**

The Clerk explained that the Parish Council's contractors had raised that the leaves at Beanacre Play Area could do with clearing, as it was destroying the grass. The Clerk enquired whether this was something the Council wished to add to the new contract specification.

**Recommendation:** *The Council to add leaf clearance at Beanacre Play Area into their contract specification.*

**b) Ditch clearance to watercourse between Hornchurch Road public open space and Kittyhawk Close**

The Clerk explained that Councillor Pafford had previously raised a concern that the water course between Hornchurch Road public open space and Kittyhawk Close is not very clear, and the water is stagnant as it was not flowing. The Clerk explained that she would report this on the Wiltshire Council app and queried what the Parish Council wished to do if Wiltshire Council did not agree to clear it. Members felt that this was the responsibility of Wiltshire Council and not the Parish Council so they did not feel that they would be in a position to conduct ditch clearance themselves.

**Recommendation:** *The Clerk to report this issue on the Wiltshire Council app.*

**c) Emptying bin at Shaw Play area**

The Clerk reported that the Parish Council's bin is currently being emptied by Wiltshire Council and therefore is not currently in the council's contract. The Clerk explained that this bin is not emptied very often and the council are regularly receiving complaints.

**Recommendation:** *The council to add the Shaw Play Area bin to the parish council's bin emptying contract.*

It was noted that there may be changes to the line marking and maintenance elements of the contract specification for Bowerhill Sports Field based on the future requirements to be negotiated and these will be considered when decisions on pitch layouts and use have been made.

**384/19 To consider update regarding sponsorship and maintenance of Roundabouts**

The Clerk reported that she had a conversation with the Parish Council's roundabout maintenance contractor to say that Dick Lovett had agreed to sponsor and maintain the former Carson Tyres roundabout and therefore moving forward they would no longer require his services.

However, she had subsequently been contacted by the contractor who had advised that he wished to sponsor the roundabout himself from the 1<sup>st</sup> March 2020; this had been followed up in writing and circulated to members with their agenda papers. The contractor would like to undertake the maintenance for the next couple of years, free of charge, until he retires.

**Recommendation:** *The parish council accept the kind offer of Simon White with thanks, and are happy for him to sponsor the roundabout himself and continue to maintain the roundabout at his cost.*

**385/19 To consider update regarding SID (Speed Indicator Device) procurement and appointment of contractor to erect on fortnightly basis**

The Clerk explained that officers had enquired on the progress of the SID and unfortunately it has been delayed by a couple of months due to the company's engineer leaving, as a gesture of goodwill the company have offered the council a 7.5% deduction off of the SID unit price. The Clerk explained that she was still seeking quotes for putting up the SID.

The Clerk highlighted that one of the people who she had asked to quote did not have public liability insurance but did have the street works licence that was required and queried whether they would be able to use the council's public liability insurance. The committee were unsure of the legalities with this and asked for further investigation.

**Recommendation:** *The Clerk to investigate the legalities of the potential SID contractor being covered by the council's public liability insurance.*

**386/19 New housing development**

**a) To note LEAP (Local Equipped Area of Play) to be installed at Pathfinder Place in February 2020 and consider implications**

The Clerk explained that the LEAP was due to be installed at Pathfinder Place in February 2020. The Clerk advised that she would need to consult with the Parish Caretaker about inspecting this play area, as it would need to be added into his schedule. It was understood that Taylor Wimpey had covered the grass cutting and bin emptying elements in their contract with their management company. Councillor Glover reminded the Clerk that permission for the parish council to access the play area needed to be investigated before the play area could be legally transferred.

**b) To consider suitable site for Pathfinder Place public art information board (and other sites in Bowerhill)**

The Clerk queried where the council wished to site the public art information board. Members queried what information was going to be put into the information board. It was explained that one suggestion was to have a list and brief description of all of the

Pathfinder Place development road names which were named after RAF Officers with a link to a website where people can find out more information on each Officer. Taylor Wimpey were providing the frame for an information board, and not the actual board.

It had been suggested by Taylor Wimpey that the information board should go on the East side of Pathfinder Way, where the LAP (Local Area for Play) is, as it is sited in the centre of the development.

***Recommendation:*** *The parish council agree with the location site of the Information Board as marked on the plan by Taylor Wimpey, to the edge of the LAP, facing outwards to the path.*

The Vice Chair, Councillor Carter took over the chairing of the meeting whilst Councillor Glover left the meeting briefly.

The Clerk queried whether the council wished to have more than one information board, with perhaps others in the older parts of Bowerhill with explanations of the other street names (planes, bases and other RAF personnel). This would have to be funded by the parish council (in the budget as being funded by the Pathfinder CIL). After some discussion of the pros and cons of this, the members agreed to hold off doing anything further until they gauge the reaction to the board in the new development, and what work is undertaken on a website by the Melksham Remembers project to accompany these boards.

***Recommendation:*** *The parish council do not purchase additional information boards on street name backgrounds at present for the existing development at Bowerhill, and review again in the future when the board in the new development has been established.*

*Councillor Glover rejoined the meeting and resumed as Chair.*

**c) To consider hosting a defibrillator in Pathfinder Place, Bowood View, Sandridge Place and Hunters Wood**

The Clerk queried whether members felt that a defibrillator should be considered for the new housing developments in the parish. She advised that as these developments are in the process of being built, now would be the time to request a power supply for them. Councillor Wood felt that as there was already a defibrillator on the side of the New Inn pub another one would not be needed in the Bowood View development.

Members noted that the Hunters Wood development would not be located in the parish if the boundary proposals of the parish council be accepted under the current Community Governance Review process.

Members were unable to identify an appropriate location for a new defibrillator at the new Pathfinder Place Development as it would need to be in an easily identifiable, accessible site with a power supply from a community/public type building. Councillor Baines suggested that it could go on the new primary school when it has been built.

**Recommendation:** *The parish council suggest that a new community access defibrillator be installed at the new primary school in Pathfinder Place, at the new community centre to be built East of Melksham by the Town Council and possibly at the new village hall at Berryfield.*

**d) To consider a new noticeboard for Pathfinder Place, Bowood View, Sandridge Place & Hunters Wood**

Members felt that a new Parish Council noticeboard could be located by the LAP in Pathfinder Place.

Members discussed the possibility of putting a noticeboard on the side of the new Berryfield village hall, however it was noted that there would be two in close proximity of each other.

Members felt they should not put a new noticeboard in the Hunters Wood Development as it will be probably be located in town. Members felt that they should hold off until the outcome of the Community Governance review to decide whether a new parish council noticeboard would be appropriate to go into the Sandridge Place Development.

**Recommendations:**

- 1) *The parish council request permission of Taylor Wimpey to install a parish council noticeboard in the LAP (Local Area of Play).*
- 2) *The parish council consider the installation of a noticeboard at the new village hall at Berryfield when this is constructed.*
- 3) *The parish council consider reviewing the installation of a noticeboard at Sandridge Place and Hunters Wood once the outcome of the Community Governance Review is known.*

387/19

## To receive update on Berryfield new village hall project

### a) Correspondence with Project Manager

The Clerk reported that Thursday 13 February at midday has been scheduled to open tenders for the New Berryfield Village Hall with the Project Manager. This was for two tenders, one for Lead Consultant/Principal Designer and one for Cost Co-ordinator Consultant.

The Clerk explained that she had spoken to the Parish Council's electrician contractor about the new village hall, and he suggested that added in as part of the specification should be cable for CCTV, fire and intruder alarms, mosquito and defibrillator, even if this isn't required as it is a much more difficulty and timely exercise to install retrospectively. In addition, as the Pavilion electricity supply had experienced difficulty at the weekend with refreshments being supplied with power from one changing room socket, the addition of an external power supply could also be considered.

**Recommendation:** *The parish council request the Project Manager to consider including the capacity for security measures, power for a defibrillator and external power supply when the specification for the new village hall is drawn up.*

### b) Correspondence with Solicitor

The Clerk reported that she was still waiting for a reply from the Solicitors with regards to appointing them to act for the council on the new Village Hall, but had discussed it verbally before Christmas.

### c) To note budget figure for demolition and removal of existing temporary village hall and consider starting Reserve for this separate project

The Clerk explained that she had received a budget figure of £5,000 for the demolition and removal of the existing Berryfield Village Hall, this cost did not include any potential asbestos removal.

**Recommendation:** *To pay for the demolition and removal of the existing temporary portacabin Berryfield village hall from CIL (Community Infrastructure Levy) including reinstating the ground to soft landscaping, and start a new earmarked reserve of £5,000.*

**388/19 To consider adopting Halifax Road ‘phone box (BRAG to maintain and run as a book exchange)**

The Clerk explained that the council originally declined to take on this phone box, however, after consulting with BRAG (Bowerhill Residents Action Group) they were happy to take it on and develop into a lending library like the one in Top Lane, Whitley. When she had contacted BT, they had replied to say that it was not available for adoption and it had been reserved for “other uses” within BT. The officers had queried what the “other use” was.

**389/19 To consider future action regarding brick-built bus shelter on Shaw Hill (opposite Beltane Place)**

The Clerk explained a local contractor had recently made a repair to stabilise the metal seat inside of the bus shelter on Shaw Hill opposite Beltane Place. One of the metal supports at the end of the seat is corroding and the seat has now been supported by breeze blocks; the seat is constructed as part of bus shelter.

The Clerk highlighted that the council had previously decided to monitor the condition of this bus shelter as it has a crack running through it, rather than replace it at this stage. It was noted that the D3 bus that stopped at this bus shelter was ceasing at the beginning of April and as yet there was no confirmation that the X72 service run by Faresaver would take up the Whitley route.

***Recommendation:*** *The parish council continue to monitor the condition of this bus shelter and make a decision on any further action once the outcome on a future bus route through Whitley is known.*

Meeting closed at 9.55pm

Chairman, 10 February, 2020