

MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 6th June 2022 at Melksham Rugby Club, Oakfields, Eastern Way, Melksham at 7.00 p.m.

Present: Councillor Alan Baines, Councillor Terry Chivers, Councillor Shona Holt, Rob Hoyle and Robert Shea Simonds.

Officers: Teresa Strange, Clerk and Marianne Rossi, Finance & Amenities Officer

52/22 Welcome, Housekeeping and Apologies

In the absence of the outgoing Chair of this committee the Clerk welcomed everyone to the meeting. She explained the fire evacuation procedure in the event of a fire.

Apologies were received from Councillors Glover and Pafford who were on holiday. Councillor Russell had also tendered his apologies due to illness, these reasons for absence were accepted.

The Clerk explained that Councillor Shea Simonds was not a member of this committee, however was attending as a substitute for Councillor Russell to ensure the meeting was quorate.

The Clerk invited nominations for the Chair of the Asset Management Committee for 2022/23

53/22 Chairman & Vice Chair of Asset Management Committee for 2022/23

a) To elect Chairman of Asset Management Committee for 2022/23

Councillor Baines proposed, seconded by Councillor Hoyle that Councillor Chivers be elected as Chair of the Asset Management Committee for 2022/23.

Councillor Chivers took to the Chair.

Resolved: The Committee resolved that Councillor Chivers be Chair of the Asset Management Committee for 2022/23.

b) To elect Vice- Chairman of Asset Management Committee for 2022/23

Councillor Holt proposed, seconded by Councillor Chivers that Councillor Baines be Vice-Chair of the Asset Management Committee for 2022/23.

Resolved: The Committee resolved that Councillor Baines be Vice Chair of the Asset Management Committee for 2022/23.

c) To note Committee Structure & Terms of Reference for Asset Management Committee

Members noted the committee structure and terms of reference.

54/22 To receive Declarations of Interest

The Clerk declared an interest in agenda item 13 as her husband was on the list of approved contractors and suppliers and she was a director of the company.

55/22 Public Participation

There were no members of the public present.

56/22 To note Minutes of previous meeting 28th February 2022

Members noted the minutes of the meeting held on Monday 28th February as background information.

57/22 Asset Register

a) To note Asset Register and value as at 31st March 2022

The Clerk explained to members that the asset value had substantially increased from £303,010 in 2020/21 to £591,426 in 2021/22, this was due to the work in progress value for the new Berryfield Village Hall as at 31st March being added onto the asset register. It was also explained that while officers were looking at the asset register, they noticed that the footpath installed at Hornchurch Road public open space had been omitted in error, therefore this had been added on.

Councillor Baines queried whether there was a way to distinguish between disposed items and their replacements, as it was currently difficult to see this on the asset register. He acknowledged that, although there was an indication as to whether an item was disposed of by seeing if there was an asset value, he felt that there needed to be a clearer way of seeing this detail. He wondered whether there could either be an additional column to indicate this or whether those items that had been disposed of could be marked out in a separate colour. He also felt that if an asset had been replaced with a new asset there should be a way of linking them together to easily identify which items the council had replaced. The Clerk suggested that maybe those items that had been disposed of could be greyed out on the asset register so that it was much easier to identify them.

Members also queried why there were some items highlighted on the asset register. It was confirmed that these were items that the council had purchased and had physically arrived, but had not yet been installed. Members felt that there needed to be a key on the asset register detailing this reason.

Councillor Baines also wished to raise that asset 56, the speed indicator device had been replaced. He explained as background information to members that this speed indicator device came from Wiltshire Council and was shared with both the town and parish council, however back in 2019 it was deemed broken beyond repair and should be shown as disposed. He queried why this was still showing as having a value as the parish council now had a replacement device which was solely used in the parish.

The Clerk explained that officers were unable to show this item as disposed of on the asset register, as the parish council had not received notification from the town council that it had been disposed of. She explained that she had chased for the status of the SID several times over the years, but had not received a response. It was felt that this needed to be chased back up again.

b) To consider Report on condition of Council assets, and recommend future action

The Clerk reported that the asset check for the office, allotments and parish had been carried out. It was explained that the assets had been grouped together in their locations so that it was easier for each item to be checked. The Clerk advised that each item was rated depending on their current condition as either, Good, Satisfactory or Poor with the following descriptions:

- Good - Unlikely to need attention in the next 5 years
- Satisfactory - May need attention in the next 2-3 years
- Poor - Needs attention in the next year

It was noted that all items were either identified as being in good or satisfactory condition with none rated as poor. The Clerk wished to highlight to members that the corner on the wooden bus shelter at Beanacre had broken off and resealed over, she suspects that it may have an asbestos roof, however there was no health and safety concerns to members of the public. Members felt that as there was no health and safety risk this bus shelter should be left alone.

The Clerk advised that the Allotment Warden had identified the water troughs as being in satisfactory condition which was due to them subsiding. The Clerk and Finance & Amenities Officer had visited the play areas and allotments as a general check and looked at these

specifically to see whether there was any work required. She explained that she could see slight subsidence to one end of three of the troughs, but it didn't appear to be causing any issues, such as water overflowing. The Clerk queried with member whether they felt that the water troughs needed addressing.

Councillor Chivers queried whether the Caretaker would be able to address this issue, however it was felt that he wouldn't be able to due to the fact that the water would need to be turned off and the troughs fully emptied to be able to lift up and adjust. Councillor Baines suggested that if the troughs do start overflowing then the ballcock could be adjusted to stop them from filling up as much, which would alleviate this issue should it arise.

It was suggested to leave this for now and look at again in the winter months when the water has been turned off.

Recommendation: The council leave the water troughs as they are for now and review their condition again in the winter months when the water has been turned off to identify whether any remedial work is required.

58/22 Play Area & Public Open Spaces

a) To review latest quarterly play area inspection report and consider any actions required

Members reviewed the latest quarterly play area report, it was noted that there was nothing rated as high risk. Councillor Baines highlighted that a lot of things specified on the report were missing bolts and fixings, he queried whether this report would be given to the Caretaker to action. The Clerk confirmed that a copy of this report had already been given to the Caretaker to action the necessary.

The Clerk wished to draw members attention to the fact that the timings of the self-closing gates seemed to be identified a lot on the quarterly reports. She advised that she had provided members with, as a late paper, guidance from ROSPA on self-closing gates and their recommendation on timings of how fast a gate should close.

The guidance states that they 'should ideally not close quicker than 5 seconds to make wheelchair access easier and also to prevent striking the back of a child while walking through'. The Clerk explained that the Caretaker had been round to each play area to time the gates and they appear to be closing too fast, for example at Berryfield Play Area the gate was timed as closing in 3.24 seconds. The Caretaker had advised the Clerk that this particular gate does not have any adjustment on it other than using WD-40 to change the speed, as it doesn't have a mechanism to be able to manually adjust. It was also noted that the gates at all of the other play areas also had similar timings. To his frustration the Caretaker

had also explained to the Clerk that on gates that could be adjusted, he was still unable to get them to the correct timings as the adjustments were either too slow or too fast.

The Clerk queried with members what they wished to do, bearing in mind that if the Caretaker adjusted the gates, they would either be too fast or too slow. Members felt that it would be much better if the gate was slightly slower to enable people to be able to get in and out without it hitting back onto them. It was noted that there was of course a risk of dogs getting into the play area, however it was acknowledged that dogs should be on a lead and children should not be unattended at the play areas. Members wished to stress that the gates still needed to close and not be left ajar to minimize the risk of a dog being able to get in.

Members agreed that it was very important to ensure that the gates were fit for purpose and were safe for all users.

Councillor Baines highlighted that ROSPA inspected all of the parish owned and maintained play areas on an annual basis and queried whether they had picked anything up on their last inspection. The Clerk confirmed that nothing had been picked up regarding the gates on the last inspection which was undertaken in September last year. Members felt that as the next annual ROSPA inspection was due in September, the gates should be left until the report had been received to determine whether they had identified any issues with the gates. This should then be looked at again after those reports had been received to see if any action was required.

Recommendation: The council leave all of the play area gates for the time being and await the outcome of the ROSPA inspection in September to determine whether there is any required action.

b) To note that post on pedestrian gate at the entrance to Beanacre Play Area has rotted away and approve quotation for its repair

The Clerk reported that the post on the pedestrian gate at the entrance to Beanacre Play Area had rotted away and the gate wasn't closing properly. She explained that this wasn't the self-closing gate into the play area, but was the gate from the layby on the A350. This gate would then enable people to walk down a pathway into the play area.

The Clerk explained that the concern was that although this wasn't the gate to the play area, if a child ran down the pathway and out of the pedestrian gate it would be straight onto the A350. A quote had been sought for the installation and supply of the gate posts, it was felt that if one of the posts had rotted away it was only a matter of time before the other one went the same way, so a quote to replace both posts had been sought.

A quote of £350 + VAT had been received from JH Jones to supply and install two new gate posts. This quote also included disposal of the existing posts.

Members felt that an alternative quote should be sought for these works.

Recommendation: Officers to obtain an alternative quote for repair of the pedestrian gate at Beanacre.

c) To consider whether the Caretaker should be visiting the BRAG picnic area and bridleway (as council assets installed)

The Clerk explained that at a previous meeting members felt that as BRAG picnic area and bridleway was in the parish of Seend and run by BRAG the Caretaker should no longer be inspecting each week. The Clerk advised that the benches installed in this area last year were donated by BRAG to the parish council which, therefore meant that they are council owned assets. She explained that while the Caretaker was undertaken the annual asset check he highlighted that he was no longer going down to this area regularly and queried whether these should be inspected on a more regular basis. The Clerk wondered whether a visit once a month would be more suitable.

Councillor Shea Simonds explained that members of BRAG attended this area all of the time and wondered whether they could be asked to report any issues back to the parish council.

It was queried whether the parish council insured these benches and if so, this may be a risk to the council if they are not adequately inspected on a regular basis. It was confirmed by the Clerk that these benches were insured by the parish council.

Members felt that as these benches were in fact now owned and insured by the parish council, it was their responsibility to ensure that they were regularly inspected, therefore the Caretaker should be asked to visit the BRAG picnic area and bridleway once per month. BRAG could also be asked to report back to the council if they have identified any issues with these assets when they visit the picnic area.

Recommendation: The council ask the Caretaker to visit the BRAG picnic area and bridle way on a monthly basis to check the parish council's assets.

d) To note price given (additional to grass cutting contract) from current contractors to cut the grass inside Whitworth Play Area once under the council's ownership

Councillor Baines reported that he was one of the members who inspected the Whitworth Play Area and was very disappointed in its condition. He explained that in its current condition he would not recommend that the parish council adopt this play area. He advised members of the layout of the play area, with one side being play equipment and the other side being a grassed area. It was noted that in an ideal world the parish council would have preferred the play area to just have safety surfacing with no grassed area, as this was much easier to manage. There were also additional maintenance costs which come with a play area with grass. This was the compromise with the grass on one side of the play area instead of having little pockets of grass between play equipment which can pose future issues.

Councillor Baines explained that unfortunately the grassed area was not up to an acceptable standard, due to the fact that grass seed had been planted over the rubble. As a result of this there was stone mixed in with the grass which was unsatisfactory and not acceptable. The area was also uneven which may make it difficult for a mower to cut the grass.

The Clerk explained that the reason she had obtained a price indication from the current contractors was in case the play area did become up to a suitable standard in the meantime, as this would be additional to the current grass cutting contract. It was noted that all of the other parish council play areas that have grass are cut 14 times per year. The quote received from JH Jones to cut the grass was £95 per cut, which totaled to £1,330 per year. It was advised that the council had budgeted £890 for this financial year. The Clerk explained that although the annual cost was over budget, it was anticipated at the time of budget setting that the council wouldn't be taking this play area on at the start of the financial year.

The Clerk explained that she was looking for an "in principle" decision from members so that as soon as the play area was ready to be taken on by the parish council, the grass cutting could be added to the contract.

Recommendation: The council agree the quote from JH Jones of £95 per cut to cut the grass inside of Whitworth Play Area once it was ready to be adopted by the parish council

e) To consider latest update on adoption of Whitworth (Bowood View) and Davey (Pathfinder Place) play areas

The Clerk explained that Councillor Glover and Wiltshire Councillor Nick Holder had attended a meeting on Thursday 26th May with the CEO of Taylor Wimpey to discuss issues around the Pathfinder Place housing estate. She explained that one of the items on the list for discussion was the Davey play area as there was remedial works required that were still outstanding. She reported that she was unable to attend the meeting herself, but had spoken to Councillor Holder who advised that the CEO was astounded that these works had not been completed. Another concern with regards to this play area was that no attempt had been made by Taylor Wimpey to lock it off, therefore children are playing in it. This was still under the ownership of Taylor Wimpey, but the parish council inspect their play areas once a week and it's understood that this is not currently being done by Taylor Wimpey for this play area.

The Clerk explained that herself and members of the council attended a site visit at both the Davey and Whitworth play areas with the S106 officer at Wiltshire Council.

With regards to the Davey Play Area at Pathfinder Place, there had been no progress forward from the previous visits as there was still work that needed to be undertaken, which had not been done despite the required works being sent to the site manager of Taylor Wimpey on several occasions. On a site visit with the site manager a few years ago there had been a concern that as there was an attenuation pond directly opposite the play area entrance gate there was a safety risk of children running out of the play area gate and into the pond. It had been agreed by Taylor Wimpey that they would erect a barrier on the edge of the adjacent pathway opposite the gate to minimise this risk. This was one of the items that was still outstanding.

The hope of members was that now the CEO of Taylor Wimpey had been made aware of these issues, the works required would be undertaken.

The Clerk explained that with regards to the Whitworth Play Area, there had been no progress and it was in a poor condition. It was explained that the council had made a request for the safety surfacing to be laid beyond the fence perimeter to prevent grass from growing into the play area. Unfortunately, this had not happened resulting in grass growing up into the play area. The safety surfacing laid is of poor quality as it appears that the surfacing has been laid in sections and there is already some evidence of joints separating. The edging to the side of the

pathway separating the play equipment and the grassed area is poor. As explained earlier in the meeting by Councillor Baines the grassed area is in a very poor state of repair and would need rectifying.

Members felt that the CEO of Bellway should be contacted to meet with the parish council.

Recommendation: The Council contact the CEO of Bellway to arrange a meeting to discuss the Whitworth Play Area.

f) To note new grass cutting regime now in place for Hornchurch Road Public Open Space

The Clerk explained that the parish council agreed this regime three years ago, however due to covid it was felt that this shouldn't go ahead as planned at the time. As covid restrictions have lifted the regime has now been put into place. She explained that some of the open space has been left fallow with mown paths through and there was going to be an area with improved aeration to the grass to enable activities to be undertaken.

The Clerk showed members the photo of the regime showing which areas were being left fallow for a wildflower area and which areas were being cut. The area on the side of the MUGA (Multi Use Games Area) was being left fallow as this was typically a wet area with mown paths going through to enable people to access the MUGA and play area. It was noted that the pathways were 2m wide so that there was enough room for people to walk around. The improved area was in the middle of the open space.

Members felt that the works on this area had been done very well.

59/22 Q&A Diamond Jubilee Sports Field & Pavilion (*known informally as Bowerhill Sports Field*):

a) To review football bookings for next season and consider new requests including holding a tournament during the season

The Finance & Amenities Officer explained that there were three adult teams booked to play at the sports field next season. There was also Future of Football who currently have a blanket booking each weekend for the hire of all the youth pitches. She explained that there had been a lot of interest from adult teams to hire pitches out at the sports field next season, but they have been turned away due to not having the capacity to accommodate.

It was noted that as per last season the Finance & Amenities Officer would contact the Chippenham & District League to see if they were

able to schedule fixtures as such that there is only one Sunday team at home per weekend. This is to ensure that the pitches can be suitably managed and maintained throughout season and do not become over used.

The Finance & Amenities Officer explained that following correspondence from Future of Football they wished for the same youth pitches as last season plus an 11 aside pitch. This was due to the fact that they were getting bigger and as the age groups move up, they need a bigger pitch. It was noted that the pitch layout this season only included two 11 asides due to the amount of youth pitches required.

There was a concern that due to only currently having two 11 aside pitches they could get over used and become unavailable to users if this request was approved. The Finance & Amenities Officer advised members that she had spoken to the contractors to see whether an additional 11 aside could be fitted in to accommodate this request. The only suitable option was to put an 11 aside around the two existing 9 asides, allowing Future of Football to use that pitch rather than the existing 11 asides.

Councillor Baines explained that members had to bear in mind that Future of Football were not their only user of the sports field and the council had an obligation to accommodate the other bookings. Members felt that the two existing 11 asides should not be committed to any further use other than the three adult teams booked due to concerns with pitches becoming unavailable, especially over the winter months. It was felt that if Future of Football wished for an 11 aside, they could have this as part of their current blanket booking on the proviso that the 11 aside pitch is marked around the two existing 9 asides. If they do wish to use one of the existing 11 asides, they will have to book this out separately and pay an additional charge for this usage as per the current schedule of charges. Members felt that if this was the case the other three adult teams should take priority over Future of Football.

The Clerk explained to members that there did seem to be a few communication issues with Future of Football, with regards to their bookings. She explained that they seemed to turn up for training sessions that had not been booked prior, there have also been instances where activities have been advertised on their social media page without booking this with officers first. Members felt that Future of Football needed to be reminded of the council's procedure with regards to booking to avoid any unfortunate incidents with clashes with other hirers who may have booked.

The Clerk explained that there was some difficulty as the sports field was a public open space and there was a recent instance where Staverton had advertised on Facebook that they were undertaking a training session on the sports field. Officers had contacted Staverton to explain that there were other users using the sports field on that particular night. This was not an issue as the sports field was a big

space but as the season had ended a few weeks prior the goal posts had been taken away to give the goal mouths the best possible chance to recover in time for the new season. When Staverton arrived, they were expecting that the goal posts to still be up, however understood that as they hadn't booked, they couldn't expect this.

The Finance & Amenities Officer explained that Future of Football were due to have their summer tournament at the end of May, which was at the end of the season. As the date drew closer after chasing Future of Football of their requirements for the tournament, she was informed that it had been cancelled. Further correspondence from them has indicated that they are rescheduling the tournament for October, which would be in the middle of the football season. It was explained that should this event go ahead there would be a knock-on effect to the other hirers as it would need to be re-arranged with the league to ensure there was no home fixtures that weekend. This would then mean that further into the season they may have to schedule fixtures as such that there are three home games over one weekend mean that a pitch would be played on twice. There was also a concern that as per last time there was a lot of usage on the sports field and due to these pitches may become unplayable.

The Finance & Amenities Officer explained that when they had their tournament last year, they had it outside of the football season, therefore this booking didn't clash with other hirers. It was explained that Officers had since become aware that this festival had been published on social media.

Members felt that as this has not been booked and there are other bookings for October, the teams booked should be asked whether their home fixtures can be switches around that weekend. If fixtures are unable to be re-arranged, the council are unable to accommodate Future of Footballs tournament in October.

Recommendation: Officers to speak to the other hirers of the sports field to see whether their matches can be played away on the days of Future of Footballs tournament in October, if this cannot be done the Council will not be unable to accommodate their tournament.

b) To approve pitch layout for next season bearing in mind usage requirements and agree pitch resting period

Members discussed part of this item under 8a with regards to the pitch layout for next season. Taking into account the current bookings, it was felt that the pitch layout should be the same as previous with the addition of an 11 aside marked around the two 9 asides, should Future of Football agree with this way forward.

The Clerk explained that the season ended around a month ago and the goal posts were taken away soon after to give the goal areas the best possible chance to recover ready for the new season. It was explained

that officers have already had a request to book friendlies at the start of July. It was noted that in previous years teams had been allowed to book friendlies at the start of August at the earliest which has given them enough time to get ready for the new season which normally starts in September.

The Clerk explained that since this agenda had gone out correspondence had been received from the leagues that the season is due to start as early as the weekend of 13th August. Due to this it was queried when members wished for friendlies to be booked.

Members felt strongly that the pitches must have adequate time to rest and recover from last season, therefore, friendlies should not start until the first week of August. It was felt that this would still give teams enough time to schedule a few matches in to get ready for the new season.

Recommendation 1: The pitch layout to be the same as marked out for the 2021/22 football season with the addition of an 11 aside marked around the two 9 asides to accommodate Future of Footballs request.

Recommendation 2: If Future of Football wish to use one of the existing stand-alone 11 asides, instead of using the area around the two 9 asides this will need to be booked separately and charged at an additional rate. If Future of Football wish for this way forward they should be informed that the three adult bookings will take priority over them.

Recommendation 3: The Council do not schedule friendly matches until the first week of August, to ensure the pitches are adequately rested prior to the start of the new football season.

c) To approve replacement of damaged commemorative tree

The Clerk explained that the commemorative tree planted at Bowerhill Sports Field had unfortunately been snapped onto the ground last year during the unauthorised encampment. Officers were hoping that the tree would pick back up again, but unfortunately it hasn't so will need to be

replaced. The Clerk suggested that when the jubilee trees are planted at the sports field this one could be replaced.

20:19pm Councillor Chivers left the meeting.

Recommendation: To replace the damaged commemorative tree with one of the trees planted for the jubilee.

20:21pm Councillor Chivers returned to the meeting.

d) To consider options for overcoming installation issues with the Water Refill point

The Clerk explained that there had been some issues with the water refill installation. It was explained as background information to members that the council wished to purchase a drinking water point for the Bowerhill Sports Field and Shaw Village Hall. The idea was to apply to Wessex Water for some grant funding towards units for both of these sites, however, due to receiving information that there would shortly be a price increase on these units the parish council decided to purchase one refill point for the sports field and wait for the Wessex Water grant application process to open for the one at Shaw Village Hall. Unfortunately, it has now been discovered that the grant funding does not allow applications for funding towards water refill points anymore.

The Clerk explained that the water fountain was initially going to be situated between changing rooms 2 and 3, where there was an outside drain. Unfortunately, when the plumber came to install the water fountain, he discovered that he would have to drill through five fire walls and was unable to install at the specified location due to there being no way for him to safely access the roof area. Following discussions between officers and the plumber it was agreed to install the water fountain outside of the pump room, which was near where the mains water feed was. This was however a compromise due to the fact that there was no outside drain for excess water.

The Clerk explained that the plumber was unable to install the fountain as the particular model purchased required there to be an inside drain. She advised that officers had contacted the manufacturer on several occasions to see whether they could come up with some kind of solution/modification for the unit so that it was compatible with the building. The Finance & Amenities Officer had spoken to the supplier

this morning who was still trying to come up with a solution, the next stage was for someone to come out and assess the building.

Councillor Holt queried whether there may be an option to site it at another location. The Clerk explained that unfortunately, Shaw Village Hall has the same type of issues.

Recommendation: To defer this item until the council have heard back from the manufacturer.

60/22 Allotments

a) To receive report on waiting list

The Finance & Amenities officer gave a brief report on the allotment waiting list. Currently, there was one vacant plot on Briansfield, however there was currently eight people on the waiting list. She explained that the Allotment Warden was currently in the process of contacting the next person on the list to arrange a viewing.

It was advised that the Allotment Warden was currently undertaking the quarterly plot inspections and those tenants who were not tending to their plots would be written to.

Following the decision made at the last Asset Management meeting to not permit ponds at the allotments, the Finance & Amenities Officer updated members on the status of those plots who already had them without permission. She confirmed that all ponds had now been moved and all plot holders were written to informing them of this decision.

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

The Clerk has not approved any shed/ greenhouse request under her delegated power since the last meeting.

c) To consider request for greenhouse bigger than permitted size

The Clerk explained that there had been a request from the plot holder of 5a Berryfield for 6x8 greenhouse which was bigger than the permitted size. It was noted that the parish council had approved a similar request from a plot holder on Briansfield recently. As this was a greenhouse it was felt that this request should be approved.

It was noted that the Clerk's delegated powers only went up to a 6x6 greenhouse and Councillor Hoyle queried whether this should be increased to 6x8, so these such requests didn't have to wait for a council decision. Members agreed that the Clerk's delegated powers

should be increased to approve greenhouse requests up to a maximum 6x8.

Recommendation 1: The parish council approve the request for the plot holder of 5a on Berryfield to erect a 6x8 greenhouse on the plot.

Recommendation 2: The Council increase the Clerk's delegated powers to approve greenhouse requests up to a maximum of 6x8.

61/22 **Shaw Village Hall and Playing Field**

a) To note annual due diligence checks undertaken

The Clerk explained that as per the lease it is the responsibility of Shaw Management Committee to insure the village hall each year. It is the responsibility of the parish council, as owners of the building to ensure that adequate insurance has been taken out. The Clerk explained that as per the insurance schedule the building was insured for £623,529. The council had recently approved to undertake a building valuation for this building to ensure that the hall was insured at the correct value.

The valuation had recently been received at an estimate cost of £570,000. The estimated cost to reinstate the building plus additions for out buildings and car parks was £636,000. The Clerk explained that the village hall only had one shipping container, but the pre-school did have play equipment in the patio area. It was queried whether the pre-school insured this equipment. The Clerk advised that she wasn't sure if this was insured or not but officers would send this report to Shaw Management Committee and query whether the pre-school play equipment was insured.

The Clerk explained that with regards to other due diligence the village hall has held their AGM and have in place a secretary, chairman, treasurer and committee members.

Members were happy with the level of insurance in place for Shaw Village Hall.

b) To note new replacement noticeboard has arrived and approve disposal of existing noticeboard

The Clerk reported that the replacement noticeboard had arrived at the contractor's yard and would be installed in due course. The Clerk explained to members that the old wooden noticeboard would need to be disposed of and members would need to approve this.

Recommendation: The council approve the disposal of the noticeboard on the side of Shaw Village Hall (asset 158).

c) To review 10-year strategic Plan

The Clerk explained that the Shaw Village Hall Management Committee had produced a first draft of a 10-year strategic plan. She explained that it was not a viable option to demolish the village hall and rebuild as there was no funding for this, so the plan has been based around ideas on how to make the hall more energy efficient, greener, inclusive to all and wildlife friendly.

Councillor Baines highlighted that under section 11b it describes a vision of having a pond. Concerns were raised with regards to this due to the field being a public space and the water being a health and safety risk to members of the public.

The Clerk explained that there was a meeting on Tuesday 14th June where ideas were being discussed and members of the parish council could also attend to discuss ideas.

It was noted that some of the items included in this plan were things that could be applied for via a grant. The Clerk explained that there is some difficulty with this due to the length of the lease as it on runs to 2025. Councillor Holt suggested that the lease could be renewed early so that this would give the management committee scope to be able to apply for grants.

Members were pleased to see this draft was in place and that the management committee were developing a plan for the future.

Recommendation: The council renew the Shaw Village Hall lease early so that it gives the management committee scope to be able to go out and apply for grants. The Clerk to attend the strategic review meeting on Tuesday 14th June, to represent the parish council.

62/22 Office:

a) To consider list of equipment at the Pavilion and Swift Way for donation/relocation/disposal

Members were presented with a list of parish council equipment held either at the pavilion or Swift Way, that would either need donating, relocating or disposing. The Clerk had added columns in to indicate what each items potential use was as well as what actions were suggested. She explained that she took into consideration three principles when assessing each item. The first one was that the pavilion office will be returning back to a bookable space again, therefore they can't control who is let into this room, but is still an

alarmed area. The second was that the kit room could be used for authorised/ known people such as community groups picking up litter picking kit. As this room is not alarmed, it would give easier access to those groups without a staff member needing to attend the pavilion with them. Principle three is that the switch and boiler room is for known contractors only as it is an alarmed part of the building.

The Clerk wished to make members aware that there will be some possible remedial work required at the pavilion. It was noted that there will either need to be new signage on the office door or removal of the signage and made good. It was noted that this could be done at the same time as removing the noticeboard. There will also be a requirement to fill holes and maybe whitewash the old office space.

No works are required at the meeting space at 1 Swift Way.

Members were asked to consider this list and confirm that they were happy with the actions listed. The list compiled is as follows:

Item	Current Location	Use	Action
7 x Folding Tables	Gompels, Swift Way	<p>It was noted that these tables would no longer be used by the parish council once in the campus. The parish council had purchased these tables during covid to ensure adequate social distancing. At the time the parish council opted to purchase these tables instead of hiring them out as the idea was to donate them to the new Berryfield Village Hall once built.</p> <p>Once the office has moved out of the pavilion and returns back as a room to hirer out it will need some tables and chairs for football hirers and parties etc. It has been suggested that perhaps the parish council could contact the Berryfield Village Hall committee and ask them whether the tables and chairs from the old village hall could be</p>	<ol style="list-style-type: none"> 1. The parish council contact Berryfield Village Hall to ask them whether they would be happy for their tables and chairs to be relocated to the pavilion instead of the new village hall. 2. The tables that the parish council own to be transferred over to the new village hall in late August time. The council to formally transfer these over as an asset to the hall committee as a donation. The parish council could then purchase some

		<p>relocated to the pavilion. (Might need eventual replacement but will have established if there is a need at the pavilion by then).</p> <p>The parish council tables could be transferred over to the village hall. The parish council could then purchase some new tables for Berryfield Village Hall to match the ones transferred over and it would stop the need for the parish council to purchase more tables for the pavilion.</p>	<p>additional tables to match.</p>
Odd bits of kitchen kit, like storage jars	Gompels, Swift Way	Leave at Gompels as they were using as shared facilities and no rent was charged for the councils meeting use.	<ol style="list-style-type: none"> 1. Leave at Gompels
Large hanging council sign from Crown Chambers	Switch Room at Pavilion	None - unless for new building in future if or when no longer at Campus. Retained when moved from Crown Chambers, just in case!	<ol style="list-style-type: none"> 1. Continue to store in Switch Room until further notice as currently as inobtrusive and no charge for moving (not feasible to have on outside of Campus building and Pavilion roof line too low to install there)
Wheelchair (folding)	Kit Room at Pavilion	None – it was required as had stair lift at Crown Chambers and needed something for top of stairs as wheelchair/mobility scooter left at bottom. New facilities at Campus will have lift so no longer required.	<ol style="list-style-type: none"> 1. Donate to an organisation who can make better use of a wheelchair.
Sack Truck	Switch Room at Pavilion	Was purchased for moving meeting boxes into St Barnabas church from car park on a weekly basis. It may be useful for the office staff when they have to take heavy deliveries such as for boxes of A4 paper.	<ol style="list-style-type: none"> 1. Keep for office and move to the campus.
Storage units (doors not closing and/or not lockable)	Kit room at Pavilion and office	Originally free from Wiltshire Council clear out of County Hall. Used for storage (archive) at present. Current materials will	<ol style="list-style-type: none"> 1. Dispose – unless officers see a use for storing equipment like litter picking kit but see no value in relocating

		be reviewed and culled or transferred to new cupboards at Campus.	to Campus as not lockable, and not for keeping for archive paperwork at Pavilion for same reason.
2 x Blue open shelf racking	1 in kit room and 1 in office at Pavilion	Purchased 2 nd hand when moved into Pavilion for additional storage	1. Keep- in kit room at Pavilion for litter picking kit, Christmas tree – non valuable equipment that can accessed by public without officers as Kit Room not alarmed and more accessible (can drive car up to door).
A boards	Kit room at Pavilion	Used for signposting external meetings/events	1. Keep- in Kit Room at Pavilion for easy access (will be for use outside of Campus and so officers in car en route anyway)
Fan/Heaters	Kit room at Pavilion	Top up heating for when in Crown Chambers/Pavilion	1. Retain for time being- Shouldn't be needed in new offices at Campus. May be worth retaining in the Kit Room until sure they are not required (if not used then to dispose as cost for PAT testing)
Whiteboards	Office at Pavilion	For office use, but retain for those hiring facilities rather than relocate as cost involved for transporting and making good and redecorating walls compared with cost of buying new.	1. Retain in situ
TV screen	Office in Pavilion	For office use of monitoring CCTV which has been discussed in principle that will not be accessed all the time at the Campus (only on "as required" basis To be left at the pavilion or hirers to use as can be used for presentations etc at the Pavilion as a laptop can be connected to	1. Retain at Pavilion for hirers to monitor CCTV for their own security (and would cost money to make wall good). 2. To purchase a much larger TV screen for the Campus for

		the screen. The screen is also old and would cost more money to make wall good.	viewing planning applications etc.
Office and meeting furniture	Office in Pavilion and Gompels (wrapped and upstairs)	To be relocated to the Campus facilities. The large fabric desk divider was no longer used due to the parish council purchasing Perspex screens to make the office covid secure. The officers used the smaller desk dividers at the end of their desks to stop office stationery from falling.	<ol style="list-style-type: none"> 1. To relocate the large meeting table and chairs to the campus. 2. Relocate both the Perspex and fabric screens to the campus. Retain at the Pavilion the unused fabric screens for possible future use.
Shredder	Office in Pavilion	Currently in poor condition as continually jams. There is the facility as part of the Campus lease arrangements to have a secure confidential document disposal service (included in the price).	<ol style="list-style-type: none"> 1. Dispose
Photocopier	Office in Pavilion	Dependent on view of moving company. When we relocated from Crown Chambers, they didn't want to move the copier as specialist and so the copier company moved it. Need to understand from the removal company whether it was due to it being a copier (expensive kit) or whether it was due to the difficult stair access x 2. A meeting has been arranged for Wednesday 8 th June to discuss the moving requirements.	<ol style="list-style-type: none"> 1. Relocate (if part of move cost) but dispose if needs specialist move as costly. 2. If unable to move photocopier dispose and purchase a new one. Reserve for replacement copier in place and in budget for this year spend.
Chairman's Board	Office in Pavilion	Yes, for meeting room chamber	<ol style="list-style-type: none"> 1. Relocate to campus note pavilion wall will need to be made good.
Key box with keys for Pavilion	Office in Pavilion	Yes, useful to have on site – for contractors and if staff accessing not direct from office (if called out of hours for example)	<ol style="list-style-type: none"> 1. Move- 1 x key box and keys in Switch Room in Pavilion 2. Relocate- 1 x key box and keys in Office at Campus
O&M Manuals	Kit Room in Pavilion	Yes, useful to have on site – for contractors and if staff accessing not direct from office (if called out of hours for example).	<ol style="list-style-type: none"> 1. Keep at pavilion- 1 x hard copy files in Pavilion

		There is an electronic version of the O&M manuals on the shared drive so officers can access when at the Campus.	
Microwave, small desk top sized oven with hot plates, fridge, urn, toaster, crockery, cutlery	Kitchen at Pavilion	Leave in kitchen at Pavilion, some kit from Bowerhill Youth Club old kitchen, some provided as part of building spec by Herman Miller, some purchased by council	<ol style="list-style-type: none"> 1. Leave urn at the Pavilion and buy new for Berryfield Village Hall. 2. Leave crockery at Pavilion in Pavilion (ex Bowerhill Youth Club) 3. Relocate crockery and glasses from Gompels to Campus (may need to top up) and some required for office use
Hoover and steam cleaner	Kit room at Pavilion	Cleaners provided as part of lease at Campus and will use own kit. Steam cleaner purchased for use in changing rooms.	<ol style="list-style-type: none"> 1. Leave at Pavilion for Pavilion use
Telephone handsets x 4	Office at Pavilion	Return to company running phone system as part of legal agreement	<ol style="list-style-type: none"> 1. New handsets to be purchased when go over to new contract at Campus
Telephone on wall (large buttons)	Office at Pavilion	<p>Leave at Pavilion so hard-wired phone line for emergencies and in power cut.</p> <p>It was noted that there was a line out so people using the games room could use it to call out on. It was suggested that the landline could be set to a specific number such as 999 only.</p>	<ol style="list-style-type: none"> 1. Leave at Pavilion as (connected to original number not 01225 705700) but need to arrange for this to be set at a specific number (999) so that it is not open to abuse from hirers.
Noticeboard	External - Outside office door	For notices/agendas to be displayed in a "conspicuous place"	<ol style="list-style-type: none"> 1. Relocate to the Campus
Fire extinguishers & First Aid Kit	Pavilion	Retain for pavilion hirers	<ol style="list-style-type: none"> 1. Retain both in situ NB: Add to weekly checklist of Pavilion to check first aid kit and put note on it that anyone using it to contact office. Suggest paper seal around handle so know if has been used, rather than checking entire contents weekly.

Flip Chart	Gompels meeting space	Not required in the Campus. Will use big screens in meeting space. May be useful for public meetings such as Neighbourhood Plan type events.	1. Keep at Kit room in Pavilion
------------	-----------------------	--	---------------------------------

b) To consider arranging for the meeting room chairs to be cleaned

The Clerk advised as the meeting room fabric chairs were located in a shared location they could do with a clean. It was noted that these chairs were not in bad condition, but members agreed that as they are now a few years old officers should obtain a quote for this service.

Recommendation: Officers to obtain quotation to clean the meeting room chairs.

c) To consider quotations for Chain of Office refurbishment and insurance value

The Clerk explained that she was unsure what the value of the Chain of Office was. She advised that it also needed to be engraved with the new Chairman's name on and queried with members whether they wished to get it refurbished as well as valued at the same time.

The Clerk explained that while attending an SLCC event she discovered a company who could do this service and has obtained a quotation.

To do a full refurbishment of the chain it is estimated to cost around £715 + VAT. If the council wished for just a refurbishment of the jewel it was estimated to cost £325 + VAT, which would include dismantling the chain, stripping the current plating, polishing, re-assembling the chain and plating. They could also just gilt plate the jewel and chain of office for an estimate price of £325 + VAT, but this would only be to plate over the plating which is already there. For the engraving of the new chairman the cost per letter would be £0.59p + VAT.

It was noted that this company was not local to the area so there would be additional charges for courier collection. The company had given two options for this service depending on the value of the chain of office. If it is of high value, they have recommended a direct courier collection at a cost of £170 + VAT, where a delivery driver will directly collect the chain and deliver it direct to the company. It was noted that the return charge would be an additional £170 + VAT. Alternately, the council could opt for a standard courier collection where a standard

courier would be booked to collect and it would go through the courier network and arrive at the company the next day. The cost of the was £45 + VAT with the return charge of £11 + VAT.

It was felt that the chain of office was not in a bad condition but could do with a bit of a clean. Members felt that a more local company such as Coppins of Corsham should be approached to see whether they could provide this service. It was noted that a member of staff would need to drive it to Coppins, so there would be mileage costs as well as the staff time to take it there. The Clerk suggested that given this, if it was a reasonable cost to do this service it may be worth it being left there to do the necessary works. Councillor Hoyle explained that as he had to go to Corsham every day he would be happy to take it there.

Recommendation: The council give delegated powers to the Clerk to negotiate with Coppins of Corsham to undertake the necessary refurbishment, engraving and valuation of the chain of office.

63/22 Street Furniture:

a) To note issue with noticeboard on side of Town Hall and discontinued use

The Clerk explained that the noticeboard on the side of the Town Hall is in a poor condition. She advised that it was actually owned by Melksham Town Council and they let the parish council use half of the board to display their notices. The Clerk wished to make members aware that as it was in a poor state of repair, she has discontinued using it.

b) To note discontinued use of the noticeboard on the side of the library and approve disposal

The Clerk explained that the noticeboard on the side of the library was not in very good condition and has been discontinued. The Clerk explained that once the library moves into the Campus this building will be repurposed, therefore suggests that the council leave on there. Members note this and approve the disposal of this noticeboard (asset 178)

Recommendation: The Council dispose of the noticeboard outside of the library (asset 178).

c) To consider locations for the replacement Pilot noticeboard

It was noted that the council had previously agreed to purchase a new noticeboard to replace the Pilot noticeboard. The Clerk wished to

update members that the replacement had now arrived at JH Jones yard, but a location for this still needed to be confirmed.

Councillor Shea-Simonds advised that he had spoken to the landlord of the Pilot pub, who owned the whole area including the Tesco land and had come up with three possible locations. He had provided the Clerk with some photos of these locations to show members. The options put forward were as follows:

1. Just off of the pavement on the grassed area near the exit of the car park, facing outwards. This would enable residents to be able to easily stand on the pavement and view notices. This was also away from the pub side. This was the most favoured position of the landlord
2. On the pub side on the edge of the grassed area with the outdoor seating (outside of roped area). It was noted that as this was near the exit where cars would be coming around it would make it difficult for people to stand and read the notices.
3. On the grassed area on the entrance to the pub, outside of the roped area. This was less favoured from the landlord as this encroached onto the pubs outside seating area.

Recommendation: The council locate the new noticeboard on the grassed area near the exit of the car park (adjacent to the Pilot pub) facing outwards. This enables residents to be able to stand and view council notices on the pavement.

d) To consider quotations for an additional Speed Indicator Device (SID) with the ability to record data and upgrade to existing SID

The Clerk advised members that officers had obtained quotations for an additional SID. Officers had been tasked with finding suitable devices which also had the ability to record data. The Clerk explained to members that it may be worth them deciding on whether they wished to have the ability to record data or not before they reviewed the quotes provided. She explained that this was because on some of the quotes this facility was something that the council could opt to add on, so the quotes provided could be approved without this addition.

The Clerk reported that officers had also contacted the company who supplied the current SID to see whether it had the facility for data recording to be added, which it does so a quote has been provided for this as well.

The Clerk explained that previously Wiltshire Police had said that they don't use any data that is download to these devices, this is why the

parish council didn't go with this option for their current SID. The Clerk explained that Wiltshire Police will be running a pilot scheme in Salisbury and will be picking up data from SIDs to see where the worst areas for speeding are so that they can target those locations. She advised that these devices would not be used for ticketing anyone. It was noted that this was a pilot scheme at this stage and it was not set in stone that this would move forward in the future.

Members discussed the following quotes:

Quotation A:

Mobile SID with Slow Down SAS300	£2,300.00 excl VAT
Spare set of batteries	£ 165.00 excl VAT
Data logging	£ 340.00 excl VAT
Bluetooth adaption	£ 340.00 excl VAT
Total	£3,145.00 excl VAT
Total without data logging & Bluetooth	£2,465.00 excl VAT

Quotation B:

Portable SID with slow down, with spare batteries	£2,940.00 excl VAT
Bluetooth	£ 379.00 excl VAT
Total	£3,319.00 excl VAT

Quotation C:

Evolis Radar Speed Sign with USB & Bluetooth	£1,989.82 excl VAT
Battery	£ 259.84 excl VAT
Battery charger	£ 100.56 excl VAT
Delivery	£ 89.99 excl VAT
Discount	- £ 240.21 excl VAT
Total	£2,200.00 excl VAT

Quotation to upgrade existing SID with Bluetooth and data logging.

Data logging	£ 340.00
Bluetooth	£ 340.00
Unit collection	£ 235.00
Unit redelivery	£ 235.00
Total	£1,150.00

Members discussed the three quotes received for the purchase of a new SID it was noted that quotation A was the company who supplied the current SID. Members queried what the service had been from this supplier. The Clerk advised that the council had received good service and also after sale service from the company. She explained that when the council first ordered the SID there was a delay in delivery due to a staffing shortage but they kept officers well informed and gave a discount for the delay. It was explained that unfortunately the first SID had become damaged beyond repair due to vandalism and this supplier had come and collected the SID to see whether there were any saveable parts, they also disposed of it for the parish council.

Members felt that due to the price of quotation B it was not a feasible option to go with this supplier.

The device quoted for in quotation C included the USB data logging and Bluetooth at no additional cost. The Clerk explained that this company was a recommendation from Melksham Town Council as they had provided them with good service.

It was felt that as quotation C was comparable with the other quotations at a lower cost which also included the facility of data logging and Bluetooth, the council should purchase this device.

Members discussed whether the existing SID unit should be upgraded with the data logging and Bluetooth aspect. Members felt that as the scheme was only currently a pilot and this may not happen in the future the SID should not be upgraded at this stage until the outcome of the pilot is determined. It was also explained that the council could have only purchased the data logging aspect at £340+ VAT, however this would mean that the device would have to be taken down and brought into the office to be able to download the data. The Bluetooth aspect which was another £340 +VAT was to make it easier to download data, however this would still mean that someone would have to use a Bluetooth device to download the data.

Recommendation 1: The parish council purchase the Evolis Radar Speed Sign from Elan City (Quotation C) at a total cost of £2,200.00 +VAT.

Recommendation 2: The parish council do not upgrade their current SID device to have the capability of recording data at this stage until the outcome of the pilot scheme has been determined.

64/22

Approved contractors and suppliers:

The Clerk explained that the council had to at least annually review their list of contractors and suppliers. The Finance & Amenities Officer had provided members this in their agenda packs. The Clerk explained to members that this was a list of contractors who officers are able to call out in the event of an emergency and urgent works without needing prior approval from the council first.

Officers wished to draw members attention to the fact that the parish council's grass cutting and bin emptying contract with JH Jones was due to expire in March 2023, so this was something that would need to be looked at in the near future.

The Clerk explained that although the electrician who does the PAT testing for the council provides good service, he only does this because it's for the council and would rather not undertake PAT testing. The Clerk explained that a company who specialises in PAT testing has recently cold called and provided quotes. It was noted that Radcliffe Fire Protection also did PAT testing and officers would obtain a quote for this service.

Members were pleased to note that the council was provided with good service from all of their approved contractors.

65/22

To consider potential community benefit requests for Wessex Water to consider re Beanacre first time mains drainage scheme

The Clerk explained that whilst at the Wessex Water mains drainage drop-in session, they mentioned that they would provide some community benefit to mitigate the impact of this project on the residents of Beanacre. The Clerk advised that she wasn't sure how much community benefit Wessex Water was planning to provide however advised members that this was an opportunity to compile a list of potential benefits. The Clerk explained that this major project had still not been approved to go ahead but members could still consider this so that if or when this is approved a list could be submitted.

The Clerk explained that the metal five-bar gate between the play area and community field has dropped which makes it very difficult to open as the gate is heavy. She explained that although members of the public are able to walk through the church yard to access the community field, they don't seem to and instead walk through the pedestrian gate. The church has previously asked the parish council to move the gate and leave a gap which replicates the other side for residents to easily walk through. The suggestion was then for the five-bar gate to be relocated to the rear of the community field, the other side of the play area which could then be the parish council's access

for maintenance. This would also solve the issue with the boules court being in the way of the existing access.

The Clerk explained that in the middle of the Beanacre church car park there is some concrete type surfacing where the grass grows through as it has to look green as the building is listed. This has, however only been installed in the middle and not around the sides and in winter weather especially at least the front wheels on a car had to be on the middle surfacing otherwise, it could get stuck. This would be another option for community benefit.

There was a Right of Way that goes through a house in Beanacre and Wiltshire Council would not pay for the diversion order. The Clerk explained that when walking into Town from Beanacre to avoid walking on the A350 there is a right of way to access Town, however residents have to walk in the opposite direction to go round the house.

Another option would be to purchase visible gateway signage, like the ones when approaching Atworth for the 30mph limit coming into Beanacre from Lacock/ Chippenham. This is estimated to cost around £3,000 and recently discussed at the HIFIG (Highway Improvement & Footpath Improvement Group, previously known as CATG).

Members felt that the Clerk should produce a list of items that could be put forward and bring back to the parish council to prioritise.

The Clerk explained that the parish council was also keeping an eye on the safety surfacing at Beanacre Play Area. She advised that the wooden equipment was also being monitored so was holding off replacing the surfacing until this equipment needed replacing.

Recommendation: The Clerk to compile a list of items that could be put forward to Wessex Water as a potential community benefit for Beanacre and bring back to the Full Council to prioritise.

Meeting closed at 21:55pm

Signed.....
Chairman, 20th June, 2022