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MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 29th October 2024

To all members of the Council **Asset Management Committee**: Councillor John Glover (Chair of Council), Councillor David Pafford (Vice-Chair of Council), Councillor Alan Baines, Councillor Terry Chivers, Councillor Shona Holt, Councillor Nathan Keates and Councillor Martin Franks

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 4th November 2024 at 7.30pm (Following planning)** at **Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES** to consider the agenda below.

TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7.30PM.

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Passcode: 070920. Instructions on how to access Zoom are on the parish council website www.melkshamwithout-pc.gov.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

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Yours sincerely

Teresa Strange, Clerk

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AGENDA

1. Welcome, Housekeeping and Apologies

2. To receive **Declarations of Interest**

3. To consider holding items in Closed Session due to confidential nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Legal: 5c, 5d, 10b, 11b

Contractual: 6a

4. Public Participation

5. Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:

- a) To review and consider any actions required following receipt of ROSPA Inspection reports.
- b) To consider undertaking another safety surfacing clean in this financial year following receipt of ROSPA reports (Note: MWPC only budgeted for 1x clean for 2024/25)
- c) **Beanacre Play Area:** To receive update following meeting regarding play area maintenance access and consider way forward.
- d) **Davey Play Area:** To receive update on play area legal transfer and recommend for approval (and to review ROSPA report as independent assessment)
- e) **Shaw Play Area:** To note springer replacement scheduled to be undertaken on Wednesday 6th November.
- f) **Berryfield:** To note correspondence received from Virgin Media to install above ground cabinets (in order to house electronic equipment) on parish council owned land and agree proposed location.

6. QEII Diamond Jubilee Sports Field & Pavilion (*known informally as Bowerhill Sports Field*):

- a) To receive update on current bookings
- b) To note pitch improvement works have begun
- c) To approve quotation to undertake a chlorination of the drinking water fountain following recent work
- d) To consider undertaking a legionella risk assessment at the pavilion (recommended to be undertaken every two years)
- e) To approve quotation to replace security alarm monitor unit due to signaling issue
- f) To consider purchasing some lockable containers to store the top soil at the sports field.
- g) To receive an update on the progress of the grant application submitted for outdoor gym equipment

7. Allotments

- a) To receive report on waiting list
- b) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds

8. **Grass cutting and bin emptying contract:** To consider initial grass cutting and bin emptying contract specification and agree way forward with regard to going out to tender.

9. Shurnhold Fields

- a) To receive update on the car park enhancement project.
- b) To note contractor has been arranged to remove the Himalayan Balsam

10. Rights of Way Board:

- a) To approve quotation for replacement rights of way board at Bowerhill.
- b) To consider refresh of other rights of way boards around the parish following inspection (Shaw & Whitley, Beanacre and Berryfield)

11. Shaw Village Hall:

- a) To review village hall condition survey and consider any actions as a result
- b) To receive update on lease negotiations
- c) To note correspondence from Village Hall regarding cars being driven on the field and approve suggested way forward.

12. Defibrillators:

- a) To note correspondence received regarding the defibrillator outside the New Inn Public House and consider way forward.
- b) To note that all defibrillators were serviced and inspected on 10th September 24.

13. **Speed Indicator Device (SID):** To consider extending the warranty for SID#2.

14. **Biodiversity Policy:** To note actions contained in the policy relating to land and property management and consider way forward

15. To note donation of office mobile phone and approve disposal of old mobile phone

16. **Bins:** To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers- **None**

17. **Real Time Information displays at Bus Shelters/Stops:** To receive update on progress

Copy to: All Councillors

Note to go with Play Area ROSPA Inspection reports:

You will see that we have just included the spreadsheet summary in your agenda packs rather than providing you with all of the ROSPA reports. Next to each point, I have made a comment with regard to how we are actioning the issue. You will be pleased to note that most items have been rated as low risk and no items have been rated as high risk. For info, the innate risk level is the rating for a particular piece of equipment in its best condition without any faults and is the lowest risk rating for that equipment. The actual risk level is the rating given by the inspector of the actual risk score at the time of the inspection.

Beanacre Play Area:

You will see that most of the items inside of this play area have been rated as low and for the Caretaker to monitor. You will note that there are two items that are rated as medium risk, which are the overhead climber and accessible swing. These items are both noted on the report each year. The overhead climber is a wooden piece of equipment and relies on one post for its stability, which is why it has been rated as an 8 (the innate rate for this piece of equipment is 6). The Caretaker continues to monitor this piece of equipment, but at this current time it does not need to be replaced. The accessible swing has supporting components that should be dismantled and inspected according to the manufacturer's instructions on a regular basis. The Caretaker has a special tool to undertake this task; however, upon speaking to him when reviewing the ROSPA reports, he mentioned that he was having some difficulty accessing the components but is going to have another look and come back to me.

Berryfield Play Area:

All items for Berryfield Play Area are rated as low, and most items are for the caretaker to monitor. One of the things highlighted in the report is that some parts of the fence need to be repaired, which we have asked for a quote for. The other issue raised is the gate and the fact that it has an incorrect buffer. I have spoken to the Caretaker about this, and I understand the issue is because the gatepost has tilted, meaning that it has left a larger gap between the gate and the stop. The Caretaker had installed another fixture so that the gate had a stop; however, it is not the correct buffer. I have asked for a quotation to straighten up the post in order for the correct buffer to be installed on the gate.



Bowerhill Sports Field & Pavilion:

All items at the sports field are rated as low. One item to highlight is the bags of top soil that are positioned around the field, which are for teams to use on the day of a match to fill in a hole. They haven't been able to use the top soil because people are depositing rubbish in the bags. You will see that there is an agenda item later on at the meeting to consider purchasing some lockable containers to resolve this issue.

Hornchurch Play Area and MUGA:

Again, everything has been rated as low at this play area and MUGA. There are a few things for the Caretaker to action, which are just replacing some bolts, etc. You will note that the basketball hoop net is missing; however, you have previously made the decision not to replace these nets due to the Caretaker having to take a ladder to the area and replace and the safety concerns around him doing this.

Kestrel Court Play Area:

Most items at this play area are to be monitored, with a few things for the Caretaker to action on, such as replacing missing fixtures, etc.

Shaw Play Area:

There are some things for the Caretaker to take action on, such as replacing missing caps, etc., but everything has been rated as low. Just to highlight to you that the signage for the fitness equipment at the playing field has been damaged. You might remember a few years ago the sign went missing, and we had obtained a quotation from the manufacturer for a replacement, which was around c£200. In the meantime, Shaw Management Committee managed to get it replaced in a much cheaper way. Do you want to look at getting it replaced again? Considering it has been damaged twice already!



Shurnhold Fields:

All items on this report have been sent to the MTC Caretaker team for action as they attend the field each week.

Whitworth Play Area:

Nothing to note at this play area apart from a few caps that need to be replaced.

Site Name	Asset Name	Standard Description	Finding Notes	Task Title	Risk Score	Risk Level	Officer comment
Beanacre Play Area	Climber - A-Frame	Moss is present.		Remove.	4	Low	Parish council last undertook a surfacing clean in April 2024 and had only budgeted for one clean in this financial year. On the agenda for this evenings meeting to consider whether you want to undertake another clean or wait to spring again
Beanacre Play Area	Climber - A-Frame	Wire is exposed.	Monitor.	Read the notes for further action.	3	Very Low	Asked caretaker to monitor
Beanacre Play Area	Climber - A-Frame	The wet pour surface is cracking.	Monitor.	Read the notes for further action.	1	Very Low	Asked caretaker to monitor
Beanacre Play Area	Climber - Overhead - Suspended Rungs	This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life.	The equipment was installed in 2005.	Consult with the manufacturer's guidance to determine suitable maintenance.	8	Medium	We are continuing to monitor this piece of equipment
Beanacre Play Area	Climber - Overhead - Suspended Rungs	Moss is present.		Remove.	4	Low	
Beanacre Play Area	Climber - Rota Web	Moss is present.		Remove.	4	Low	
Beanacre Play Area	Climber - Traverse Wall	The wet pour surface is separating at the joints.	Monitor.	Read the notes for further action.	1	Very Low	Caretaker monitoring
Beanacre Play Area	Fencing	Timber is decayed.		Check on a routine basis.	1	Very Low	Caretaker monitoring
Beanacre Play Area	Log Walk - Suspended - Bridge	The wet pour surface is separating at the joints.	Monitor.	Read the notes for further action.	2	Very Low	Caretaker monitoring
Beanacre Play Area	Multiplay Unit	Moss is present.		Remove.	4	Low	
Beanacre Play Area	Multiplay Unit	Cap missing.		Replace.	3	Very Low	Caretaker to replace
Beanacre Play Area	Pathway - Access	Moss is present.		Remove.	3	Very Low	
Beanacre Play Area	Rope Bridge	There are natural splits / shakes in the timbers.		Shakes vary. Monitor and consult manufacturer if dimensions exceed 8 mm at sections used to grip / grasp.	4	Low	Monitoring
Beanacre Play Area	Rope Bridge	The wet pour surface is separating at the joints.	Monitor.	Read the notes for further action.	1	Very Low	Monitoring
Beanacre Play Area	Swing - Junior - 1 Bay 2 Seat	Moss is present.		Remove.	4	Low	
Beanacre Play Area	Swing - Junior - 1 Bay 2 Seat	There are natural splits / shakes in the timbers.		Shakes vary. Monitor and consult manufacturer if dimensions exceed 8 mm at sections used to grip / grasp.	3	Very Low	Monitoring
Beanacre Play Area	Swing - Junior - 1 Bay 2 Seat	The swing seat has been damaged, but does not require immediate replacement.		Monitor and replace when hard material is exposed.	1	Very Low	Caretaker to monitor and will let officers know when it needs to be replaced.
Beanacre Play Area	Swing - Mixed - 1 Bay 1 Accessible 1 Toddler Seat	The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	Check condition of end links.	Dismantle and inspect according to manufacturer's instructions.	8	Medium	Caretaker has special tool to dismantle and inspect parts- Understand from him that the tool may no longer work to get this piece of equipment apart but he is going to advise in due course.
Beanacre Play Area	Swing - Mixed - 1 Bay 1 Accessible 1 Toddler Seat	Moss is present.		Remove.	4	Low	
Beanacre Play Area	Swing - Mixed - 1 Bay 1 Accessible 1 Toddler Seat	There are natural splits / shakes in the timbers.		Shakes vary. Monitor and consult manufacturer if dimensions exceed 8 mm at sections used to grip / grasp.	4	Low	Monitoring
Beanacre Play Area	Swing - Mixed - 1 Bay 1 Accessible 1 Toddler Seat	The wet pour surface is separating at the joints.	Monitor.	Read the notes for further action.	1	Very Low	Monitoring
Berryfield Park	Climber - Rota Web	Moss is present.		Remove.	3	Very Low	
Berryfield Park	Climber - Rota Web	Shrinkage / separation of the surface. This may give a trip hazard.	Monitor.	Read the notes for further action.	3	Very Low	Monitoring
Berryfield Park	Fencing	Minor repairs are needed.		Repair.	4	Low	Quote being obtained for repair
Berryfield Park	Gate - Self-Closing	The item has an incorrect part or fixture.	Install correct buffer plate.	Read the notes for further action.	4	Low	Quote being obtained to straighten up gate post so correct gate stop fixture can be fitted
Berryfield Park	MUGA - Single End	The surface is cracking.	Monitor.	Read the notes for further action.	2	Very Low	Monitoring
Berryfield Park	Rocker - Seesaw	Shrinkage / separation of the surface. This may give a trip hazard.	Monitor.	Read the notes for further action.	3	Very Low	Monitoring
Berryfield Park	Rocker - Seesaw	Item has corrosion.		Treat and repair.	3	Very Low	Caretaker to action
Berryfield Park	Slide - Free Standing	There is a head entrapment.		The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	5	Low	
Berryfield Park	Slide - Free Standing	Moss is present.		Remove.	3	Very Low	
Berryfield Park	Slide - Free Standing	The depth of stair tread is either less than 110 mm or the projection is less than 140 mm, or both.		The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	2	Very Low	
Berryfield Park	Swing - Junior - 1 Bay 2 Seat	The distance between the seat side and the support is insufficient.	Monitor.	Read the notes for further action.	4	Low	Monitoring
Berryfield Park	Swing - Junior - 1 Bay 2 Seat	Some chain wear.		Monitor for further deterioration and replace before 40% wear.	4	Low	Monitoring
Berryfield Park	Swing - Junior - 1 Bay 2 Seat	Additional comments are noted below.	Reposition anti-perching ties.	Read the notes for further action.	1	Very Low	Caretaker to action
Berryfield Park	Swing - Junior - 1 Bay 2 Seat	Swing seat is damaged.	Monitor.	Read the notes for further action.	1	Very Low	Monitoring
Berryfield Park	Swing - Toddler - 1 Bay 2 Seat	There is wear in the bushes.		Remove shackle bolt and check bush and shackle pin wear, replacing as necessary.	4	Low	Monitoring
Berryfield Park	Youth Shelter	Moss is present.		Remove.	3	Very Low	
Berryfield Park	Youth Shelter	Item is damaged.	Seat panels. Monitor.	Read the notes for further action.	2	Very Low	Monitoring
Bowerhill Sports Field & Pavilion	Basketball Post	Projecting bolt thread.		Cut off and file down to remove sharp edges or use the correct length of bolt.	3	Very Low	Caretaker to action
Bowerhill Sports Field & Pavilion	Basketball Post	Item is damaged.		Replace.	1	Very Low	This is to do with the net, in 2023 the council made a decision not to replace the nets on basketball hoops
Bowerhill Sports Field & Pavilion	Fencing - Ball Stop	Item is damaged.		Repair.	5	Low	Monitoring
Bowerhill Sports Field & Pavilion	Football Goal - Youth, Small-sided, Portable (in Compound)	Cap missing.	Top of posts.	Replace.	4	Low	This is to do with FOF FC goal posts- I have informed
Bowerhill Sports Field & Pavilion	Gates - Maintenance	The gate is locked and a full inspection of its operation is not possible.		Ensure the operation of the gate is checked.	4	Low	Gate is operational;
Bowerhill Sports Field & Pavilion	Gates - Maintenance	Item is bent.	Monitor.	Read the notes for further action.	3	Very Low	Monitoring
Bowerhill Sports Field & Pavilion	Gates - Pedestrian	Trip points on the surface.		Build up surface level to remove trip points.	4	Low	
Bowerhill Sports Field & Pavilion	General Surface - Grass	Additional comments are noted below.	The bags have been used to dispose of dog faeces. Remove.	Read the notes for further action.	6	Low	This is an issue for football teams and is why it is not being used. The idea of the top soil is for it to be available on the day of a match if holes need to be filled. There is an agenda item at this meeting to
Bowerhill Sports Field & Pavilion	Litter Bin	Item is damaged.		Repair.	1	Very Low	
Davey Play Area	Carousel	The difference between the minimum and maximum circumference of the rotating platform exceeds 50 mm.		No reasonably practicable action is identified.	2	Very Low	
Davey Play Area	Gates - Maintenance	The item is unlocked.		Lock.	5	Low	
Davey Play Area	Swing - Basket	Cap missing.		Replace.	4	Low	
Davey Play Area	Talk Tubes	Loose in ground.	Monitor.	Read the notes for further action.	2	Very Low	
Hornchurch Road MUGA (Bowerhill)	MUGA	Bolt(s) missing.		Replace missing bolt(s).	3	Very Low	Caretaker to action
Hornchurch Road MUGA (Bowerhill)	MUGA	Item has corrosion.		Treat and repair.	2	Very Low	Caretaker to action
Hornchurch Road MUGA (Bowerhill)	MUGA	Item has some parts missing.	Net.	Replace the missing parts.	0		As per above MWPC no longer replace basketball nets
Hornchurch Road MUGA (Bowerhill)	Signage	There are sharp edges or projections.		Trim back zip ties.	4	Low	Caretaker to action
Hornchurch Road MUGA (Bowerhill)	Signage	Fixtures loose or missing.		Replace.	1	Very Low	Caretaker to action
Hornchurch Road Play Area (Bowerhill)	Fencing	Item is bent.	Monitor.	Read the notes for further action.	1	Very Low	Monitoring
Hornchurch Road Play Area (Bowerhill)	Gate - Maintenance	Gate buffer(s) required.		Fit a buffer.	3	Very Low	Caretaker to do, we have just ordered some spare gate buffers
Hornchurch Road Play Area (Bowerhill)	Multiplay - Junior	Wire is exposed.	Monitor.	Read the notes for further action.	3	Very Low	Monitoring
Hornchurch Road Play Area (Bowerhill)	Multiplay - Toddler	There are sharp edges or projections.		Remove the sharp/projecting parts.	3	Very Low	Caretaker to action
Hornchurch Road Play Area (Bowerhill)	Multiplay - Toddler	There is a raffiti on the unit.		Remove.	0		Caretaker to action
Hornchurch Road Play Area (Bowerhill)	Rocker - Bird	Item has corrosion.		Treat and repair.	1	Very Low	Caretaker to action
Hornchurch Road Play Area (Bowerhill)	Rocker - Seesaw	Item is damaged.	Monitor.	Read the notes for further action.	3	Very Low	Monitoring
Hornchurch Road Play Area (Bowerhill)	Swing - Mixed - 2 Bay 1 Junior 2 Toddler Seat	Additional comments are noted below.	Remove zip tie.	Read the notes for further action.	3	Very Low	Caretaker to action
Hornchurch Road Play Area (Bowerhill)	Swing - Mixed - 2 Bay 1 Junior 2 Toddler Seat	Item has corrosion.	Nut on underside of seats. Monitor.	Read the notes for further action.	3	Very Low	Caretaker to action
Hornchurch Road Play Area (Bowerhill)	Swing - Mixed - 2 Bay 1 Junior 2 Toddler Seat	Additional comments are noted below.	Reposition anti-perching cables.	Read the notes for further action.	1	Very Low	Caretaker to action
Kestrel Court & Half MUGA (Bowerhill)	Basketball Post	Item is damaged.	Monitor.	Read the notes for further action.	5	Low	Monitoring
Kestrel Court & Half MUGA (Bowerhill)	Carousel - Roundabout	There is wear in the bearings.		Monitor and replace when necessary.	4	Low	Monitoring

Kestrel Court & Half MUGA (Bowerhill)	Carousel - Roundabout	Item has corrosion.		Treat and repair.	1	Very Low	Caretaker to action
Kestrel Court & Half MUGA (Bowerhill)	Fencing	Item is bent.	Palisade bars. Monitor.	Read the notes for further action.	3	Very Low	Monitoring
Kestrel Court & Half MUGA (Bowerhill)	Gates	Fixtures loose or missing.		Tighten/replace.	3	Very Low	Caretaker to action
Kestrel Court & Half MUGA (Bowerhill)	Litter Bins (Outside Fence)	Hard or sharp projections.		Remove hard, pointed and sharp projections.	5	Low	Caretaker to action
Kestrel Court & Half MUGA (Bowerhill)	MUGA - Single End	Bolt cap damaged.		Replace.	4	Low	Caretaker to action
Kestrel Court & Half MUGA (Bowerhill)	MUGA - Single End	Fixtures loose or missing.		Replace.	1	Very Low	
Kestrel Court & Half MUGA (Bowerhill)	Multiplay	The equipment is easily accessible, has a free height of fall exceeding 600 mm, but does not have barriers to the standing surface.	Monitor.	Read the notes for further action.	5	Low	
Kestrel Court & Half MUGA (Bowerhill)	Multiplay	Item has corrosion.		Treat and repair.	3	Very Low	Caretaker to action
Kestrel Court & Half MUGA (Bowerhill)	Multiplay	Item is bent.	Dents in slide bed. Monitor.	Read the notes for further action.	2	Very Low	Monitoring
Kestrel Court & Half MUGA (Bowerhill)	Multiplay	The wet pour surface is separating at the joints.	Monitor.	Read the notes for further action.	1	Very Low	Monitoring
Kestrel Court & Half MUGA (Bowerhill)	Swing - Junior - 1 Bay 2 Seat	Chain link connectors notched.	Monitor.	Read the notes for further action.	3	Very Low	Monitoring
Kestrel Court & Half MUGA (Bowerhill)	Swing - Junior - 1 Bay 2 Seat	Additional comments are noted below.	Remove zip ties, or reposition if still required as a perching deterrent.	Read the notes for further action.	1	Very Low	Caretaker to action
Kestrel Court & Half MUGA (Bowerhill)	Swing - Junior - 1 Bay 2 Seat	Item has corrosion.		Treat and repair.	1	Very Low	Caretaker to action
Kestrel Court & Half MUGA (Bowerhill)	Swing - Toddler - 1 Bay 2 Seat	There is significant corrosion on this item.	Nuts corroded on underside of seats.	Monitor for further deterioration and replace before 40% wear.	6	Low	Caretaker to action
Kestrel Court & Half MUGA (Bowerhill)	Swing - Toddler - 1 Bay 2 Seat	Some chain wear.		Monitor.	4	Low	Monitoring
Kestrel Court & Half MUGA (Bowerhill)	Swing - Toddler - 1 Bay 2 Seat	Additional comments are noted below.	Remove zip ties.	Read the notes for further action.	1	Very Low	Caretaker to action
Shaw Play Area	Gate - Maintenance	The item is unlocked.		Lock.	5	Low	
Shaw Play Area	Gate - Pedestrian	There is a crushing or shearing point on the side of the gate. Where the gaps reduce to less than 12 mm these have been known to cause serious, permanent injury to children, especially on the hinge side where the leverage forces are significant.		Adjust gate / posts / fit new rubber buffer to ensure a spacing of at least 12 mm throughout the range of the gate to remove the entrapment. The 12 mm gap also should apply on the hinge side of the gate.	6	Low	Caretaker to action
Shaw Play Area	Gate - Pedestrian	Fixtures loose or missing.	Spring sleeve has dropped.	Replace.	1	Very Low	Caretaker to action
Shaw Play Area	Multiplay - Junior	There is a head entrapment.		The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	5	Low	
Shaw Play Area	Multiplay - Junior	The barrier height is below the minimum of 700 mm, when measured from the surface of the platform, stairs or ramp.		The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	4	Low	
Shaw Play Area	Multiplay - Junior	Wedge (head/neck) entrapment is present.	At slide sides.	The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	4	Low	
Shaw Play Area	Multiplay - Junior	The treads do not comply with the depth requirements.		The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	3	Very Low	
Shaw Play Area	Multiplay - Senior	RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.		The protective surface under all bars and rings must be kept in good condition.	6	Low	
Shaw Play Area	Multiplay - Senior	There is a head entrapment.		The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	5	Low	
Shaw Play Area	Multiplay - Senior	There is a toggle entrapment.	Around slide entry.	The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	4	Low	
Shaw Play Area	Multiplay - Senior	Cap missing.		Replace.	3	Very Low	Caretaker to action
Shaw Play Area	Multiplay - Senior	Slide bar not fitted across the access to the slide.		The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	3	Very Low	
Shaw Play Area	Multiplay - Senior	Surface has unintended weeds.		Remove.	1	Very Low	Caretaker to action
Shaw Play Area	Rocker - Plane	Rocker - Plane	Base plate moving beneath surface.	Tighten.	5	Low	Caretaker to action
Shaw Play Area	Rocker - Plane	Item is damaged.	Hand grip.	Repair.	4	Low	Caretaker to action
Shaw Play Area	Rocker - Plane	Protruding handles / foot rests.		The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	3	Very Low	
Shaw Play Area	Rocker - Plane	Cap missing.		Replace.	3	Very Low	Caretaker to action
Shaw Play Area	Signage - Info	Fixtures loose or missing.		Replace.	1	Very Low	Caretaker to action
Shaw Play Area	Swing - Junior - 1 Bay 2 Seat	There is wear in the bushes.		Remove shackle bolt and check bush and shackle pin wear, replacing as necessary.	8	Medium	Caretaker to monitor
Shaw Play Area	Swing - Junior - 1 Bay 2 Seat	Ground erosion present.		Repair the worn areas.	2	Very Low	Caretaker to monitor
Shaw Play Area	Swing - Junior - 1 Bay 2 Seat	Surface has unintended weeds.		Remove.	1	Very Low	
Shaw Play Area	Swing - Toddler - 1 Bay 2 Seat	Cap missing.		Replace.	2	Very Low	Caretaker to action
Shaw Play Area	Swing - Toddler - 1 Bay 2 Seat	Item is damaged.	Plastic covering on chains. Trim back any loose edges.	Read the notes for further action.	1	Very Low	Caretaker to action
Shaw Playing Field	Gates - Kissing	Cap missing.		Replace.	2	Very Low	Caretaker to action
Shaw Playing Field	Goal Posts - Football - Full Size x 2	Bolt(s) missing.		Replace missing bolt(s).	4	Low	Sent to Shaw Management Committee to action
Shaw Playing Field	Goal Posts - Football - Full Size x 2	Item is damaged.	Monitor.	Read the notes for further action.	3	Very Low	Sent to Shaw Management Committee to action
Shaw Playing Field	MUGA - Double End	There are sharp edges or projections.	Trim back zip ties.	Remove the sharp/projecting parts.	3	Very Low	Caretaker to action
Shaw Playing Field	MUGA - Double End	The surface is cracking.	Monitor.	Read the notes for further action.	3	Very Low	Monitoring
Shaw Playing Field	Seating	Fixtures loose or missing.		Tighten.	4	Low	Caretaker to action
Shaw Playing Field	Seating - Picnic Tables	Trip points on the surface.		Make level.	4	Low	Caretaker to action
Shaw Playing Field	Signage - Dog Ban	Loose in ground.		Reset.	3	Very Low	Caretaker to action
Shaw Playing Field	Signage - Fitness	Item is damaged.		Replace.	4	Low	Monitoring
Shaw Playing Field	Swing - Basket	Monitor.	Suspension ropes have been twisted.	Read the notes for further action.	3	Very Low	Monitoring
Shurnhold Field	Fencing - Chain Link	Minor repairs are needed.		Repair.	3	Very Low	
Shurnhold Field	Gates - Kissing - With Bridge	Trip points on the surface.	There are uneven surfaces.	Repair.	6	Low	
Shurnhold Field	Seating - Bench	Timber is decayed.		Replace affected parts.	5	Low	Sent to MTC Caretaker team to action
Shurnhold Field	Seating - Picnic Tables	Cap missing.		Replace.	1	Very Low	
Shurnhold Field	Signage	Fixtures loose or missing.		Replace.	1	Very Low	
Whitworth Play Area	Carousel	The difference between the minimum and maximum circumference of the rotating platform exceeds 50 mm.		No reasonably practicable action is identified.	2	Very Low	
Whitworth Play Area	Climber Cone	Cap missing.		Replace.	4	Low	Caretaker to action
Whitworth Play Area	Multiplay	Cap missing.		Replace.	2	Very Low	Caretaker to action
Whitworth Play Area	Seating - Picnic Tables	The surface is crumbling.	Monitor.	Read the notes for further action.	1	Very Low	Monitoring
Whitworth Play Area	Swing - Junior - 1 Bay 2 Seat	Cap missing.		Replace.	1	Very Low	Caretaker to action

To consider whether another safety surfacing clean should be undertaken at the play areas in the current financial year

Following the receipt of the ROSPA report, we have noticed that at a lot of the play areas (bar Hornchurch Road, which has just been resurfaced), there is a lot of algae present on the surfacing (photos below). You used to clean the surfacing twice per year, in spring and autumn, but made a decision last year to only undertake it once per year. The reason you previously did the cleaning in these seasons was to clear away fallen leaf in autumn to ensure drainage is adequate for the winter months, and again in the spring to ensure the surface is clean and looking at its best for the high use summer period. You last undertook the safety surfacing clean in April 24, at a cost of £4,550, which included the MUGA's too. This spend is to come from solar farm funding, but you had originally budgeted £2,900 for this work, but we just wanted to highlight this to you as we noted it in the reports.

Would you like us to get quotes for it to be done again in this financial year, or do you want to wait until next year?







Safety Inspection Report

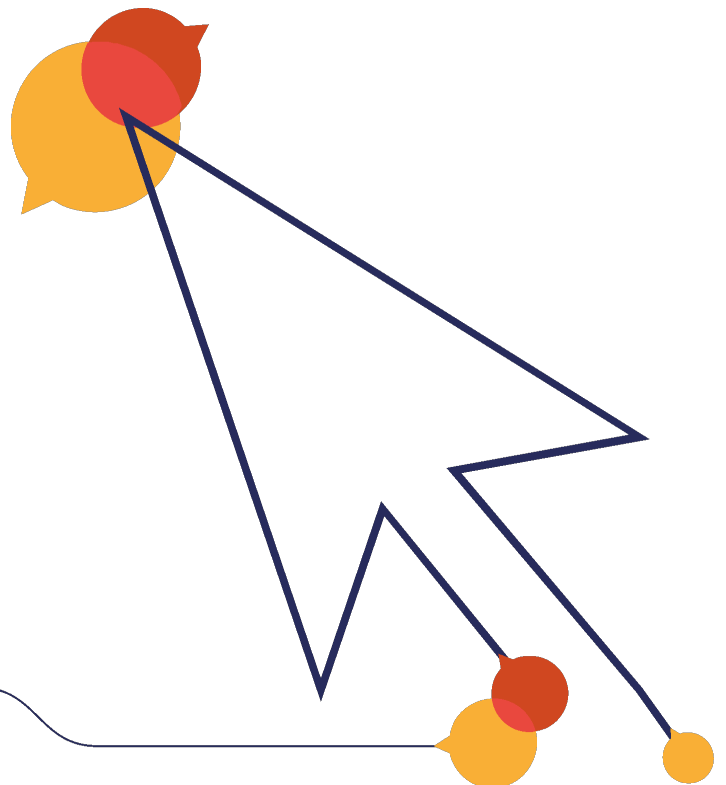
Annual Inspection

Davey Play Area



Melksham Without Parish Council

11 October 2024



Safety Inspection Report

Annual Inspection

Site name: **Davey Play Area**
Date of inspection: **11 October 2024**
Inspector: **Jonathan Peters**



Gates - Maintenance

Innate risk score:

 4

Description	Tasks	Risk score
The item is unlocked.	Lock.	 5

Gates - Pedestrian

Innate risk score:

 4

Description	Tasks	Risk score
No Findings		

Pathways - Internal

Innate risk score:

 4

Description	Tasks	Risk score
No Findings		

Fencing - Bow-Top

Innate risk score:

 3

Description	Tasks	Risk score
No Findings		

Seating

Innate risk score:

 3

Description	Tasks	Risk score
No Findings		

Seating - Picnic Table

Innate risk score:

 3

Description	Tasks	Risk score
No Findings		

Signage

Innate risk score:

 2

Description	Tasks	Risk score
No Findings		

Litter Bin

Innate risk score:

 2

Description	Tasks	Risk score
No Findings		

Swing - Basket

Innate risk score:

 8

Description	Tasks	Risk score
Cap missing.	Replace.	 4

Climber - Frame

Innate risk score:


 5

Description	Tasks	Risk score
No Findings		

Carousel

Innate risk score:

 5

Description	Tasks	Risk score
The difference between the minimum and maximum circumference of the rotating platform exceeds 50 mm.	No reasonably practicable action is identified.	 2

Multiplay

Innate risk score:

 5

Description	Tasks	Risk score
No Findings		

Rocker - Horse

Innate risk score:

 4

Description	Tasks	Risk score
No Findings		

Rocker - 4 Seat

Innate risk score:

 4

Description	Tasks	Risk score
No Findings		

Talk Tubes

Innate risk score:

 3

Description	Tasks	Risk score
Loose in ground.	Read the notes for further action.	 2

How to read your report

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

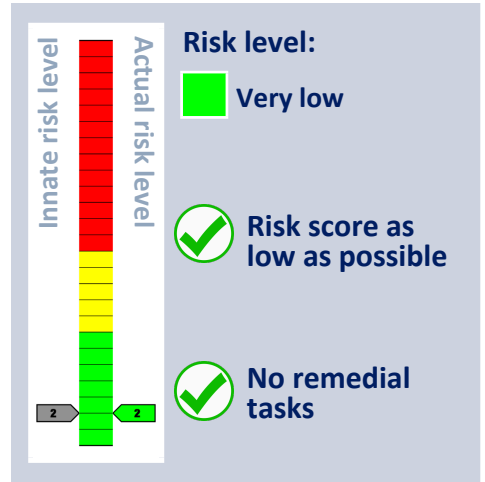
- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

The image shows a report form for 'Primary Items' with several sections and callouts:

- 1** points to the 'Sample Asset Name' field.
- 2** points to the 'Manufactured by Manufacturer Name' field.
- 3** points to the 'Innate risk level' bar in the risk assessment section.
- 4** points to the 'Remedial tasks' field in the risk assessment section.
- 5** points to the 'Standards' section, which includes a checkmark icon and the text: 'EN 1176-1:2017, EN 1176-2:2017 The item and its surfacing (where applicable) meet with the requirements of the relevant standards.'
- 6** points to the 'Finding' section, which includes fields for 'Description', 'Tasks', 'Note', and 'Finding Photos'.

The form also includes a large 'asset image here' placeholder, a risk assessment section with 'Actual risk level' and 'Potential risk score reduction' bars, and a 'Surface: Grass' label with an icon of a person on a ladder. At the bottom, there is a footer: 'Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07' and a small '4' icon.

Signage



Gates - Pedestrian



Innate risk level

Actual risk level

Risk level:
Low

✓ Risk score as low as possible

✓ No remedial tasks

Fencing - Bow-Top



Innate risk level

Actual risk level

Risk level:

- Very low
- Risk score as low as possible
- No remedial tasks

Litter Bin



Innate risk level

Actual risk level

Risk level:

- Very low
- Risk score as low as possible
- No remedial tasks

Seating



Innate risk level

Actual risk level

Risk level:

- Very low
- Risk score as low as possible
- No remedial tasks

Seating - Picnic Table



Innate risk level

Actual risk level

Risk level:

- Very low
- Risk score as low as possible
- No remedial tasks

Pathways - Internal



Innate risk level

Actual risk level

Risk level:

- Low

✓ Risk score as low as possible

✓ No remedial tasks

Gates - Maintenance



Innate risk level

Actual risk level

Risk level:
Low

Potential risk score reduction:
1

Remedial tasks:
1

Maintenance Finding

Description

The item is unlocked.

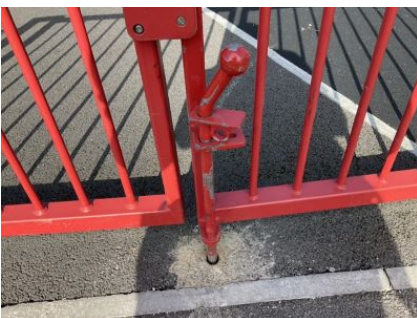
Tasks

Lock.

Risk level:
Low

Risk score:
5

Finding Photos



Climber - Frame

Manufactured by Proludic Ltd



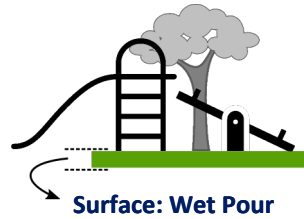
Innate risk level

Actual risk level

Risk level:
Low

✓ Risk score as low as possible

✓ No remedial tasks



Standards:



EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Swing - Basket

Manufactured by Proludic Ltd



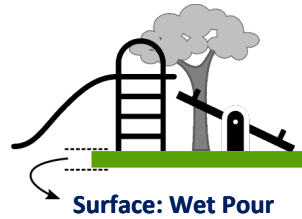
Innate risk level

Actual risk level

Risk level:
Medium

Risk score as low as possible

Remedial tasks:
1



Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Cap missing.

Tasks

Replace.

Risk level:
Low

Risk score:
4

Finding Photos



Rocker - Horse

Manufactured by Proludic Ltd



Innate risk level

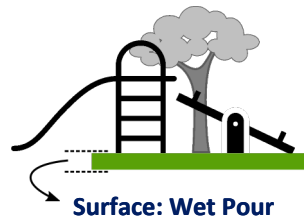
Actual risk level

Risk level:

- Low

✓ Risk score as low as possible

✓ No remedial tasks



Standards:

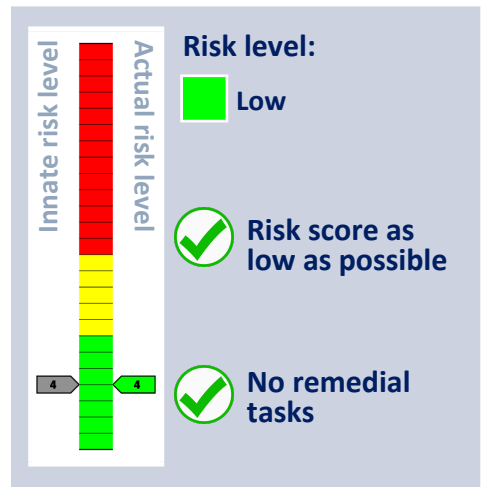


EN 1176-1:2017+A1:2023, EN 1176-6:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Rocker - 4 Seat

Manufactured by Proludic Ltd

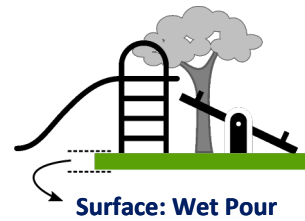


Standards:



EN 1176-1:2017+A1:2023, EN 1176-6:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



Carousel

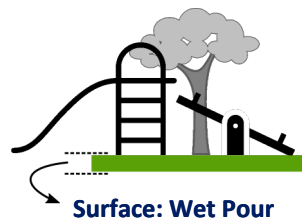
Manufactured by Proludic Ltd



Risk level:
Low

Risk score as low as possible

Remedial tasks:
1



Standards:



EN 1176-1:2017+A1:2023, EN 1176-5:2019

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

Standard Compliance Finding

Description

The difference between the minimum and maximum circumference of the rotating platform exceeds 50 mm.

Tasks

No reasonably practicable action is identified.

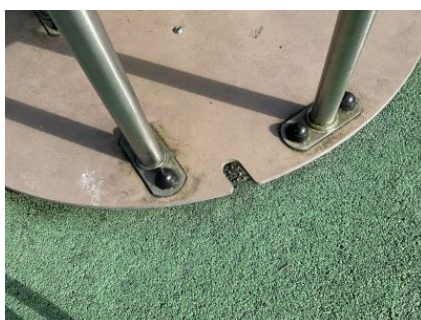
Risk level:

Very low

Risk score:

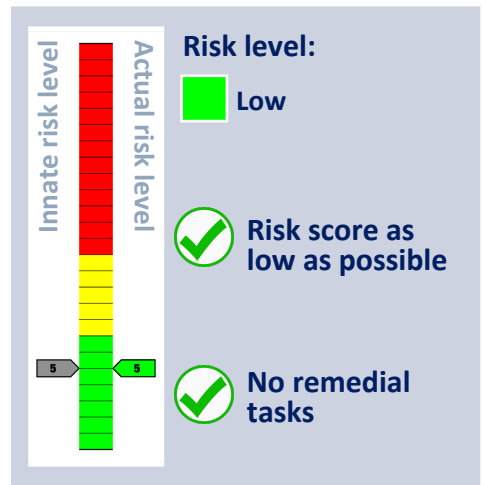
2

Finding Photos



Multiplay

Manufactured by Proludic Ltd

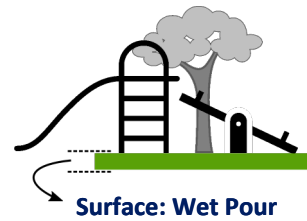


Standards:



EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



Talk Tubes

Manufactured by Proludic Ltd



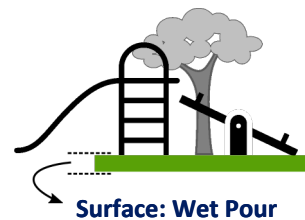
Innate risk level

Actual risk level

Risk level:
Very low

Risk score as low as possible:

Remedial tasks:
1



Standards:



EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Loose in ground.

Tasks

Read the notes for further action.

Note

Monitor.

Risk level:

Very low

Risk score:

2

Finding Photos



General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Rare
 - b. 2 = Unlikely
 - c. 3 = Moderate
 - d. 4 = Likely
 - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Insignificant
 - b. 2 = Minor
 - c. 3 = Moderate
 - d. 4 = Major
 - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of $1 \times 5 = 5 =$ low risk. Similarly, a certain event for which the consequence is insignificant will present a score of $5 \times 1 = 5 =$ low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
L i k e l i h o o d		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

General Notes

Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.

General Notes

What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

General Notes

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

Exposure to Risk

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

Contemporaneous Findings

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

Planting and Trees

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.

General Notes

How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

Table 1

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator’s overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer’s recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	

EN 1176 Notes – Summary of Requirements

PROTECTION AGAINST INJURIES IN THE FREE SPACE

- * No obstacles in the minimum space (other than structures to assist or safeguard the user)
- * Traffic flows should not go through the minimum space

PROTECTION AGAINST INJURIES IN THE FALLING SPACE

- * Free height of fall should not exceed 3m * No obstacles in the falling space * Platforms with fall heights of more than 1m between them require surfacing

PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

- * No unexpected obstacles

SURFACING SAFETY REQUIREMENTS

- * Surfacing should have no sharp edges or protrusions * Loose fills should be 100mm more than the depth required to meet the HIC reading (usually 200mm) * Hard surfaces should only be used outside where children fall * Testable Impact absorbing surfaces if falls over 600mm are possible. Topsoil or turf may be used up to 1m

DESIGN AND MANUFACTURE

- * The equipment must be suitable for the user and risks should be identifiable by the child * Accessibility: adults must be able to gain access to help children * Grip requirements: permitted diameter 16 - 45mm (i.e. overhead bars) * Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)

- * Requirements for easily accessible equipment

FINISHING

- * Timber species and synthetics should be splinter resistant * No protrusions or sharp-edged components * Bolts should not protrude by more than 8mm * Corners, edges or projecting parts over 8mm should have a 3mm radius. * No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel) * No crushing or shearing points
- * Connections should not come loose by themselves and should resist removal. * Timber connections should not rely solely on screws or nails. * Leaking lubricants should not stain or impair the safety of the equipment

FIBRE ROPES

- * Conform to EN 701 or 919 or have a material and load certificate
- * Ropes used by hands shall have a soft, non-slip covering

WIRE ROPES

- * Non-rotating and corrosion resistant with no splayed wires outside the ferrule * Wire connector clip threads should protrude less than 8mm * Turnbuckles should be enclosed, have a loop at each end and be secured

CHAINS

- * Maximum opening of individual links: 8.6mm in any one direction.
- * Connecting links between chains must be less than 8.6mm or over 12mm

SWINGING SUSPENDED ROPES

- * Not combined with swings in the same bay * Less than 2m long: over 600mm from static parts; over 900mm from swinging parts * 2m - 4m long: over 1000mm from anything * Diameter: 25 - 45mm

CLIMBING ROPES

- * Anchored at both ends and movement less than 20% of rope length
- * Single climbing rope diameter: 18 - 45mm (nets comply with Grip requirements)

ENTRAPMENTS

- * Entrapment: a place from which children cannot extricate themselves unaided There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

BRIDGES

- * The space between the flexible bridge and rigid sides should be not less than 230mm

ENTRAPMENT OF FEET AND LEGS

- * Inclined planes (not suspension bridges) less than 38° should have no gaps over 30mm
- * There are no requirements for suspension bridge gaps other than the main entrapment requirements

FINGER ENTRAPMENTS

- These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps
- * Tube ends should be securely enclosed and removable only with tools
 - * Moving gaps should not close to less than 12mm

BARRIERS AND GUARD-RAILS

- * Hand-rail: a rail to help the child balance * Guard-rail: a rail to prevent children falling * Barrier: a guard-rail with non-climbable in-fill

HAND-RAILS

- * Where required they should be between 600 and 850mm above the standing surface

EQUIPMENT FOR UNDER 3'S

- * Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

EQUIPMENT FOR OVER 3'S

- * Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over * Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing * Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing * No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

MEANS OF ACCESS

- The main change in this area is that the probes should now be applied to accesses. All means of access should have no entrapments; be securely fixed; be level to $\pm 3^\circ$ (ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

EN 1176 Notes – Summary of Requirements

SWINGS

The main changes relate to requirements for new types of swings, dimensions and surfacing areas.

REQUIREMENTS

* No all rigid suspension members (i.e. solid bar top to bottom) * Design should be principally for use by seated children (RoSPA interpretation) * Two seats per bay maximum. Do not mix cradle and flat seats in same bay * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single point swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism

DIMENSIONS

* Minimum ground clearance at rest: 350mm (400mm for single point swings and tyres) * No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats * Distance between seat and frame: 20% of swing suspension + 200mm * Distance between seats: 20% of the swing suspension + 300mm * Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length

SITING

* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

SURFACING REQUIREMENTS

Forward and Back

* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m

Side width

* Seat width no greater than 500mm: 1.75m minimum (i.e. .875m each way from seat centre)

* Areas for two seats in one bay may overlap providing the distance between seats is correct

Single point swings

* Circular area with a radius equal to the Forward and Backward figure for other swings

SLIDES

SAFETY REQUIREMENTS

* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. * Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it * If the starting section is over 400mm long, platform requirements apply *

From a platform, the gap to the slide is the same width as the slide * Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point * Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

* Maximum angle: 60° at any one point and an average of 40° * The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm * Spiral or curved slides should have a width less than 700mm

RUN -OUTS

* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. * Additional requirements are required for different types of slides * Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) * Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm * Users should come to a stop on the run-out section (BS type only)

* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum

* Maximum side angle from slide bed: 30° * Tops of sides should be rounded or radiused to at least 3mm * Tunnel slides should be a minimum 750mm high and 750mm wide * Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: * DIN type: 1m each side and 2m beyond (or just 1.5m beyond for short slides) * BS type: 1m each side and 1m beyond

CABLE RUNWAYS

SAFETY REQUIREMENTS

* Stop at end should progressively slow down the traveller * Traveller should not be removable except with tools * No access to internal mechanism * Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle * Where children hang by the hands, the grip should not be enclosed (i.e. a loop)

* Climbing should be discouraged onto the grip * Children should be able to get off the seat at any time (i.e. no loops or straps) *

Maximum loaded (69.5kg) speed is 7m per second * If two cables are placed parallel the min. distance between them is 2m

IMPACT AREAS

* 2m either side of main cable

ROTATING ITEMS

The main changes are in clearer separation into different types. A change in the clearance between the underside and the ground will affect older items. The change should provide greater safety. NOTE: Rotating items under 500mm diameter are excluded from these requirements

SAFETY REQUIREMENTS

* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) * Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested * Hand grips should be between 16 - 45mm

SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are:

Platform roundabouts:

EN 1176 Notes – Summary of Requirements

* Platforms should be circular and enclosed * All parts should revolve in the same direction * No super-structure over the edge of the platform * Mechanism should be enclosed * Height between underside and ground 60 – 110mm for 300mm in * Protective skirts should be of rigid material and have no burrs or other defects * The bottom edge should be flared towards the inside or protected Giant revolving discs

* Clearance of underside at lowest point: 300mm * Max. platform height: 1m * Free space: 3m * Upper surface should be continuous, smooth and with no handles or grips * Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

MINIMUM SPACE

* Free space: Horizontal: 2m all round * Vertical head clearance from platform: sitting 1.5m ; standing 1.8m * Small rotating items under 500mm diameter are excluded but RoSPA suggests as for rocking items

SURFACING REQUIREMENTS

* There are no special extra requirements for surfacing areas * Surfaces should be continuous underneath and level

ROCKING ITEMS

DEFINITIONS

* Rocking equipment which can be moved by the user and is supported from below

* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

SAFETY REQUIREMENTS

* Throughout the range of movement gaps in all accessible joints should be under 12mm * Progressive restraint at extremity of movement is required * Foot rests should be provided where the ground clearance is less than 230mm * Hand grips should be provided for each seat or standing position

* Foot rests and hand grips should be firmly fixed and non-rotating * Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) * Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

MINIMUM SPACE

* 1000mm between items at maximum movement.

SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION

SAFETY

* Appropriate safety systems must be established by the operator * No access should be allowed to unsafe equipment or areas * Records should be kept by the playground operator * Effectiveness of safety measures should be assessed annually * Signs should be provided giving owner details and emergency service contact points * Entrances for emergency services should be freely accessible * Information on accidents should be kept (RoSPA has a suitable form)

* Staff and users should be safe during maintenance operations

INSPECTION

* Manufacturers will recommend the inspection frequency although some sites may need a daily check

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

* An inspection schedule should be prepared for each playground, listing components and methods

* Appropriate action should be taken if defects are noted

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

* This covers remedial work and repairs as required * Alterations should only be carried out after consultation & agreement with the supplier or a competent person



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78 Shrivenham Hundred Business Park
Watchfield
SWINDON
SN6 8TY
+44 (0)1793 317470

Playsafety Ltd is licensed by RoSPA to trade as RoSPA Play Safety
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Marianne Rossi

From: Baker, Dean <Dean.Baker@wiltshire.gov.uk>
Sent: 25 October 2024 13:55
To: Marianne Rossi; Teresa Strange
Subject: FW: Virgin Media - NBU 301477 - Situated on Berryfield Park, Wiltshire, SN12 6BX
Attachments: NBU 301477 Cabinet Location Sheet SD1i.pdf

Good afternoon, Marianne / Teresa.

Please see the email below from Virgin Media.

The section of land they are proposing to install the cabinet on is not highway, I believe this is parish council land.

Can I leave this with you to reply to Darren.

Regards

Dean

Dean Baker
Highway Engineer, Highways Central
Covering the Area Boards of Melksham and Bradford on Avon

Local Highways
Highways and Transport
36 Lancaster Rd, Bowerhill Melksham, Wiltshire, SN12 6QT

Wiltshire Council

Mobile: 07767 932818
Email: dean.baker@wiltshire.gov.uk
Web: www.wiltshire.gov.uk

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From: Darren Lee <darren.lee@virginmediao2.co.uk>
Sent: 24 October 2024 15:06
To: Streetworks <streetworks@wiltshire.gov.uk>
Cc: Rachel Caney <Rachel.Caney@virginmediao2.co.uk>; Dougal Drysdale <dougal.drysdale@virginmediao2.co.uk>;
Dave Eccles <dave.eccles@virginmediao2.co.uk>
Subject: Virgin Media - NBU 301477 - Situated on Berryfield Park, Wiltshire, SN12 6BX

You don't often get email from darren.lee@virginmediao2.co.uk. [Learn why this is important](#)

Dear Sir/Madam,

**The Telecommunications Act 1984 as Amended by Schedule 3 to the
Communications Act 2003**

**Town and Country (General Permitted Development) Order 1995 [SI 1995 No.
418] as further amended - Part 24 of Schedule 2- Development by**

Telecommunications Code System Operators

I am writing on behalf of **PSG Services Ltd**. We are a planning partner of Virgin Media, working with them on the design and planning of their nationwide Network Expansion Project (NetEx), in order to increase the reach and quality of The existing Cable TV, Telephony and Superfast Broadband/Internet services.

Virgin Media is currently considering the possibility of deploying NetEx in your area and has completed the advanced design and planning process. This letter hereby serves as notice of Virgin Media's intention to install above ground cabinets (in order to house electronic equipment) at the locations detailed on the attached plans and drawings, and ensure that the locations are agreeable to yourselves.

The dimensions of each type of proposed cabinet noted on the attached plans & drawings, are as follows:

1 x FTTP - VMSD1i - 535mm (W) 315mm (D) 985mm (H)

If you have any concerns regarding the proposed position of any cabinet, please Contact myself as soon as possible, so that we may understand your concerns and possibly discuss alternative options.

Thank you for your consideration.

Yours faithfully,
Darren

Darren Lee | New Build Planner

Virgin Media O2 | 1 Dove Wynd, Strathclyde Business Park, Bellshill, ML4 3AL

M: 07554432444

E: darren.lee@virginmedia.co.uk

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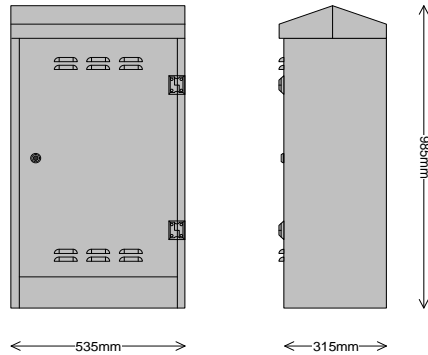
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Registered offices:

Virgin Media Limited, 500 Brook Drive, Reading, RG2 6UU. Registered in England and Wales: 2591237

VIRGIN MEDIA - PROPOSED CABINET SITE NOTIFICATION



Cabinet - VMSD1i

Dimensions:
 Width - 535mm
 Height - 985mm
 Depth - 315mm

Material: 2mm Steel EN1088-2 / 1.4003 (3CR12)
 Powder Coated: Goose Grey / Textured Finish

Cabinet Ref	TROW-X-EE02
Location	On Berryfield Park, Wiltshire, SN12 6BX
Footway Width	N/A On Grass Verge
Remaining F/w Width	N/A On Grass Verge
Co-ords	390063,162331
Comments	To be within grass verge


Project	Originator	Darren Lee	Reproduction from the Ordnance Survey map by Virgin Media with permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office © Crown Copyright Virgin Media (100019209)		Virgin Media 280 Bartley Way Bartley Wood Bus. Park Hook Hampshire RG27 9UP
Network Expansion	Contact Number	07554432444			
NBU Ref	Issue Date	24/10/2024			
301477	Office	Bellshill			
	Line Manager	Viv Hart			

Photo provide by JH Jones following the sports field being spiked, brushed, and lightly rolled in early October.





Water Hygiene Services

Bowerhill Pavilion

PREPARED BY TOM PALMER
PREPARED FOR TERESA STRANGE
REF: 241006-TP

Introduction

Aquasafe Environmental is a provider of Water Treatment Solutions and Services to industry.

Operating from the south west of England, we provide a whole range of Water Treatment Services to comply with Health and Safety Executive requirements under their L8 Code of Practice.

To the right is a full description of works that are being quoted for, along with the total price.

Quotation

Melksham Without Parish Council
Bowerhill Pavilion
Westinghouse House
Bowerhill
Wiltshire
SN12 6TL

15th October 2024

The following quotation is valid for 90 days.

Description	
1. Chlorination of incoming water main to Water Fountain. (This will also include Kitchen Sink Tap).	
2. Certification for Work undertaken.	
TOTAL	£ 200 + VAT

To be invoiced on completion of works.

Signed on behalf of Aquasafe Environmental:



Water Hygiene Services

Quotation

Bowerhill Pavilion

Melksham Without Parish Council
Bowerhill Pavilion
Westinghouse House
Bowerhill
Wiltshire
SN12 6TL

PREPARED BY TOM PALMER
PREPARED FOR TERESA STRANGE
REF: 241002-TP

Introduction

Aquasafe Environmental is a provider of Water Treatment Solutions and Services to industry.

1st October 2024

Operating from the south west of England, we provide a whole range of Water Treatment Services to comply with Health and Safety Executive requirements under their L8 Code of Practice.

The following quotation is valid for 90 days.

To the right is a full description of works that are being quoted for, along with the total price.

Description	
1. Full Legionella Risk Assessment of Bowerhill Sports Pavilion.	
2. Full Written Report, Schematic Drawing, and Recommendations.	
TOTAL	£ 395 + VAT

To be invoiced on completion of works.

Signed on behalf of Aquasafe Environmental:

Engineering Report

Tollgate Security Ltd.
 The Old Joinery
 Oxford Place
 Combe Down
 Bath
 BA2 5HW
 TEL: 01225 836220
 FAX: 01225 836229



Site Name	Melksham Without Parish Council	Site ID	MELKSHAM
Address	Queen Elizabeth II Sports Field		MELKSHAM WITHOUT PARISH
	Westinghouse Way		First Floor, Melksham Community
	Bowerhill		Market place
	Melksham		Melksham
	SN12 6TL		Wiltshire
			SN12 6ES

Contact _____ **Customer Reference** _____

System Type Intruder Alarm with Fire Detection

Call No. 71154 **Type** Preventative Maintenance **Reason** Preventative Maintenance

Description Preventative Maintenance : Fire Linked To Intruder Alarm
 Notes :

Started 10/10/24 @ 14:15:00 **Finished** 10/10/24 @ 16:06:00 **Travel Time**

Remarks tested fire signals to monitoring station
 panel sends a fire alarm then a restore but at scutum it still shows that pin 1 is still outstanding
 I spoke with a supervisor at scutum and they informed me that the pin has been Inverted there end I got them
 the reinstate but then it would send the signals the wrong way around
 I tried inverting the pin on the intruder panel but it was still the same signalling the wrong way
 scutum put back the Invert how it was as the fire alarm would only signal correctly with it inverted there end
 this should be resolved once the new duel com gradeshift pro
 tested once all put back and fire panel signals correctly and restore but pin 1 will be outstanding
 this has been happening for a while as I checked back in the signalling logs and everytime site do there
 Weekley tests pin 1 is left outstanding

Checklist

<u>Check Item</u>	<u>Checked ?</u>	<u>Remarks</u>
Confirm with client if the structure of the building has changed	No	na
Confirm with client if the use of the building or part of the building has changed	No	na
Is there a log book, is this completed & up to date	No	na
If the log book has been completed identify number of F/A's and automatic detectors	No	na
Do the number of F/A's exceed 1 per 25 detectors?		
Operate an MCP or an automatic detector on each FAP zone	No	na
Operate FAULT per zone	No	na

Record standby batteries current (Note Quiescent & Alarm) and calculate battery backup in ampere hours	No	na
Check all functions of all CIE	No	na
Check the printer for correct operations (Consumables)	No	na
Complete log book & confirm visit with client	No	na
Is there a log book, is this completed & up to date	No	na
Has any part of the use of the building changed	No	na
Confirm all devices are not obstructed (inc stacking)	No	na
Operate automatic detector per zone in FIRE	No	na
Test all C&E (include outputs)	No	na
Operate FAULT on CIE	No	na
Test remote signalling FIRE	Yes	complete
Test remote signalling FAULT	No	na
Check all illuminating indicators of all CIE	No	na
Check zone list & schematic is correct	No	na
Confirm the system is left fully operational	Yes	complete
Log any items requiring further attention	No	na
Ensure that the tests which are fully detailed in the Tollgate Works Instructions for maintenance have been addressed	No	na
Log Devices Tested	No	na
Confirm (if known) fire category of system. L1, L2, L3, L4, L5, P1, P2, M, Other	No	na
Do all MCP's have covers?	No	na
Have both elements of multi-sensor devices been tested?	No	na

Engineer Signature



Engineer

Darren Salter

Customer Signature



Name

No One To Sign

Marianne Rossi

From: Carole Wilkins <Admin@tollgatesecurity.co.uk>
Sent: 11 October 2024 16:53
To: Marianne Rossi
Cc: Teresa Strange
Subject: RE: Tollgate Security Paperwork : 71154

Hi Marianne.

It is still signalling but we would highly recommend replacing the monitoring.

The cost for us to fit a replacement unit, would be £155.00 + VAT. There would be now increase in the monitoring charge.

Please let me know if you would like to change the monitoring.

Kind Regards
Carole Wilkins
Administrator
01225 836220
admin@tollgatesecurity.co.uk

-----Original Message-----

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 11 October 2024 16:18
To: Carole Wilkins <Admin@tollgatesecurity.co.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: FW: Tollgate Security Paperwork : 71154

Dear Tollgate,

Many thanks for undertaking the service on our alarms, I note in the attached report that there is an issue with pin 1 which has been happening for a while. I just wanted to double check whether there was anything we needed to do?

Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire

SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

Want to keep in touch?

Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news
On twitter: @melkshamwithout On Instagram: melkshamwithoutpc

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-----Original Message-----

From: Services <Services@tollgatesecurity.co.uk>
Sent: 11 October 2024 15:49
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: Tollgate Security Paperwork : 71154

Dear Customer

Please find an attached the paperwork following our recent visit

This is an automated email and this address is NOT monitored

Please send any queries to our office email address - admin@tollgatesecurity.co.uk

The Admin Team
Tollgate Security Limited

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Marianne Rossi
 Melksham Without Parish Council
 First Floor
 Market Place
 Melksham Community Campus
 Melksham
 Wiltshire
 SN12 6ES

28/10/2024
 EQ70112679

Email: james.varney@glasdon-uk.co.uk

 WhatsApp: 01253 600410

 Book online product demo

 Request a callback

Account Code: 590128812

Option 1 - 208KG weight capacity **Qty** **Unit Price** **Total Price**

 <p>Slimline™ Grit Bin - yellow, red or deep green unit - plain lid or grit/salt wording on lid - hasp & staple lock</p> <p>No fixings included</p> <ul style="list-style-type: none">  Product Information  Product News  Product Videos  Product Warranty 	1	£205.77	£205.77
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Option 2 - 500KG weight capacity **Qty** **Unit Price** **Total Price**

 <p>Nestor™ 400 Grit Bin - yellow, red or deep green unit - plain lid or grit/salt wording on lid - hasp & staple lock</p> <p>No fixings included</p> <ul style="list-style-type: none">  Product Information  Product News  Product Videos  Product Warranty 	1	£266.23	£266.23
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Option 3 - 1000kg weight capacity **Qty** **Unit Price** **Total Price**

 <p>Orbistor™ Grit Bin - yellow or deep green unit - plain lid or grit/salt wording on lid - hasp & staple lock</p> <p>No fixings included</p> <ul style="list-style-type: none">  Product Information  Product News  Product Warranty 	1	£453.07	£453.07
---	---	---------	---------

(Images shown are examples only, your final product will vary depending on specification)

All prices exclude VAT.

All details will remain firm until 27/11/2024

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**.

Carriage to WILTSHIRE	£0.00
--------------------------	-------

Brochures



We'll plant a tree for every Quote request we receive.



Download our latest Environmental Sustainability Report here



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As part of Glasdon's commitment to exceptional customer service, as well as our responsibilities as an ISO9001 certified company, we invite customers to complete a Customer Satisfaction review.

[Please read some of our reviews here...](#)

Follow us on :



www.glasdon.com

Glasdon UK Limited, Preston New Road, Blackpool, Lancashire, FY4 4UL

V18102024

Officers note:

The top soil, which is located on bags around the sports field for teams to use on the day of a match is unable to be used due to rubbish and dog mess being deposited in the bags. There is no point in having the top soil at the field if it is unable to be used. So one of the ideas to resolve this issue is to get some type of lockable storage container such as a grit bin to put the soil in and lock it away so it is only usable for the booked teams to use. You will see above there are some options for different capacity grit bins. We currently have three bags of top soil located at different locations around the field, so you could either have one large storage container or some smaller ones. We can have a look at other options to see whether there was anything cheaper around, but we thought this would be worth considering.

Allotment Report for Asset Management Meeting

Monday 4th November 2024

Vacant Plots:

We currently have the following vacant plots:

Berryfield: 4

Briansfield: 1

Total vacancies: 5

Waiting List:

There are currently 5 people on the waiting list for the allotments. There are two current allotment tenants on the waiting list, waiting for a specific plot.

The Allotment Warden is in the process of showing the next people on the waiting list around the vacant plots.

Shed/ greenhouse requests

The Clerk has approved one sheds request on plot 1sm on Berryfield under her delegated powers.

Rent renewals:

Back in September, we sent out the rent renewal notices for the allotment year starting 1st October 2024. Most tenants have made the payment; however, we are still waiting for nine tenants to make payment. Reminder notices will be going out shortly.

Other things to note

- The water to the troughs is being switched off W/C 28th October for winter.
- The gatepost to Berryfield allotment has rotted away and, as a result, collapsed along with the metal gate a few months ago. The post was replaced and the gate reinstated under the Clerks delegated powers at a cost of £360 + VAT. We have received reports from some allotment holders saying that they have to lift the gate while opening and closing. I have asked the contractors who reinstated the gate to have a look at this.
- A few weeks ago, some wood chippings were delivered to the allotment car park without prior permission from the council. The Allotment Holder who arranged for this delivery has apologised (I explained about the issue we had a few years ago with chippings being delivered to the car park and then people piling rubbish on top, which resulted in the council having to pay a lot of money to clear). As the chippings are in the car park now, we have allowed

it on this occasion as the Allotment Holder has offered them out to all of the other tenants as well, and the Allotment Warden is keeping a close eye to ensure that they are being used and no rubbish is being placed on top. I have recently been in contact with the Allotment Warden and he reports that the pile is gradually reducing.



Melksham Without Parish Council MODEL FINANCIAL REGULATIONS 2024

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These Financial Regulations were recommended at the Finance Committee on Monday 20th May 2024 (min.27/24) and adopted by the Full Council at its meeting held on Monday 17th June 2024.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations, and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency, and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of £5,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, the bank reconciliations for all accounts are presented to the Full Council for review and the two non-finance committee members appointed by the council will sign and date

them at this meeting. The signing of the bank reconciliations and statements will be reported in the Full Council minutes.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control, and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity, and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal, or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in January for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO will inform committees of any salary changes impacting on their budget requirement for the coming year in good time.

4.3. No later than January each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward with the formal approval of the full council.

- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council finance committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and forecast for the year end, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the Full Council.
- 4.7. Having considered the proposed budget and year end forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £40,000 excluding VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an

open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between [£100 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT. the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - the Clerk in conjunction with the Chairman of Council or Chairman of the Asset Management Committee for additional works for the Bowerhill Jubilee Sports Field football pitches to mitigate adverse playing conditions, to a cumulative value of £1,000 in any year.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- the council for all items over £5,000 excluding VAT;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail such as authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman; or Email correspondence

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or health and safety of councillors, staff and residents, the clerk may authorise expenditure on behalf of the council of up to £2,000 excluding VAT on repair, replacement, or other work that in the Clerk's judgement is necessary to carry out, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods, and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank, Unity Trust Bank and hold funds in the CCLA Public Sector Deposit Fund. The arrangements shall be reviewed regularly for security and efficiency. When a member of staff or finance committee resigns from the council the Clerk/ Officers have authority to remove that member from the bank mandate immediately. This should be placed on the following Full Council meeting agenda for ratification by

members. In the event that all bank signatories are no longer part of the council, for example, following an election or resignation of the whole Finance Committee, to alleviate the risk to council continuity, arrangements are to be made with the existing bank authorisers to remain in place until bank arrangements can be made with the new bank signatory councillors.

- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods, or services were received, checked, and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, the RFO will also sign the list of invoices.
- 6.4. Personal payments (including salaries, wages, expenses, and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking or cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer}, unless the council resolves to use a different payment method.
- 6.6. For each financial year the Clerk & RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £1,500 including VAT, within an agreed budget which is based on the limit set in the corporate multi pay card policy.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- v. An expenditure item authorised under 6.10 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.

6.10. All payments made are either recurring payments on a regular basis as per 6.6 OR approved resolutions to proceed with a contract or purchase. They are therefore already approved by the council and do not require another authorisation resolution at a council/ committee meeting before payment is made. The RFO shall present a schedule of payments requiring authorisation, and, together with the relevant invoices, present the schedule to the two authorising Finance Committee members that month. The appropriate Finance Committee member shall review the schedule for compliance, and having been satisfied, shall authorise payment by authorising the online bank payments set up and/or signing a cheque if appropriate. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting following which the payments were authorised.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk & RFO shall be appointed as the Service Administrator. In addition, the Finance & Amenities Officer will have a separate log on detail for audit trail purposes. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk and Finance Officer are set up to access the council's bank accounts to view and set up payments only, but not to authorise any payments. No signatory should be involved in approving and authorising any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be printed out for the two agreed signatories for that month to authorise in the office or, in the instance where payments are required to be authorised outside of the payment run, sent by email to two authorised signatories

- 7.5. Two finance committee councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.6. Evidence shall be retained showing which members approved the payment online
- 7.7. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and the RFO a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers in the event of a change of circumstances.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking. For access to the council's records, this is available via a password protected list held on the shared drive which is consistently updated. All members of Office staff have knowledge of this password, and therefore, access to council records can be made by all staff should the Clerk be unavailable. Regular back up copied of the records on any of the office computers are stored on the Cloud and can be accessed via Office 365. A password management system can be used.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.

- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment. Two members who are bank signatories, who are married or cohabiting, are not permitted to authorise the same bank transaction.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. . Any signatures obtained away from council meetings shall be reported by email to the council and reported at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A corporate Multi Pay payment card may be issued to employees with varying limits. These limits will be set by the council's Finance Committee. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council relevant committee. Use of the card is governed by the council's "Use of corporate Multipay Payment Card Policy".
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month. Any trade card account opened by the parish council, named Trade UK (Screwfix) will be restricted for use by the following employees:
Clerk and RFO limit as per financial regulation 9.1
Caretaker with a limit of £50 per month
If required items by the caretaker exceed the monthly spend limit in place, this will require prior approval from the Clerk before purchase under her approved limit. If items exceed the Clerk's limit, it will need to go to Full Council for their approval. Payment for items purchased on Trade UK card will be paid at the next possible payment run, following the receipt of appropriate invoices and statements.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £1,500 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts. The salary payments to staff shall be made on the 28th of each month, or the nearest earlier working day.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Staffing Committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk & RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 or at least annually at the end of the financial year.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the council to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment [in that section].
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least periodically.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased, or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased, or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage, or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk & RFO shall negotiate all claims on the council's insurers

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. [Charities]

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions, or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

to 31 March. A completed draft annual governance and accountability return shall be presented to the Finance Committee to review in May/June and then to all councillors with the agenda papers for approval by the Full Council in June. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£40,000 excluding VAT** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a

minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the Staffing committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of [the Staffing committee] or, if he is not available, the vice-chairman (if there is one) of [the Staffing committee] of absence occasioned by illness or other reason and that person shall report such absence to the Full

Marianne Rossi
 Melksham Without Parish Council
 First Floor
 Melksham Community Campus
 Market Place
 Melksham
 SN12 6ES

Quote ref: 25228 / RSS

Date: 22/10/2024

Dear Marianne

Further to your recent enquiry, we are quoting as follows. Comprehensive details of our products and services can be found at www.shelleysigns.co.uk

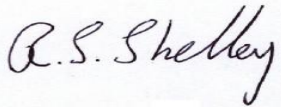
- Title:** Rights Of Way Board
- Size:** This quote is for one Rights Of Way Board at a size of A2 (594 x 420mm).
- Artwork:** 2 options are quoted, either A) Artwork to be supplied by yourselves electronically, or B) Artwork to be created by the specialist Shelley design team. It is understood that you will provide final text, site specific illustrations and logos. We have a large library of natural history watercolour illustrations that can be used at no additional charge. If Shelley create the artwork for a map, it will be based on Style A on Page 3 of the attached Shelley Design leaflet.
- Proof:** A) If artwork supplied by yourselves, a paper proof will be submitted for your approval at no extra charge. B) If Shelley create the artwork, initial proofs will be submitted in a PDF format. Prior to the final print you will be asked to sign off a paper version - this is a useful last check of the design & colours before we produce graphics that will last many years. There is no limit on the number of amendments or revisions to the design.
- Printing:** Our Mimaki printer will enhance your design with excellent print quality, crisp text and bright, vibrant reproduction of photographs, water colours and images. This high quality print is supported by a 10 year warranty against fading. It offers eco-friendly printing with zero VOC emissions & little wastage.
- Materials:** Our Encapsulated Glass Reinforced Plastic (GRP) signs are designed for use in public open spaces. They offer exceptional outdoor durability and colour fastness. The finish allows graffiti to be easily cleaned while water ingress is not a problem.
- Finishing:** The sign will be supplied complete with a recycled plastic lectern, as Item L6 on the 'Framing Options' page attached.

Quantity & Option	Price (£)
1 off panel & lectern frame, from your artwork supplied	£710.00
If Shelley create the artwork from your roughs, add	£320.00
If Shelley create the artwork for a map, add a further	£350.00

Delivery: To be agreed in the event of an order. All prices are subject to Packing & Carriage at an estimated £85.00.

Terms: All prices are subject to VAT and are valid for 2 months.
 Payment : Nett by 20th of month following date of invoice.

Yours sincerely



Rachel Shelley



DESIGN SERVICE

Shelley Signs offer a full in-house design service. We specialise in the design of Interpretation Panels—our experienced team will create striking artwork that will engage your visitors and help enhance the quality of their visit.

Each design job is different and we can become involved at whatever stage suits you. We offer a highly flexible design service—details are outlined in the following pages. Please call 01743 460996 to discuss or email sales@shelleysigns.co.uk to request a quote.

OVERALL DESIGN & LAYOUT



'Less is more' is our overriding philosophy, although our design approach will be determined by your content and requirements. For a typical A1 size panel we like to limit words to about 250, keep maps as simple as possible and work with great quality illustrations that create impact and interest.

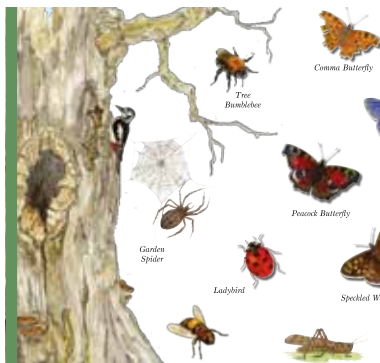
A well thought out and designed Interpretation Panel should

- Be relevant to the location and audience
- Reveal something interesting, not just be factual
- Provoke a reaction in the audience—help visitors think or see something differently.

ILLUSTRATIONS

We can both create and source suitable illustrations for use on interpretation panels, but can also work from your own images. Popular styles of illustration are shown below.

NATURAL HISTORY ILLUSTRATIONS



We have a large library of species illustrations, both watercolour and photographic. If you employ our design and production services, there is usually no charge to use our library images.

HISTORICAL & ARCHAEOLOGICAL ILLUSTRATIONS



We work with a talented illustrator who creates striking and attractive images, from people to buildings and features of interest. These can be created from your concept sketches, old images or a description.

CARTOONS



Cartoons are a very effective way to engage both adults and youngsters. They are a fun way to present Interpretation but can be particularly effective in presenting rules and regulations in an accessible manner.

ARCHIVE IMAGES



Archive images, whether old photographs or postcards, colour or black and white, are a great way to convey historical stories. Our printer handles old images well so even low resolution artwork can be used with confidence.

MAPS



Maps play an important part in helping visitors understand your site and the facilities available. We offer several styles of map design which are all simple enough to be easily understood.

We normally work from rough information supplied by yourselves—this can range from annotated GIS plans to Google Earth or just very rough sketches. We will produce a draft for comment and then work with you to finalise the detail.

A A computer generated map highlighting key features. Our most popular and cost effective map style.

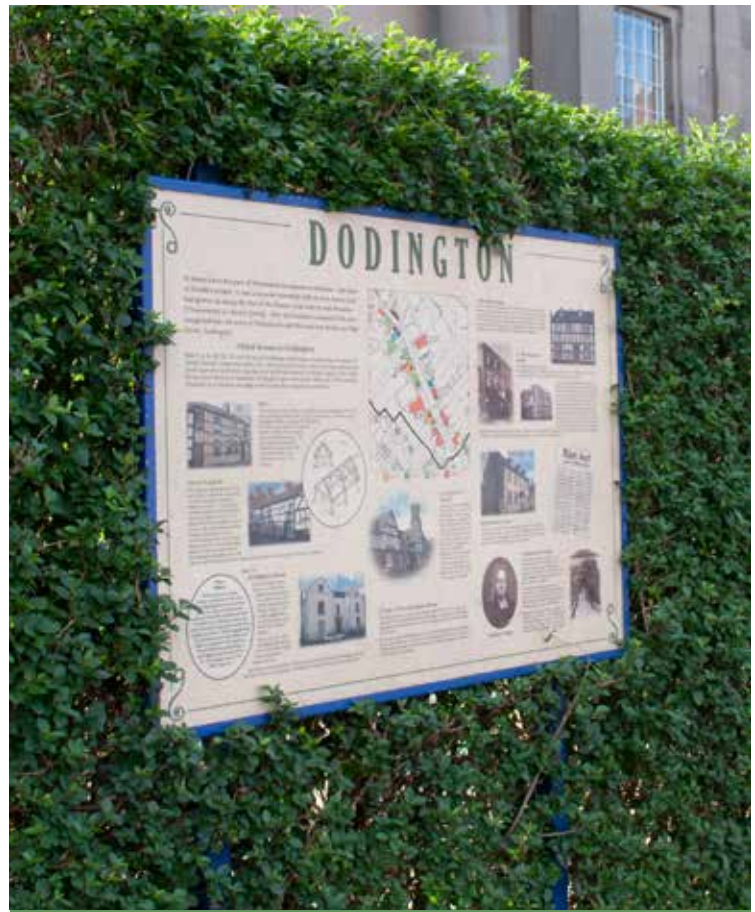
B Footpaths and bridleways. Simplified, this style is an effective introduction to rights of way in an area.

C Town Map. A conventional style of map with streets and features of interest highlighted.

D Bird's-Eye View. This watercolour map provides a striking and attractive overview of an area.

E Artistic Town Map. A beautiful way to capture the character of a town while providing a simple overview.

We may need you to supply aerial photographs, but Bing aerial can be a good starting point.



TEXT & COPYWRITING

We aim for concise text, typically no more than 200 - 250 words, written in an engaging manner. Our advice is to envisage a young family reading the panel—their attention span is short and your key messages must be quickly understood.

Our services can include

- Working from your own final text or
- Proof Reading. This will check for errors in grammar and presentation but not accuracy of any statements or facts.
- Copy Editing. This will take your draft and rewrite it into a format suitable for interpretation. It can involve a substantial re-crafting of your draft.
- Copywriting. Take advantage of a fresh pair of eyes. We can write your text from source material that you supply. Prices depend on time so it would be best to discuss your detailed requirements on an individual basis.



HOW TO ORDER

Many clients find a rough concept sketch is a useful starting point as it helps you think about content. Please feel free to phone to chat through your requirements—with our extensive experience we can provide clear guidance and advice.

WHO ARE WE



Robert Swift Our head designer attended Northwich College of Art. With many years' experience at Shelley Signs Robert has a flair for interpretation design and is our expert at computer-generated map design.



Robert Bullard is our wordsmith. He is a freelance copywriter and writing coach. Robert can re-craft your draft text, make sense of dry research documentation and can also undertake research on our behalf.



Ella Knight With a degree in Philosophy and Psychology and extensive Adobe training, our assistant designer Ella brings an imaginative and creative eye to the interpretation design process.



Nigel Vaughan Our talented illustrator, creates historical watercolour images, bird's-eye view maps, wildlife illustrations and cartoons. He offers great flair and additional flexibility in our design process.



Robert Shelley, as Director of Shelley Signs manages the creative team and will act as the link man during a project. Robert is the point of contact to discuss your initial ideas and prepares quotes and proposals. He is an accountant by training but far prefers the creative challenges of interpretation projects.



Shelley Signs Limited, 54 Cartmel Drive,
Harlescott, Shrewsbury, Shropshire SY1 3TB
Telephone: 01743 460996
Email: sales@shelleysigns.co.uk
Web: www.shelleysigns.co.uk

Marianne Rossi

From: Shona Holt
Sent: 12 September 2024 14:43
To: Teresa Strange; Marianne Rossi
Cc: Richard Wood
Subject: Berryfield notice board
Attachments: Berryfield notice board 2 image 2024-09-12.jpg.jpg; Berryfield notice board 1 image 2024-09-12.jpg; Berryfield notice board 3 image 2024-09-12.jpg.jpg

Hi there

Following Full Council this week and the item about the Bowerhill notice board, I have had a good look at the one in Berryfield today. Pics attached.

The structure is sound, sturdy and not wobbly. There is corrosion underneath, but not severe enough to affect the pole or board. No holes in the pole. The printing is still legible and glass undamaged. Some algae growth around the frame edge as it is located near trees. Around the edges of the print is has been affected by weathering, but I don't think it warrants a complete replacement.

End of my report!

Best wishes
Shona

Cllr Shona Holt
Berryfield Ward
[Melksham Without Parish Council](#)
shona.holt@melkshamwithout-pc.gov.uk

Berryfield Rights of Way Board



Marianne Rossi

From: Peter Richardson
Sent: 28 October 2024 08:38
To: Marianne Rossi; Teresa Strange
Subject: Beanacre Info Board

Hi Marianne

The Beanacre Board is in the same condition as the Shaw one. Sturdy stand/plinth that could do with a bit of paint and the sign itself is damaged around the edges in places. Pictures attached.

Regards

Peter

Beanacre Right of Way Board



Marianne Rossi

From: Peter Richardson
Sent: 27 October 2024 11:11
To: Marianne Rossi
Cc: Teresa Strange
Subject: Re: Right of Way Board
Attachments: 39FCE3FC-AB55-4F30-87DC-2F24E64FEA83.heic; C167B22D-2C75-49DD-A26B-084DC421AF1E.heic

Hi Marianne

Apologies for the delay.

The stand for the Shaw sign looks solid but with surface rust. I think a coat of paint would help protect it for a bit longer. Same goes for the frame.

The sign itself has deteriorated around the edges and is a little faint.

Pictures attached.

I will send a separate message re the Beanacre sign.

Regards

Peter

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Date: Wednesday, 23 October 2024 at 15:22
To: Peter Richardson <peter.richardson@melkshamwithout-pc.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Right of Way Board

Hi Peter,

I hope all is well with you.

I just wondered whether you have had a chance to have a look at the Shaw & Whitley right of way board? We are going to put the quotation for the replacement Bowerhill board on the next asset management agenda, so I just wanted to check the condition of this board to see whether we need to get a quote for its replacement as well.

Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
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Melksham
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

Want to keep in touch?

Follow us on facebook: [Melksham Without Parish Council](#) or [Teresa Strange \(Clerk\)](#) for additional community news

On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

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Shaw & Whitley Rights of Way Board



Building Inspection Report

Relating to:

Shaw Village Hall

The Beeches

Shaw

Melksham

SN12 8EW

Report date: 16th July 2024



Project preface

Client(s) name: Melksham Without Parish Council

Client(s) address: First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES

Prepared at: Allcott Associates LLP
Unit 3, The Fosse
Fosse Way
Radford Semele
Leamington Spa
CV31 1XN

Document prepared by: **Mark Gazzard** MSc, MRICS

Job reference: MG/SR/22396

Reviewed by: Matthew Baker



View of the Front Elevation

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Appendices

1. Terms and Conditions
2. Deleterious Materials

1 Introduction

1.1 Instructions

In accordance with instructions received from Marianne Rossi on 5th June 2024, we have carried out a Building Survey of the property known as Shaw Village Hall, The Beeches, Shaw, Melksham SN12 8EW. The inspection was carried out on Wednesday, 10th July 2024. The weather at the time of the inspection was warm, dry and overcast.

All comments are based on visual inspection only and no opening up of areas was carried out.

We have not inspected woodwork or other parts of the structure which are covered, unexposed or inaccessible and we are therefore unable to report that any such part of the property is free from defect.

No below ground investigations have been carried out and no drainage survey has been undertaken.

1.2 Brief

We have been requested by the prospective purchaser to carry out a Building Survey of the above property.

1.3 Site inspection

Where the terms “right hand” or “left hand” are used, they assume that the reader is facing the front of the property with the main access door situated within the front elevation.

We can only make general comments on electrical circuits as detailed comments and inspections have to be carried out by an NIC EIC registered electrician. Also we can only make general comments on gas installations, as detailed comments and inspections have to be carried out by a Gas Safe Registered Engineer.

1.4 Terminology

Where the expressions immediate, short term, medium term, long term and very long term are used they generally mean the following:

Immediate:	within 1 year
Short Term:	within the next 1 to 3 years
Medium Term:	within the next 4 to 10 years
Long Term:	within 11 to 20 years
Very Long term:	over 20 years

Where relating to structural damage and crack widths the expressions negligible, very slight, slight, moderate, severe and very severe are used they generally mean the following:

Category 0	"negligible"	< 0.1mm
Category 1	"very slight"	0.1 - 2mm
Category 2	"slight"	>2 but < 5mm
Category 3	"moderate"	>5 but < 15mm
Category 4	"severe"	>15 but < 25mm
Category 5	"very severe"	>25 mm

Table 1. BRE Digest 251

Classification of damage to buildings based on crack widths.

2 General Description of Property

The building was constructed in circa 1976 and is single storey, comprising of traditional masonry cavity wall construction with a cast in-situ ground-bearing concrete floor slab. The roof is pitched (timber trussed) with a concrete pantile covering and timber lean-to canopy to the right-hand side, with a polycarbonate covering. Ancillary buildings include playhouse, store and timber shed.

Hardstandings are a combination of tarmacadam, lawn, astroturf and concrete pavements, with in-situ concrete ramps and immediate hardstandings. To the right-hand side, rubber crumb surfacing has been installed.

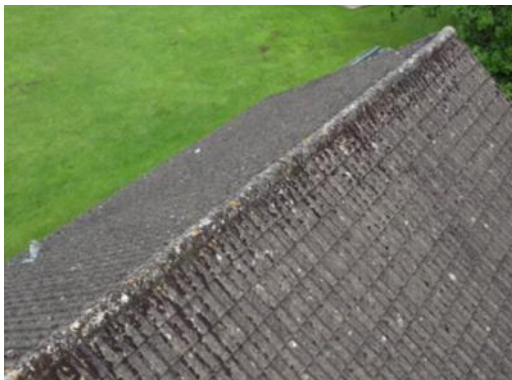
Services comprise of water, electricity and gas supplies.

3 General Condition of Property

3.1 External Condition

Roof

The concrete pantile coverings to the front and rear pitches are moderately soiled throughout, with localised moss growth evident. The ridge line is reasonably level and no dishing/deflection is evident (no evidence of structural stress). We did not observe any indication of roof spread or similar defects. Roof tiles are in sound order. Leadwork to roof top service penetrations is in fair condition. As a future improvement, we recommend consideration is given to installing a vented cap to the SVP.



Gutters and downpipes are PVCu. These are begrimed throughout and there is leaking evident to bracket joints. We note that there are accumulations of detritus within the gutters which requires removal (this should be completed periodically). Some vegetation growth is evident within the rear guttering, which similarly requires removal.

Eaves detailing appears sound, and soffits and fascia boards are secure.



To the left-hand side, the stop end section of guttering is slightly loose and requires refixing.



There is very minor localised cracking to cement infill at gable ends, however this appears inconsequential and should be monitored in the short to medium term.



We note that localised roofing works to the right-hand side pitches have been completed at some time in the past (not recent work). Targeted structural repairs (replacement masonry) has also been completed to the front elevation right hand side and return gable elevation (refer to external areas section).



Front Elevation

The masonry to the front elevation is in fair condition. There is some weathering at window heads, cills and the like. Service penetrations have been infilled in 2no. locations. There has also been targeted repointing completed to the right-hand wall within the fairly recent past. Mortar colouration is slightly mismatched however condition is fair. We did not observe any significant cracking or open joints, with the exception of very slight cracking to the uppermost mortar bed to the right-hand side of the downpipe. By the medium term, we recommend that these sections are raked out and repointed using a compatible mortar mix.



PVCu double-glazed window units are becoming slightly aged but are in fair condition. We note that the drainage gulleys are backing up slightly and detritus and encroachment of vegetation is evident, inclusive of Aco gulleys. We recommend that these are routinely cleared and jetted through. They should be subject to routine maintenance.

We are advised that the building was struck by a vehicle within the fairly recent past and masonry repairs/reconstruction completed to the front elevation right-hand side and return sections to the right-hand gable elevation. These appear to have been completed to a good standard.



There are various redundant fixing holes to the front elevation masonry which require infilling.

Emergency exit 'keep clear' signage is weather worn and its replacement is recommended.



The Installation of external emergency escape lighting is recommended in the shorter term.

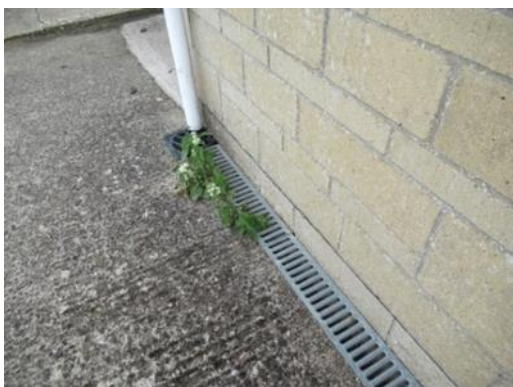
External lighting with proximity sensors are becoming aged and consideration should be given to upgrading these to energy-efficient LED units. We are unaware as to whether they are operational and recommend that they are tested.



Where accessible, below ground foul drainage pipework is in fair order. No restrictions were evident and we were not advised about any drainage defects during the course of our inspection. Should the condition of concealed pipework be of concern to you we recommend that a targeted CCTV inspection is instructed.



We recommend that vegetation growth is removed from the wall base and from drainage gulleys.



Left-hand Side Elevation

Repair is necessary externally to the drainage pipework branch. We recommend that the gully is cleared.



A small number of redundant services penetrations require infill (mortar plug). Similarly, there are several drill holes which we recommend are infilled.



We recommend that the external lighting is reviewed generally as there are several units which appear redundant. It will be necessary to isolate and strip the redundant cabling back to its source.



Where it has been impact-damaged, a localised repair is necessary to the base of the PVCu side access door.



There is moderate cracking to the cast in-situ concrete slab, which appears historic. We do however recommend that this is monitored over the short to medium term and, if its condition worsens, a targeted repair should be considered. We were unable to access the metal storage container, however externally it would benefit from surface preparation and re-coating. We note that this type of shipping container can be costly to remove/relocate.



Right-hand Side Elevation

The car park tarmac surfacing is in poor condition throughout. We recommend that resurfacing works are completed by the medium term. The boundary wall is in poor condition (impact damage and dislodged coping stones) and repairs, including the re-bedding of coping stones, clearance of vegetation, etc., are necessary. The entrance is restrictive, and consideration should be given to widening it in conjunction with repair works.



As previously noted, the front right hand and rear return wall sections have been partially reconstructed at some point in the recent past following impact damage from a vehicle strike. Repairs have been made to a good standard and we did not observe any cracking or evidence of structural distress to this elevation wall.





We recommend that redundant services penetrations are suitably infilled.



There is a defibrillator fixed to the right hand side elevation wall face. The housing is in fair condition visually. We assume that the unit is periodically inspected by a specialist and we recommend that this is confirmed.



Rear Elevation

To the rear elevation, the damp proof course is largely visible however it has been partially bridged by the installation of a concrete ramp and platform. We tested internal wall surfaces in this location using a Protimeter, however we did not detect elevated levels of dampness.



The meter housings are intact but are becoming weatherworn. We anticipate that these enclosures will require replacement in the medium term.



We recommend that the external tap/water feed pipework is lagged.



Localised repairs are necessary to the boundary picket fencing. Timber is well weathered but in sound order to most sections.



There are a number of trees in close proximity to the building and their growth should be monitored and managed as necessary.



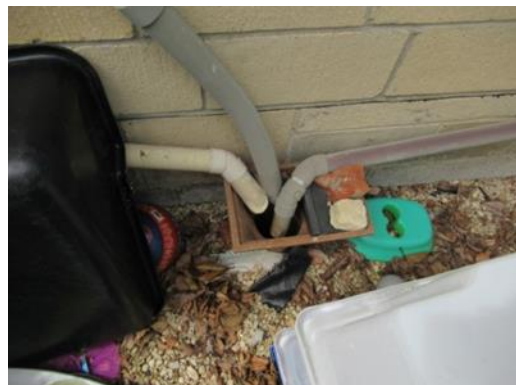
We refer you to our comments within the 'internal areas' section of the report where we describe a requirement for thumb-turn override to the door locks (inner leaf) and, in conjunction we recommend that manifestation stickers are affixed to the full height door glazing. The PVCu casements are in fair condition.



As previously noted, the gutters require cleaning down minor improvements to fixings at bracket junctions. The polycarbonate canopy should be cleaned down.



The perimeter downpipes discharge over drainage gulleys and these should be routinely cleared.



3.2 Internal Condition

Loft Voids

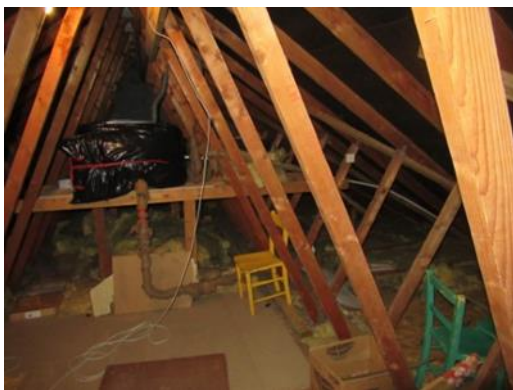
To the left-hand side loft void, timber trusses are in sound order, similarly rafters and timber beams are in good order. These have been gang nailed throughout. The sarking felt is becoming slightly aged, but it is in fair order. We did not observe any significant tears or degradation which would require the need for short to medium term roof repairs. There is however minimal provision for cross ventilation (eaves). As a longer-term improvement, we recommend consideration is given to the installation of targeted ventilated tiles. The rolled glass fibre loft insulation has been installed inconsistently and is becoming aged. We recommend that this is uprated to meet modern standards (additional mineral wool rolled insulation). We also recommend that the loft hatches are insulated as a short-term thermal upgrade. In conjunction, we recommend that the provision of crawl boards is improved, with some reinforcement necessary at hatch surrounds. We did not observe any evidence of recent roof leaks, and no elevated levels of dampness to the roofing timbers where tested using a Protimeter.



A raised ceiling has been installed to the hall section, and again there is no provision for cross ventilation. We did not however observe any evidence of condensation/moisture staining or rot to visible timbers. Again, insulation to the raised roof section is limited and would similarly benefit from being uprated in conjunction. Within the loft space, future consideration should be given to extending fire stopping/separation to soffit height between the hall and adjacent kitchen/communal spaces. This is subject to a detailed fire risk assessment and based on future intended usage.



There are redundant water tanks and various stored items which we recommend are removed in the short term. We recommend that aged pipe lagging to the 'live' water tank is updated in the short term.



To the hall space, the central supporting primary board/beam spans a significant distance (no intermediate support). The connections to the lower timber sections have been concealed by rolled insulation. The roof loadings bear directly onto these central connections (gang-nailed raked scissor trusses with traditional rafters) and we recommend that this area is exposed in targeted locations to enable a condition inspection of the fixings by a competent roofing contractor. We did not observe any evidence of structural distress or movement at the wall plate, and conclude that the roof timbers, although minimally sized, are structurally sound, and trusses are in fair condition. We were unable to access eaves to view holding-down straps and assume that they have been installed. We recommend that insulation is moved back from the wall plate to enable a general inspection.

Cross bracing is inconsistent/minimal within the hall space roof structure, and we recommend that additional bracing is introduced to ensure consistency throughout the entire roof. This will limit its lateral movement.

Should there be an intention to alter the roof coverings and potentially increase loadings on the timbers, or install solar photovoltaic panels, the roof structure should be assessed by a structural engineer to establish its loadbearing capacity.



There is no permanent access ladder installed and we recommend that this is considered as a shorter-term improvement.



The phenolic insulation to the hall ceiling junction is in poor condition and we recommend that this is refixed in the shorter term. As previously noted, and subject to a fire risk assessment, consideration should be given to extending fire separation to soffit level (fire curtain).



Within the compact right-hand side loft space, the painted masonry wall is in sound order, with no cracking or defective masonry evident. Timbers and sarking felt are in fair condition. We recommend that the insulation is updated to meet current standards and that the loft hatch is also insulated.



Main Hall and Store

Store

There is compact store space to the right-hand side of the hall accessed via a double door set.

The doors are not adequately fire rated, inclusive of ironmongery. In the short term, we recommend that these are updated.

Where visible, the cast in-situ concrete floor slab in this location is surface soiled but generally fair condition. There is slight cracking evident however this is historic. Most areas of the store (wall faces and floor surface) have been obscured by stored items.

Although the external store doors do not appear intended as an emergency escape, we recommend that access is reinstated. As a shorter term improvement, a mastic seal should be applied to the PVCu casement at abutments with the masonry wall, as fine gaps are evident.



Exposed plasterboard to ceilings is in fair condition, and LED lighting bulkheads have been installed at some point in the recent past. These are in sound operational order.

Main Hall

The walls and ceiling finishes are emulsion painted plaster. These are becoming decoratively tired and would benefit from redecoration in the shorter term, inclusive of previously painted timber joinery.



Wall mounted traditional convector radiator units (x 4) are becoming aged however we are advised that they are operationally fair. Thermostatic regulator valves are similarly aged however appear intact/undamaged. We recommend that the radiators are included in a

programme of cyclical redecoration. We note that temperature control is critical within the hall space – we are unaware as to whether the primary thermostatic control is operational and recommend that this is verified.



Fire extinguishers have been installed however we were unaware as to whether anyone on site has been trained in their use. If retained these should be subject to periodic specialist servicing.

Lighting is provided by a combination of soffit mounted LED bulkheads units (integrated emergency lighting) and a further 4no. fluorescent strip lights to the apex. We note that the strip lighting is aged, and diffusers are begrimed and in poor condition (1 no. has partially detached). In the short term we recommend that the fluorescent strip lighting is isolated and removed. The installation of supplementary energy efficient LED lighting should be considered.



There is a single PVCu escape door and frame to the front right-hand side of the hall space. This has a push bar installed and is in fair condition. We note that the PVCu casement French door set has not been fitted with a thumb turn override to the inner leaf (lock with removable key is present) and we recommend that this is upgraded in the short term. As previously noted, PVCu window casements and double-glazed units are in fair condition. The opening

lights are operational, and we did not observe any cracked or defective/failed glazing. Trickle vents have been installed as necessary.

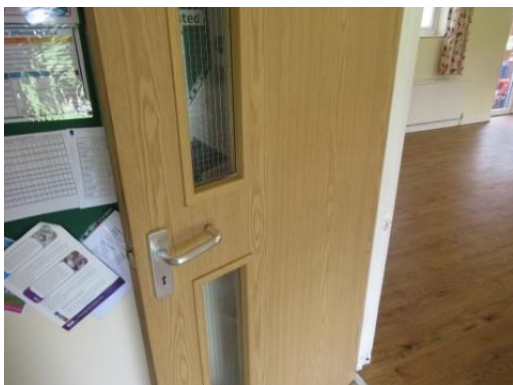


Flooring is a vinyl faced timber-effect strip and is in sound condition, with only very minor surface marking evident.



There is minimal provision of small power within the hall space, however where present sockets and switches are in fair condition (untested).

The primary access door to the hall is not adequately fire rated (no intumescent strips or cold smoke seals, inadequately sized stopper, lack of overhead self-closing device, inappropriate ironmongery, etc.) We recommend that this is updated. We note the door is lockable (with a removable key). We recommend this is updated to a thumb turn override.



Similarly, the PVCu access door ironmongery should be updated to include a thumb turn override to the inner leaf. To this door, we note that the handle is defective and repair is necessary in the immediate term.



There is provision of smoke detection (single detector head), which appears non-operational. We recommend that this is inspected, and consideration given to updating the system to a mains-powered interlinked alarm with central panel.

We completed patterned testing using a protimeter and did not detect any elevated levels of dampness within the hall space, noting the cast in-situ concrete ramp to the rear elevation has connected at the external wall base in line with the damp proof course (potentially causing this to be bridged). We recommend that this is monitored over the short to medium term.



Kitchen

An electric cooker and hob, commercial dishwasher, fridge freezer, microwave and coffee making facilities have been installed within the kitchen.

We note that the servery hatch does not appear to be adequately fire rated and we recommend that this is updated (reference should be made to the latest Fire Risk Assessment).



As per a number of other doors on site, the fire door has not been fitted with a thumb turn override to the inner leaf. We note generally that fire door 'keep closed' signage is limited and should be improved.



The door lacks an overhead self-closing device and this should be installed as a priority. There is minor impact damage to the leading edge of the door. Intumescent strips and cold smoke seals have been installed as required.

The emulsion painted plastered walls and ceiling finishes are becoming decoratively tired, and we recommend that these are included in a programme of cyclical redecoration.

There is no evidence of PAT testing to installed appliances, and we recommend that these are routinely professionally inspected (inclusive of cooker extract vent and Vent Axia mechanical wall ventilation). The wall vent is becoming aged and the vent grille is begrimed. This should routinely be cleaned down.



The rolled vinyl floor covering is lightly soiled but in generally fair condition. It would benefit from being cleaned down in the shorter term and a silicone seal applied to perimeters. We recommend that it is replaced by the medium term.

Similarly, worktops and floor and wall mounted units are becoming aged and minor impact damage/soiling is evident in multiple locations. We recommend refurbishment by the circa medium term.



Stainless steel sinks, drainers and mixer taps are in fair condition.

There is ample provision of small power and whilst untested sockets and switches appear in slightly aged but fair condition. A fire extinguisher and fire blanket have been installed, and

we refer to our earlier comments in this regard. The fire blanket should be included in a programme of routine specialist inspection.

Lighting within the kitchen is provided by a single LED strip, which is in sound operational order. There is provision of emergency lighting, however this is becoming slightly aged. We have not been provided with a copy of routine professional inspection certification and recommend that this is requested and reviewed in the immediate term.

There is a provision of heat detection within the kitchen, however this appears to be a battery unit and, as a longer-term improvement, we recommend that mains powered interlinked system is installed, with main addressable panel to the entrance threshold.



Entrance Hall

Within the entrance hall, there is provision of illuminated overhead emergency lighting to the primary exit door. Whilst this is slightly aged, we note that it appears operational. Professional inspection records should be requested and reviewed in this regard.

The barrier matting is lightly soiled and would benefit from being cleaned down in the shorter term.



We note that the light switch has been partially taped and we recommend this is professionally inspected and replaced as necessary. Lighting is limited to 2no. soffit mounted pendants. We recommend that these are uprated to energy efficient LED units in the shorter term. We note that the lighting has been upgraded within the cloakroom area.



Vinyl tiles and rolled vinyl flooring is becoming aged and would benefit from being deep cleaned in the shorter term.



As per the hall space, the lobby and associated areas are decoratively tired, and redecoration is recommended.



Accessible WC

The accessible WC area is decoratively tired, however the vitreous china sanitaryware is in fair condition. Targeted refurbishment is recommended by the medium term. Items of immediate concern are defective emergency lighting luminaire and the emergency pull cord (which should trail on the floor surface). We recommend that these defects are addressed. Consideration should be given to uprating the lighting to energy-efficient LED.



The electric hand dryer is becoming slightly aged and should be subject to periodic professional inspection.





Female WC and Changing Areas

Within the ladies WC area vinyl finishes are decoratively poor and there is corrosion evident to radiators (localised leak staining to pipework).

We recommend that the heating system is included for overhaul. We note that the Worcester combi boiler appear in sound order visually, however we have not been provided with a copy of the latest Gas Safe certification in this regard. We recommend this is requested and reviewed. The associated water tank is becoming slightly aged but is in fair order. We also recommend that this is subject to routine professional inspection.



There is no provision of fire detection within the boiler room area and we recommend that this is uprated. Carbon monoxide alarm (battery powered unit) has been affixed to the wall face and is operational.

Lighting is provided by 2 no. soffit mounted traditional pendant type sockets and we recommend that these are included as part of an upgrade to energy efficient LED.

We note that fire door upgrades are necessary to the main access door (given the location of the boiler), and to the cleaner's store.



In this location, the WC cubicles are in fair condition. Ceramic tiles and grout are sound. Vitreous china pans, cisterns and wash basin are dated, however they are operational. WC seats would benefit from realignment. We note that cubicles are not full height and recommend that consideration is given to future improvements, to meet current standards. There is cracking evident to board joints within this location however this appears inconsequential and should be infilled and monitored over the short to medium term.

A distribution board has been installed within the WC area. This is a modern unit and is metal cased as required. We note that there is an open penetration above this to the loft void which we recommend is infilled using a suitably fire rated product.

As a general note, the electric hand dryer should be included for periodic professional inspection.



There is no provision of mechanical ventilation within the female WC area and we recommend that consideration is given to its installation as a future improvement.

Male WC Area

Within the Male WC area, ceramic floor tiling is aged and begrimed. As a minimum we recommend that this is deep cleaned throughout to include the shower and changing facilities.

Vitreous china urinals, wash hand basin and WC pan are aged (however operationally sound). The WC system is however approaching the end of its useful life and would benefit from upgrade. The shower area is tired and would benefit from refurbishment in the shorter term. Ad-hoc improvements have been undertaken to upgrade the installations at some point in the recent past.

We are unaware as to whether the drainage in this location is in good order and recommend that this is verified. Whilst we have not been advised of any drainage defects on site, should this be of concern to you, we recommend that a targeted CCTV inspection is instructed to identify the condition of the below ground pipework and any restrictions that may be present.



A thumb turn override has been installed to the front-facing escape door, and we recommend that a similar upgrade is installed to the left-hand side changing room door. Escape signage is haphazard in this location, and we recommend that consideration is given to installing unambiguous directional signage.

Whilst emergency lighting has been installed in this location (limited to 1no. LED bulkhead unit), we recommend that this is extended to cover the changing area and main hallway (with reference being made to the latest Fire Risk Assessment).

Within the changing area, the radiator is decoratively poor with spot corrosion evident. The thermostatic regulator valve is also becoming slightly aged. As a minimum, we recommend that the radiator metal surfaces are prepared and redecorated.



Refurbishment to the male WC area and changing rooms is recommended by the medium term.



There are 3no. vertical plaster cracks which are slight to moderate in nature. We recommend that these are infilled and the condition of surfaces monitored over the short to medium term.



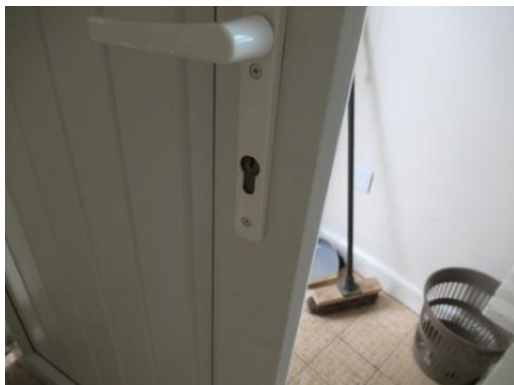
Rear Changing Area

To the externally accessed rear changing area, vinyl finishes and fixtures and fittings are in similarly aged condition and we recommend that refurbishment to this area is considered in the short term.

There is damage to the base of the access door which requires repair in the shorter term. As per the adjacent door, we recommend that a thumb-turn override is installed to the inner leaf in lieu of a lock with removable key.

There is no provision of emergency escape lighting, or fire detection, in this location and we recommend that this is installed as a priority.

There is evidence of water staining/tide marking to the ceiling abutting the shower area. When tested using a protimeter, we noted that this was dry and appears historic. Following redecoration, we recommend that the condition of the wall and ceiling surfaces in this area are monitored over the short to medium term.



Caps to trickle vents have detached and we recommend that these are replaced.

There is some evidence of fine vertical plaster cracking to the internal face of the rear wall. This is localised and appears minor in nature. We recommend that this is infilled and monitored. Similarly, fine cracking at board joints should be infilled and locations monitored over the short to medium term.

4 Deleterious and Problematic Materials

In Appendix 2, we provide background information relating to the nature of materials and components that are regarded by the UK property and construction industry as “deleterious” or, in some way, problematic. We had regard to the presence of these materials and components during our inspection

It is suspected that the following deleterious and problematic materials/components are present at the property:

1. Asbestos – we believe a survey has been planned.
2. Lead based paint – given the age of the property this is perfectly possible.
3. Lead pipework – we did not observe any lead pipework during the course of our inspection.

Other Hazards to be Considered

We must stress that we have not carried out any investigation to determine whether any high alumina cement was used during the construction of the building inspected and we are therefore unable to report that the building is free from risk in this respect. In view of the possible potential danger connected with high alumina cement we strongly recommend that the appropriate investigations, inspections and tests be carried out immediately by a suitably qualified Engineer.

5 Compliance with Legislation

Consideration has been given to certain issues concerning compliance with legislation. The specific issues considered are:

- Building Regulations,
- Planning and listed building legislation,
- Conservation area status,
- Workplace safety legislation associated with artificial lighting, glazing, falling, toilet provision and asbestos.
- Fire precautions and means of escape
- Disability discrimination legislation

We have not undertaken a detailed review of the standard of compliance of the building with current legislation, nor have we undertaken specific risk assessments. However, the following matters would benefit from further investigation and possible action:

1. The fire detection system is likely inadequate to meet with modern day standards and will require upgrading.
2. Disabled access throughout the property will require further management upon occupation of the building. We would recommend that this is considered as part of the proposed refurbishment work.
3. You should obtain up to date service certificates for the gas boilers and electrical installation.
4. You should obtain an asbestos management plan for the property (we understand that this may be in hand).
5. Should fire risk assessments be available these should be obtained from the previous occupier. Alterations to the FRA will be required following the proposed refurbishment work.

6. Glazing to the property, specifically to the front should be tested to ensure that it satisfies modern day safety standards.

7. The quantity of WC accommodation will require review as part of the proposed refurbishment.

6 Environmental Hazards

Consideration has been given to certain environmental hazards in the form of:

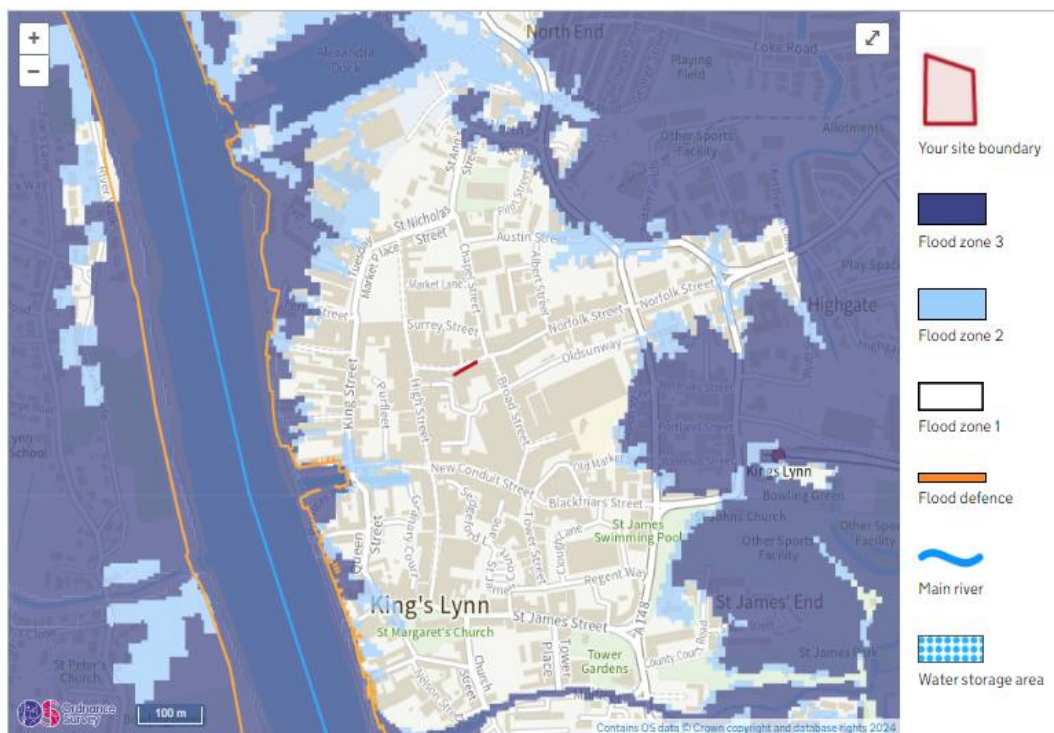
- Flooding
- Tree root proximity
- Radon
- Electromagnetic fields and microwave exposure
- Vermin (rodents, birds, insects)
- Invasive vegetation (Japanese Knotweed/Giant Hogweed)

Flooding risk

We have not undertaken detailed investigations into the potential for flooding of the land on which the property lies. However, we have consulted the website at www.environmentagency.gov.uk of the Environment Agency and their information regarding the potential for flooding suggests that the area is not at risk from flooding.

Flood map showing the flood zone your site is in

The map shows the flood risk to your site and the surrounding area.



What the flood map shows

Based upon visual inspection and information obtained from relevant web sites, we do not believe that the property is significantly exposed to any of these hazards.

Land contamination issues are the subject of separate specialist reports and consideration of this issue is outside the scope of this report. If land contamination issues are important to you consideration should be given to the commissioning of an environmental audit.

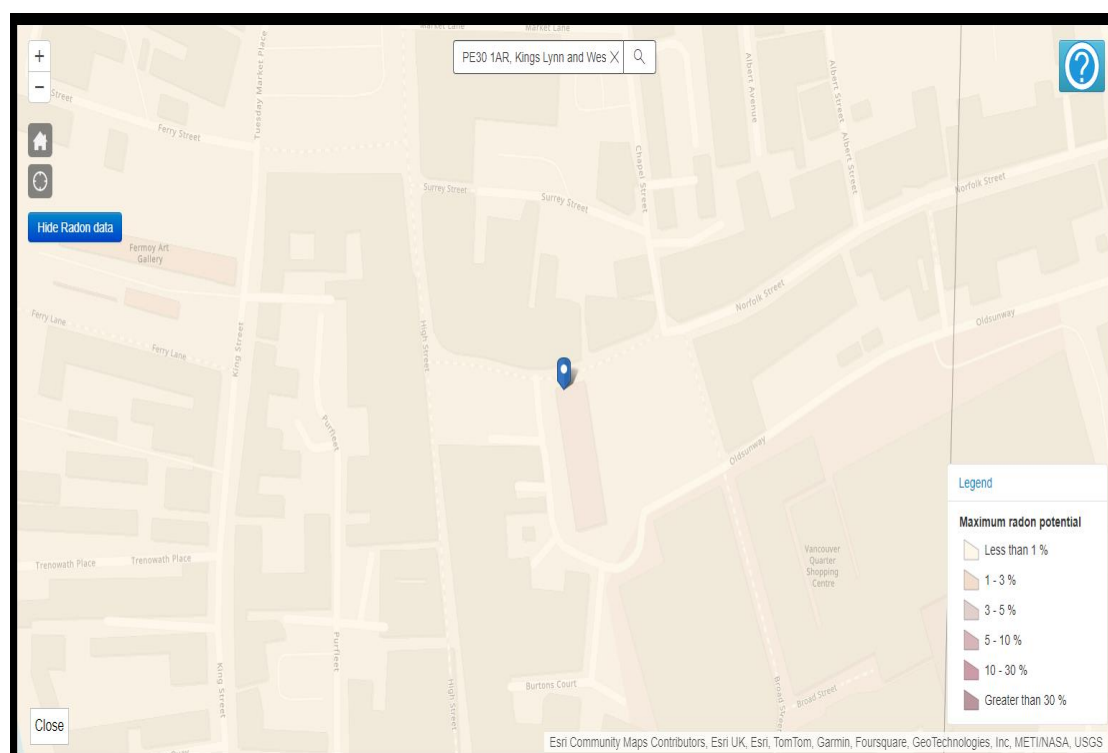
Tree proximity

The proximity of trees to buildings can give rise to concern because structural damage can be caused by root systems growing around, under and sometimes through foundations and subterranean walls. The risk of damage caused by tree roots depends on:

- the proximity of the tree to the building concerned
- the height, age and species of tree
- the design and depth of a building's foundations
- the type of sub-soil

There are trees in close proximity to the building. The growth of these trees should be monitored and, if necessary, controlled in due course.

Radon Risk



Low Radon Risk

Our desktop survey revealed the property to be located in an area where the likelihood of radon is reasonably low. It is not possible in the course of a building survey to determine whether radon gas is present in any given building, as the gas is invisible and odourless. Tests can be carried out to assess the level of radon in the building at a small charge. It is understood there is a testing period, possibly lasting several months, which does not appear to be required in this instance.

Radon is a radioactive gas that occurs naturally in the ground. It occurs when uranium decays. Uranium is found in small quantities in all soil and rocks. Decaying uranium turns into radium and when radium, in turn, decays, it becomes radon. Uranium can also be found in building materials derived from the rocks.

Radon rises through cracks and fissures in the ground into the air. Outdoors, radon is diluted and the risk it poses is negligible. Problems occur when it enters enclosed spaces, such as a building, where concentration levels can build up. When this happens, it can cause a significant health hazard to the occupants of a building by increasing the risk of lung cancer.

Radon is everywhere, but usually in insignificant quantities. General technical information on Radon can be obtained from Public Health England. Their website address is <https://www.gov.uk/government/organisations/public-health-england>

Following the legal searches, if Radon, as an environmental hazard, is something that you are particularly sensitive to, further investigations and, if necessary, testing should be considered for an assessment of the site's exposure.

Invasive Vegetation

We did not note the existence of any Knotweed or Hogweed around the property. However, we have not carried out a thorough inspection of the whole garden.

Japanese Knotweed was introduced into the UK in the 19th century. It grows vigorously and can cover large areas to the exclusion of most other plant species. It has been known to grow through bitumen macadam, house floors and sometimes through foundations.

Wood Boring Insects (Woodworm)

We have not undertaken a detailed investigation into the potential for Woodworm as this would cause for intrusive works to be carried out however where timbers could be tested with a moisture meter, the timbers were found to have a moisture content below 15% and no active infestation or frass (remnants of infestation) was noted with all the timber floors feeling firm underfoot indicating that all floor timbers were free from active wood boring insects. Providing all timbers are kept dry, then the risk of an active infestation is minimal. It is therefore necessary to ensure adequate ventilation to roof and floor voids.

Woodworm may manifest itself in a number of varieties ranging from 3mm in size to 25mm. Eggs are laid on or in the timber and the larvae that hatch feed and bore into the timber which consequently results in weakening of timbers and a risk to the structural integrity of the property. Treatment of active woodworm involves applying insecticides to the timbers. In extreme cases where the timbers structural integrity has been compromised by the attack, replacement may be the only solution.

Fungal Decay (Dry Rot and Wet Rot)

We have not undertaken a detailed investigation into the potential for Fungal Decay, however at the time of our inspection no decay was noted to any of the inspected timbers and all timber floors felt firm underfoot indicating that all floor timbers were free from fungal decay.

Moist and damp conditions provide an ideal environment for fungal attack. In cases where the moisture content is over 20% this is classified as 'dry rot'. Fine grey strands of fungus spread through wood and other materials developing into sporophores which give off spores which in turn spread the fungus further. Timber suffering from dry rot becomes very dry and brittle and begins to fracture to such an extent that it can be broken and crumble by hand. When the moisture content is higher than 40% to 50% this is classified as 'wet rot'. The presence of wet rot in timber is recognised by a dark brown staining colour and splitting or longitudinal cracking.

Treatment of fungal decay is initially to remove the source of the dampness which is enabling the fungus to 'feed' and develop. Exposure works will then be necessary to determine the full extent of the damage caused. Following any repairs or replacement works it will be necessary to treat the timbers with an approved fungicide to safeguard against recurrence.

Damp

Tests were conducted at appropriate positions throughout the property (except where impermeable surface finishes, furniture, fitted cupboards and stored goods prevented access to take readings).

No readings were taken to indicate a penetrating dampness problem. The external face of walls, rainwater fittings and especially edges around windows and doors should be maintained to a satisfactory condition in order to reduce the amount of rain penetration within the wall area.

Legionnaire's Disease

Legionnaires' disease is a type of pneumonia, caused by a bacterium called legionella pneumophila which is found naturally within the environment. Legionella bacteria require suitable temperatures and nutrients from a water source to multiply. Humans normally catch Legionnaires' disease by inhaling the bacteria contained in small droplets of water suspended in the air.

Certain conditions increase the risk of legionella growing and spreading. These include:

- a suitable temperature for growth, between 20 and 45°C. The optimum temperature for legionella bacteria is 35°C
- lack of disinfectant in the water system or water treatment
- irregular water flows and/or long-term stagnation of the water
- a favourable substrate or biofilm. A biofilm is formed where groups of microorganisms adhere to each other on the surface of a material, which can happen on any kind of surface. Even perfectly hygienic potable water contains bacteria and the nutrients that fuel their growth, and biofilms develop in all water-conveying systems, irrespective of the material used
- the use of equipment which aerosolises (creates droplets) from the water

Particular risks at a domestic property level are associated with private water supplies, pools, water features and fountains, irrigation systems and sprinklers, water softeners, air-conditioning systems and spas. These systems should be regularly cleaned and flushed though.

The risks can be greater to those in susceptible groups of the population, such as immunosuppressed patients and those with underlying diseases or conditions.

There are some general approaches that can be taken to avoid legionella growth that we would advise. These include:

- keeping cold water cold (below 18°C) (including in pipework runs where possible)
- keeping hot water hot (above a minimum of 55°C), throughout the plumbing network during normal use
- designing and installing the drinking water system in such a way that stagnation of the water under normal use conditions is avoided
- removing sediment, which can support the growth of Legionella, on a regular basis
- minimising the formation of biofilm by ensuring cleanliness during installation and start-up and reducing scaling and corrosion as much as possible. This can be achieved through the choice of appropriate system design, materials and maintenance regime
- regular servicing and cleaning of mechanised water treatment/movement systems and points of water droplet formation (e.g. spray/shower heads).

Further information can be found by visiting:

<https://www.hse.gov.uk/legionnaires/legionella-landlords-responsibilities.htm>

<https://www.hse.gov.uk/pUbns/priced/l8.pdf>

If this is something that you are particularly sensitive to, further independent professional investigations and specific risk assessment may be completed by a suitably qualified and experienced Legionella Consultant.

Asbestos

We noted no obvious asbestos containing materials around the property.

We have not undertaken an asbestos survey at the property and it is important to note that any property up to the year 2000 may have within it asbestos containing materials (ACMs). We have tried to point out any obvious possible asbestos containing materials at a property, however ACMs can be covered within ducting or hidden by decorative finishes. For example, these can include roofing felt, roof sheets, plastic floor tiles, ceiling tiles, fireproof linings, eaves, soffits, gutters, drainpipes, etc. Asbestos waste has also been identified within lofts and floors, sometimes installed by owners as insulation.

Should asbestos be of a particular concern to you we would recommend that a survey is carried out by an appropriately qualified asbestos surveyor.

The HSE provides a very helpful website on asbestos, where it can be found and how to manage it <http://www.hse.gov.uk/asbestos/index.htm>.

7 Minimum Energy Efficient Standards (MEES)

The Energy Efficiency (Private Rented Sector) (England and Wales) Regulations 2015 will make it unlawful from April 2018 to let residential or commercial properties with an Energy Performance Certificate (EPC) rating of 'F' or 'G'. The marketability of some properties will as a result become impossible unless they are upgraded to meet the minimum standards. This necessary upgrade work may have a substantial financial implication.

From 1st April 2018 the regulations will be enforced upon the granting of a new lease and the renewal of existing leases. Landlords will be required to ensure compliance before the lease is granted. From April 2023 this requirement will cover all leases including where a lease is already in place.

You should carefully consider whether the implication of the MEES will affect the purchase of the property or your intention for the property in the future.

8 Matters for Legal Advisor's Attention

The property has been subject to some notifiable works including:-

- Window replacements
- Door replacements
- Electrical alteration works
- Boiler replacement.

Your Legal Advisers must check:

- all the relevant local authority and/or other approved inspector notifications and approvals for the works have been issued and obtained where needed, and all statutory inspections including approved inspector inspections have been made during the course of the works.
- all works have been completed in accordance with any approved drawings, specifications, statutory approvals and any associated conditions.

We recommend that all relevant documentation is obtained prior to any commitment to purchase, to manage your future financial risks. Where the recommended documentation is not available or where works cannot be shown carried out in accordance with the requisite requirements, we advise proceeding with caution as you may have no means of redress if any works are subsequently found inadequate, needing remedial repair, or develop latent defects. Such issues can significantly affect the property value and any future saleability. Any issues arising both from this survey and your Solicitors enquiries should be notified to any lender and/or insurer who may decline to offer their service commercially or apply additional terms/premiums.

The building will not satisfy a variety of contemporary standards of construction and performance criteria set out in the current Building Regulations such as, for example, thermal insulation. This statement is true of the vast majority of buildings in the UK.

The statute under which the Building Regulations are made in the UK is the Building Act 1984. Neither this Act, nor the Regulations themselves are applicable retrospectively. This avoids the need for constant improvement of properties to satisfy current standards.

Planning Permission

We have not been requested to investigate and set out in detail the planning history of this property. We have not been provided with any Planning documents on which to comment. Consequently, from our inspection, we cannot comment on the existence or otherwise of any infringements of any Planning Consents or conditions attached to such Consents. We assume that this matter will be considered by solicitors.

It is assumed that there are no public rights of way running over the property and this detail should be confirmed by your legal adviser in advance of exchange of contracts.

We are not aware of the content of any environmental audit or other environmental investigation or survey which may have been carried out on the property and which may draw attention to any contamination or the possibility of any such contamination. In undertaking this instruction, it is assumed that no contaminative or potentially contaminative use has ever been carried out on the property.

No investigation has been carried out into past or present uses on either the property, or any neighbouring land, to establish whether there is any contamination, or potential for contamination, to the subject property from these uses or sites and we have, therefore, assumed that none exists.

You should confirm that the alterations to the property have appropriate Planning Consent and Building Regulation Certification, where applicable. Please note that a lack of adequate documentation can lead to problems on resale.

Planning General

We would recommend your legal advisers make formal enquiries of the Local Authority prior to purchase to determine whether there is any recorded evidence of noise pollution with the area which, if known to you at this time, would lead you to reconsider your purchase of the property.

In addition, as part of the pre-contract search enquiries, your legal advisers should determine whether there are any proposals for adjacent development or alteration to transport facilities (road, rail and air) which could impinge upon your quiet enjoyment of the property.

Your legal adviser should make enquiries in regard to any special planning derogations in the locality, such as Areas of High Landscape Value, or Conservation Area status which may affect local development opportunities.

You should immediately pass a copy of this report to your legal adviser with the request that, in addition to the necessary standard searches and enquiries, they check and confirm each and every one of the items referred to above.

Heritage Consents

Properties located near a medieval parish may be affected by chancel repair liability obligations. Your legal advisor should investigate this and comment on whether a chancel repair insurance policy is advisable.

The building does not hold Listed status.

Conservation Areas, areas of outstanding natural beauty and article 4 direction

Your legal advisor should check if the property is in a conservation area, an area of outstanding natural beauty or if it is affected by an article 4 direction. If the property is found to be in any of these protected areas, then planning consent will likely be required for significant works to, or the demolition of, any buildings, even if they are unlisted. This consent is addressed through applications to Planning Consent.

Guarantees/Warranties

Where work has been carried out to the property previously, it is recommended that guarantees be obtained prior to a legal commitment to purchase. These should ideally be indemnified against eventualities such as the contractors going out of business and should cover workmanship as well as materials. Confirmation should be obtained as to the residue of the guarantee and that a transfer will occur upon change in ownership.

Legal enquiries should be made to confirm if any testing of the electrical, gas and heating appliances have been undertaken, with any testing of service records being obtained prior to a legal commitment to purchase.

9 Conclusion/Discussion

The hall would benefit from internal refurbishment. Of primary concern is the lack of mains powered interlinked fire detection, and inconsistencies with emergency lighting installations. We recommend that these are reviewed and upgraded (with reference being made to the latest Fire Risk Assessment). Similarly, there are compartmentation/fire separation concerns across the site and, as a minimum, fire doors require uprating (inclusive of the powered server shutter). As a future improvement, consideration should be given to extending a fire curtain to full height (continuous to soffit) within the left-hand loft void.

A number of electrical installations are becoming slightly aged but appear operationally sound. We do recommend, as a short-term upgrade, that energy efficient LED lighting is installed consistently throughout the building.

We recommend that loft insulation is uprated to meet current standards, inclusive of hatches. Consideration should be given to installing fixed ladder access into loft areas, with adequate crawl boarding. Stored items should be reduced within the loft areas and minimised within stores (to reduce fire loading).

We note in particular the WC and changing facilities are in poor condition, with deep cleaning recommended in the immediate term and refurbishment planned within the short to medium term.

We were unable to view the roof structure's scissor truss connections running centrally through the hall space and we recommend that these are exposed in targeted locations by a competent roofing contractor, to ensure that all the connections with supporting timbers are in sound order. We did not however observe any evidence of stress to the structural timber members. Periodic monitoring of the condition of the roof covering and timbers is recommended. Should it be your intention to increase loadings to the roof (i.e. changing the coverings, installing solar PV, etc.) we recommend that a structural inspection is completed prior to any works commencing. As a general note, the sarking felt and concrete tile covering are in fair condition. No slipped or missing tiles are evident.

Cross bracing is inconsistent/minimal within the hall space roof structure, and we recommend that additional bracing is introduced to ensure consistency throughout the entire roof. This will limit its lateral movement.

We have not been provided with a copy of the latest NICEIC fixed wiring professional inspection certification and, given the number of ad-hoc upgrades evident, we recommend that this is requested and reviewed as a priority. Any deficiencies should be addressed. Capacity should be considered based on the planned future usage of the building.

Similarly, we recommend that professional inspection certification is requested for the fire detection and emergency lighting installations. A small number of emergency lighting luminaires are aged and are not operational. We recommend that upgrades include the addition of external emergency escape lighting.

We recommend that gutters and storm drains are routinely cleared of detritus and downpipes flushed through to ensure they are free flowing. It would be prudent to jet through storm drain branches, to ensure any restrictions are removed.

We recommend that consideration is given to the installation of a modern security alarm (noted that CCTV has been installed at some point in the recent past).

Given the age of the building, under the Control of Asbestos Regulations (CAR 2012), a Refurbishment and Demolition Asbestos Survey will be required prior to any works commencing on site, which may disturb the building's fabric.

END OF REPORT



Mark Gazzard MSc, MRICS

For and on behalf of **Allcott Associates LLP**

10 Allcott Commercial: Commercial Services

Allcott Commercial's structural engineers provide services across all types of commercial buildings.

If you are planning on carrying out any building works at your current or future property, our IStructE chartered structural engineers and RICS surveyors can help.

Structural Feasibility Studies

Our structural engineers are experienced at assessing existing commercial buildings and critically evaluating the structural impact of changes such as extensions, alterations and change of use.

We help clients avoid delays and unexpected costs by identifying issues and finding solutions before works are underway.

Roof Calculations and Design

Our roof structure calculations and steel structural element designs consider load capacity and structural integrity ahead of alteration works such as retro-installations of photovoltaic (PV) panels, green roofs and plant machinery.

We do more than simply calculating the increase in load and stress on the roof. Our engineers consider not only the roof itself, but also the whole building as a supporting structure.

Beam Calculations and Design

Our structural engineers conduct site visits to check loadings and always consider the removal of supporting structures and the installation of the beam in context of the entire building.

We then put together all the documentation required for submission to building control, including both structural steel calculations and element designs.

Construction Quality Assurance

Our engineers' expertise, which is drawn from reviewing multiple construction projects of a wide range of type and scale, means they are ideally placed to monitor build quality from the start of a project through to completion.

They are available at short notice and conduct regular site visits to make sure that any deviations from specification are identified and reviewed early.

Structural Design Review

We carry out independent technical design reviews of planned alterations against industry standards. Our structural engineers are experienced in a variety of alterations, from large-scale changes such as adding in mezzanine floors, to smaller projects such as installing glass screens and changing balustrades, disability works such as widening openings, lift installations and similar alterations.

Contract Administration

We can support you throughout the lifecycle of the project. From drawing up specifications to using our large pool of approved, vetted contractors in our competitive tendering process, we ensure your projects run smoothly, on time and on budget. By conducting frequent site visits we can track progress and help avoid delays. We make sure that everyone is up to date on the progress of the remedial works. If anything unexpected occurs, or if anything goes out of specification, we step in immediately to make sure that everyone is informed and in agreement on next steps.

Flood and Fire Reinstatement

In the case of an insurance claim, we get on site immediately to ensure that the property is secure and that any temporary measures to safeguard the property are put in place. Our surveyors have extensive experience of surveying damaged properties and we produce detailed, clear and comprehensive specifications of the repairs necessary to reinstate the property or properties affected. In addition, our structural engineers will assess any load bearing elements and ensure that the property is made structurally sound.

Schedules of Condition

The Allcott Commercial team appreciates the unique nature of each property and lease and subsequently the need to record schedules accurately and the need to work within often challenging time frames to deliver the information in a variety of forms. We offer ingoing schedules of condition with photographs, existing schedules of condition with photographs and film/ DVD schedules.

Dilapidations

Allcott Commercial specialises in both the enforcement and defence of commercial, industrial and retail dilapidations claims. We offer strategic advice on liabilities and are able to advise on appropriate tactics to be adopted towards the end of a tenancy. Our experience allows us to minimise dilapidations claims when defending a tenant and maximise settlement returns when acting on behalf of landlords.

For more information visit allcottcommercial.co.uk, call us on 0333 200 7198 or email info@allcottassociates.co.uk.

Appendix 1

LIMITATIONS APPLICABLE TO PRE-ACQUISITION INSPECTIONS AND REPORTS

General Limitations

Inspection and Concealed Parts: Our report will cover all parts of the site made available to us during our visual inspection of the property, which is normally and safely accessible without the use of ladders, unless stated within the report. Where inspection of roof areas by use of access hoists is required this will be agreed with you prior to inspection. The structure and fabric will not be opened up for further investigation.

Those parts of the building and engineering services that are concealed, inaccessible or covered will not be inspected and confirmation that such parts are free from defects cannot be provided. Where we feel further investigation is merited, reference will be made in our report.

We have not inspected woodwork or other parts of the structure which are covered, unexposed or inaccessible and we are therefore unable to report that any such part of the property is free from defect.

We must stress that we have not carried out any investigation to determine whether any high alumina cement was used during the construction of the building inspected and we are therefore unable to report that the building is free from risk in this respect. In view of the possible potential danger connected with high alumina cement we strongly recommend that the appropriate investigations, inspections and tests be carried out immediately by a suitably qualified Engineer and 20.4 in the event that it or any test is in connection with high alumina cement, it is carried out or prepared by a suitably qualified Engineer.

Our services survey is based on a visual inspection and comment on the condition and the quality of the installation relating to normal good standards. Internal inspection of plant will only been carried out where access is readily available and not where plant strip-down is required. We will specifically exclude tests relating to the performance of any heating, air conditioning or ventilation systems, pipe pressure tests, electrical or drainage tests.

The omission of such tests might give rise to the fact that certain problems could exist which are not reflected in our report. No Inspection or comment is made on the below ground drainage installations unless Instructed otherwise.

Occupied Buildings: Where buildings are occupied at the time of our inspection access to some areas may be restricted or denied although these areas will be noted in our report. Regardless of occupation, we will not lift fitted carpets, nor disturb any part of the fabric or fittings which are fixed or would cause damage.

Budget Costs: Where approximate budget costs are included in our report, these costs are for guidance purposes only and will not be calculated from measured quantities but will be based on knowledge and experience of similar repair or replacement situations. Costs are exclusive of contractor's preliminaries, contingencies, builders work associated with services, professional fees and VAT. They will be based on current prices and no allowance will be made for inflation. Access costs for high level works will be included.

Liability and Confidentiality: Our report will be for the attention and purposes of the instructing party only and consequently we cannot accept any third party liability for the whole or any part thereof. Neither may the whole nor any part of our report, nor any reference thereto, be published in any way nor included in any published document, circular or statement without our prior written approval of the form and context in which it may appear.

Pre Acquisition Survey

Compliance with Legislation: Our inspection will involve a general review of the state of compliance with Statutory Requirements such as the Building Regulations, Workplace Regulations, Fire Regulations, Disability Discrimination Act and other relevant matters. Please note that compliance with these Regulations often requires a more detailed study and/or the preparation of a detailed risk assessment. Such studies and risk assessments are beyond the scope of our report. It should be noted that the requirements under the Disability Discrimination Act are based on reasonableness, the meaning of 'reasonable adjustment' has yet to be determined by the Courts and our advice represents our Interpretation of the Act at this time.

Building Services

Design Analysis: No definitive calculations will be undertaken to determine the capacity of the plant, nor will performance tests be carried out on any of the systems or plant items. Design analysis of the systems will be undertaken using generally accepted design criteria.

White Goods and Data: Our report will not include an inspection of the white goods, catering and vending equipment telecommunication or data systems found within the property. We are unable to comment, advise or identify items that are reliant on day/date dependent embedded chips.

Deleterious and Hazardous Materials Generally: Our report and survey excludes any investigation into the unsuitable use of deleterious or hazardous materials except insofar as such matters may come to our knowledge in the normal course of inspecting the property and state of repair. We will advise you if we consider there is a significant possibility that deleterious or hazardous materials exist at the property, although we will not undertake or commission specific inspections, laboratory testing or reports unless this possibility has been identified by us as a concern and further instructions received. Similarly, where composite cladding panels maybe noted in our report we confirm that no intrusive testing will be undertaken to determine the type of insulant or whether this is approved by the Loss Prevention Certification Board unless instructed otherwise.

Asbestos: No testing or analysis of asbestos containing materials will be carried out.

Concrete: We are not able to confirm that the structure is free from structural defects to include but not exclusively the deleterious effect of HAC, chlorides and reinforcement corrosion durability.

Concealed Parts

If we observe evidence to suggest that concealed parts of the structure and fabric might be defective, we will advise you accordingly and make recommendations for further investigations. However, unless otherwise instructed by you, we will not open-up for inspection any permanently enclosed or concealed parts of the structure and fabric.

Services Installations

Our report on the services installations will be based on a cursory inspection only in order to include a general description. We will not test any of the installations. Unless otherwise instructed, we will not commission the inspection and testing of any installations by specialist consulting engineers. If we find visual evidence to suggest that there might be significant problems with any of the installations, or if they are particularly sophisticated or complex, we will advise you accordingly, and make recommendations for further investigation and/or testing by specialist.

Appendix 2

Deleterious materials

Since the early 1980s the property and construction industry has evolved and adopted a list of materials, which, for one reason or another, have been labelled deleterious and/or hazardous to health and safety. Some of these materials only become deleterious and hazardous due to the particular circumstances of their use and are not inherently deleterious or hazardous in themselves.

Materials that have been branded “deleterious” have usually been so classed because they either:

- (a) pose a direct risk to the health and safety of persons occupying or visiting a particular property (e.g., asbestos) or
- (b) can be detrimental to the structural performance of a building (eg High Alumina Cement in concrete) or
- (c) are generally perceived by the property investment market as undesirable features of a building, which can affect the liquidity of the property concerned (eg calcium silicate bricks) or, in the case of composite panels, its insurability.

Some deleterious materials might fall into more than one of the forgoing three categories above.

Few of the deleterious materials given below can be detected with the naked eye alone. Often sampling and testing of a component or element is required to confirm the presence, or absence of a material. The materials marked with an asterisk below are, in general, those materials that require sampling and testing to establish their existence with certainty.

At present, the list of deleterious and problematic materials comprises the following:

- Composite cladding panels to roofs and walls.
- Nickel sulphide inclusions in toughened glazing
- High Alumina Cement (HAC) when used in load-bearing concrete components and elements.*
- Chloride additives when used in pre-cast or in situ cast concrete.*
- Calcium silicate bricks or tiles (also known as sand/lime or flint/lime bricks).
- Mundic blocks and Mundic concrete.
- Woodwool slabs when used as permanent shuttering to in situ cast structural concrete.
- Lead-based paint used in locations that could result in the ingestion, inhalation or absorption of the material.*
- Lead used for drinking water pipework except when used as solder to pipe fittings.
- Sea dredged aggregates or other aggregates for use in reinforced concrete which do not comply with British Standard 882: 1992 and aggregates for use in concrete which do not comply with the provisions of British Standard Specification 8110: 1985.*
- Asbestos in any raw form or asbestos-based products.*
- Manmade mineral fibres in materials when these fibres are loose and have a diameter of 3 microns or less and a length of between 5 and 100 microns.*
- Urea Formaldehyde Foam in large quantities used, in particular, as cavity insulation (due to vapours released from the foam).
- Reinforced Autoclaved Aerated Concrete (RAAC).

Birmingham Office

2 Victoria Works
Vittoria Street,
Birmingham, B1 3PE
0121 718 7008

London Office

6th Floor, First Central 200
2 Lakeside Drive, Park Royal
London, NW10 7FQ
0208 212 7967

Milton Keynes Office

494 Midsummer Boulevard
Milton Keynes
MK9 2EA
01865 479 670

Nottingham Office

15 Wheeler Gate
Nottingham
NG1 2NA
0115 901 7074



Marianne Rossi

From: secretaryofshawvillagehall@gmail.com
Sent: 12 August 2024 20:47
To: Teresa Strange
Cc: CHAIROFSHAWVILLAGEHALL@gmail.com; Martin Franks; Marianne Rossi
Subject: RE: FW: Area board grant deadline social media post

Thanks Teresa

We will start work on it now and generate our plans.

So that you are aware, we had an incident with some young people driving their car onto the sports field. So we'll look to bring some of the measures forward such as 3 drop down bollards.

We haven't decided yet whether to put in other fixed bollards yet or some plants. I assume MWPC would be happy for us to add some more security around the car park ahead of our plans to extend the car park?

Kind Regards
Paddy

 secretaryofshawvillagehall@gmail.com



From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Wednesday, August 7, 2024 11:26 AM
To: Paddy <secretaryofshawvillagehall@gmail.com>
Cc: CHAIROFSHAWVILLAGEHALL@gmail.com; Martin Franks <martin.franks@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: FW: Area board grant deadline social media post

Hi Paddy
The next one is 6th November, grant deadline is usually a few weeks before; don't have a specific date yet.
All the best, Teresa

From: Paddy <secretaryofshawvillagehall@gmail.com>
Sent: 06 August 2024 22:41
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: CHAIROFSHAWVILLAGEHALL@GMAIL.COM; Martin Franks <martin.franks@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: Re: FW: Area board grant deadline social media post

Thanks Teresa,

Just seen this and too late for this turn of the handle.

When is the next board due?

Marianne Rossi

From: Richard Wood
Sent: 21 October 2024 09:12
To: Teresa Strange
Cc: Marianne Rossi
Subject: Fw: The New Inn defibrillator

Sent: Friday, October 18, 2024 2:50 PM
To: Richard Wood <richard.wood@melkshamwithout-pc.gov.uk>
Subject: The New Inn defibrillator

Hi Richard

Good to catch up today? I've removed the planting bush from the defibrillating machine as requested. as discussed, I think it's only appropriate that the machine should be relocated to the community Center.

I Would like to point out that No one from the parish council, or whoever is responsible for carrying out pac testing on the machine it Has not been carried out, certainly not to my knowledge in nearly 2 years that we've been here which is a concern, and I thought the machine was redundant as you advertised, you had a new Defibrillating machine at the community center.

So after our conversation can you please arrange for the machine to be relocated to the community center? Where is the best placed to serve the community as it has been very stressful, maintaining the machine and ensuring that when we have power cuts the machine is still operating thank you.

Kind regards.

Marianne Rossi

From: Marianne Rossi
Sent: 28 October 2024 17:25
To: joe@communityheartbeat.org.uk
Cc: Teresa Strange; 'Martin Fagan'
Subject: RE: Query on relocating defib to Telephone Kiosk - Melksham Without Parish Council

Hi Joe,

I hope all is well with you?

We were in contact last year with regard to potentially relocating a defib inside of a Telephone Kiosk, and at the time you advised that you had sight of a proposal from BT that they may look to no longer offer power via adoption, which would mean that the council would have to arrange and fund this themselves. I wonder whether this has moved forward at all?

The reason I am asking now is because we may have to potentially move one of our current defibs to a new location and the council are looking next Monday at options and one could be to a phone box. If you could advise on what the process would be if the parish council decided to go this way that would be much appreciated. I can see from your website that this is something that can be done via Community Heartbeat.

Many thanks for any help and advice on this.

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

Want to keep in touch?

Follow us on facebook: [Melksham Without Parish Council](#) or [Teresa Strange \(Clerk\)](#) for additional community news

On twitter: [@melkshamwithout](#)


On Instagram: [melkshamwithoutpc](#)

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Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#).

ADOPT A KIOSK

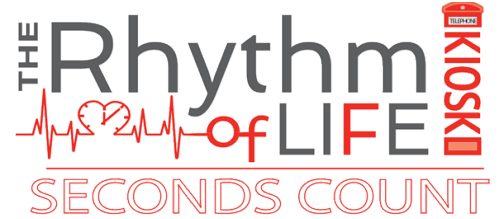
TURN AN ICON INTO AN
EMERGENCY MEDICAL CENTRE

THE Rhythm of LIFE
SECONDS COUNT



ADOPT A KIOSK

TURN AN ICON INTO AN EMERGENCY MEDICAL CENTRE



The famous Gilbert Scott designed K6 or Jubilee kiosk was launched in 1936 to celebrate King George V's silver jubilee. By the 1960's almost 70,000 kiosks could be found across the countryside, and whilst the public payphone service has undergone enormous changes since then, the traditional red kiosk had already forged itself as an iconic symbol of British life.

In 2009, the Community Heartbeat Trust proposed to BT that these iconic structures could be used for defibrillators. Since then, BT and CHT have been working together to help communities turn their adopted telephone boxes into local medical centers, by using them as homes for Public Access Defibrillators, storing the defibrillator in a well recognised, safe, weather protected location. With every CHT project including Governance, via the WebNos Governance system.

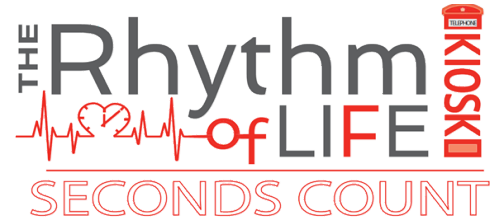
Adoption of the telephone box is £1 from BT. Documentation for this is available from CHT on request and CHT will ensure that the correct equipment is used, meeting all safety and other requirements.

BT will provide free electricity for the first 7 years of the project for all CHT projects. There is no automatic right to use the unmetered supply in a kiosk, only the 8 Watts in the adoption agreement for the internal light. Permission to connect to the electricity is required for adopted kiosks, either from CHT owned kiosks or from BT directly.



ADOPT A KIOSK

TURN AN ICON INTO AN EMERGENCY MEDICAL CENTRE



Those wishing to adopt their kiosk as part of a community defibrillator project can do so if you are part of one of the following bodies..

- Recognised local authority (e.g. District/Borough Council)
- Parish/Community/Town Council or equivalent
- Registered charity or Community Interest Company
- Private landowner. (Anyone who has one of our telephone boxes on their land)

The scheme is not available to other individuals, community groups such as residents associations or commercial organisations.

Community Heartbeat can adopt the kiosk on the communities behalf if as a group/individual you cannot apply or if you would prefer for CHT to handle the adoption process. If you would like to request this please contact us for a link to an online request form.

To date, 5000 kiosks have been converted for community projects.

REQUIREMENTS

We all want more community defibrillators to be installed and whilst clearly, a community is at liberty to obtain their AED from any source they wish and a redundant kiosk is often an ideal location in which to house it, communities are being advised by some retailers and organisations that BT will routinely supply whatever electricity is required. This is not the case. After adoption of the kiosk, If a community wishes to use more than the 8 Watts allowed for the light, they must receive written permission from BT and in order to start the permission process, a business case must be submitted.

Alternatively, if the project is done via CHT, then this permission is granted via the charity. Without this permission and to avoid what amounts to the offence of abstracting electricity, contrary to section 13 of the Theft Act 1968, a community will need to arrange an alternate supply which will incur not only a monthly charge, but also a significant meter installation cost, and quarterly standing charges.

Statement from BT Letter to CHT March 2016, *"We recommend Community Heartbeat Trust to supply defibrillators due to their compliance to BS7671 electrical safety standards. cabinet compliant to BS7671-416/417 in its construction by ISO 9001/2 certified manufacturer. Also, a Governance system to demonstrate the management of the defibrillator. BT works closely with CHT and they are our preferred route for defibrillator installations, they have written consent from us to connect a defibrillator"*



CHECKLIST

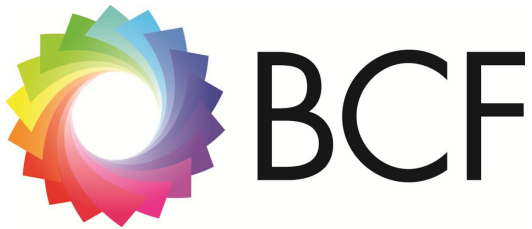
Suitable Defib? (Group 1 Device)

Suitable Class II Cabinet (From ISO Rated Manufacturer) 12-24V Installed With RCD & Certificate Issued

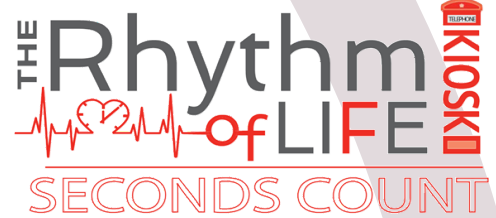
Defibrillator Governance System (WebNos)

Signage Changed?





BRITISH COATINGS FEDERATION



Once a community or Parish Council have adopted their local telephone kiosk and installed a defibrillator from the Community HeartBeat Trust (CHT), the BCF will be pleased to arrange for one of its members to provide undercoat and gloss paint (RRP £75) free of charge, to help renovate the iconic kiosk to its former glory. BCF member Rustins provide a small tin of gold paint too for the "crown" on the kiosk. The CHT will coordinate all of this for the Parish Council or community.

All complete cPAD sites will receive Defibrillator signage for the kiosk from CHT, with additional styles of sign age available such as Grade II listed signage and battenburg panels for modern kiosks.

In addition all renovation pictures of kiosks submitted to CHT will be uploaded to www.minutesmatter.org.uk

*Please note CHT does not sell kiosks.



Marianne Rossi

From: Marianne Rossi
Sent: 28 October 2024 17:01
To: Marianne Rossi
Subject: FW: ELANCITY-UK - Warranty Extension UK706 MELKSHAM WITHOUT PARISH COUNCIL
Attachments: Contrat MELKSHAM WITHOUT PARISH COUNCIL_UK706.pdf

Marianne Rossi
Finance and Amenities Officer
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Follow us on facebook: [Melksham Without Parish Council](#) or [Teresa Strange \(Clerk\)](#) for additional community news
On twitter: [@melkshamwithout](#)
On Instagram: [melkshamwithoutpc](#)

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Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#).
We do not guarantee that any email is free of viruses or other malware.

From: warranty-extension@elancity.co.uk <warranty-extension@elancity.co.uk>
Sent: 02 October 2024 15:14
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: ELANCITY-UK - Warranty Extension UK706 MELKSHAM WITHOUT PARISH COUNCIL

Dear Sir/Madam,

You have purchased one or more Elancity products in **2022** that were covered by a 2 years warranty and we hope that you are fully satisfied with them.

Should this not be the correct email address, kindly let us know the correct one so we can forward the contract to the appropriate recipient.

This extended warranty contract will allow you to ensure that your equipment is properly serviced at a lower cost in the event of a breakdown.

Our extended warranty contract allows you to extend your initial warranty under the same conditions.

For your information, if your equipment is not under contract: the diagnostic estimate is £196 without taxes.

The warranty extension contract allows you to optimize your expenses and plan your budget.

For an EVOLIS radar, the price is £199 without taxes per year and per radar. (Without sim card subscription in case of connected radar)

To ensure full continuity of services, please return the enclosed contract by e-mail, signed and stamped, as soon as possible.

This contract will cover the following services for an unlimited period of 3 years:

REPAIRS

- Collection and return of the product(s) for return to our workshops.
- Evaluations and diagnostics.
- **REPAIRS - all parts and labour.**
- Priority treatment of your device(s) upon return.

SUPPORT

- Phone technical assistance for the use of your EVOLIS radar.
- Help to install and use the software.
- Help with configuration and software update if necessary.

TRAINING

- Training in the use of the radar (daily management).
- Training in the use of the software.
- EVOCOM/EVOMOBIL/EVOGRAPH “statistical” training if necessary (also for new employees).

Please let me know if you have any questions.

Regards,



Pedro

Service offer manager

warranty-extension@elancity.co.uk

+442039360920 Ext 2

Wilberforce House, Station Road

NW4 4QE - LONDON

<https://www.elancity.co.uk>

**Elan City WARRANTY EXTENSION CONTRACT
MELKSHAM WITHOUT PARISH COUNCIL**

BETWEEN THE UNDERSIGNED:

**MELKSHAM WITHOUT PARISH COUNCIL
FIRST FLOOR, Melksham Community Campus
SN12 6ES MELKSHAM - United Kingdom**

Hereinafter referred to as the "Customer", duly authorised for the purpose of this "contract"

ON THE ONE,

AND:

Elan City, a simplified joint stock company, located at Wilberforce House, Station Road NW4 4QE LONDON, registered in the and Companies Register under no. and represented by its Managing Director, Ms Emmanuelle LANDRU, duly authorised for the purposes hereof,

Hereinafter referred to as Elan City,

ON THE OTHER,

Elan City and the Customer are collectively referred to as the "Parties" and individually as a "Party"

PREAMBLE:

Elan City offers various services to its customers in order to ensure that their EVOLIS equipment is properly maintained, and that they benefit, if necessary, from a commercial warranty extension.

This Contract covers the following equipment (hereinafter the "Equipment"):

Product	Serial number	Delivery date
GB[EP-BT] Evolis Radar Speed Sign - AC version	S-00-418-401#22/17-0103	02/08/2022

The Customer wishes to benefit from Elan City experience and skills so that its Equipment is maintained and kept in perfect condition.

This Contract (of which the preamble and any appendices form an integral part) - hereinafter the "Contract" - consequently includes the agreement reached between the Parties after free negotiation and in good faith between the Parties and the Customer declares, by signing this document, that Elan City has provided it with all information necessary for determining its consent.

Article 1: PURPOSE OF THE CONTRACT

The Customer has decided to entrust Elan City, which accepts, with the operations and repair work on the Equipment under the following conditions.

The Parties expressly agree that this Agreement replaces and excludes any other prior written or oral agreement, and in particular any general terms and conditions of purchase of the Customer.

Article 2: DESCRIPTION OF THE SERVICES

Elan City undertakes to carry out the operations and repair work described below, in the event of a Breakdown (the "Services").

A Breakdown under this Contract is defined as the malfunction or lack of functioning of the Equipment, resulting from an internal cause of the Equipment.

Consequently, all breakdowns caused by or originating from vandalism, natural disasters, accidental falls, incorrect use by the Customer (incorrect orientation, obstacle, etc.), or opening (front) or incorrect handling of the Equipment, and more generally any intervention on the Equipment by anyone other than Elan City within the framework of this Contract, are excluded from the scope of this Contract and the definition of the Services.

Because of its expertise, Elan City is the sole judge of the need to organise and carry out the Services, as well as of their scope.

Elan City Warranty Extension Contract:

<p>Repair of parts and labour at factory</p>	<p>In the event of an observed malfunction :</p> <ul style="list-style-type: none"> - Mandatory diagnosis with the customer by telephone or by automatic diagnostic tool (on Smartphone or PC) to ensure that it is indeed an Equipment Breakdown. (This is to ensure that the malfunction is not related to an external cause: check the settings, battery voltage, orientation and fuse). <p>In the event of a proven Breakdown:</p> <ul style="list-style-type: none"> - Retrieval of the Equipment by Elan City transporter: The Customer is responsible for dismantling and packing the Equipment. The original packaging + protective material must be used. If the packaging has not been kept, the Customer will be charged for new packaging - Repair of equipment on Elan City premises: Parts and labour included. (Batteries and external accessories are not covered by the contract). - Reshipment of equipment: the Customer is responsible for reshipping the Equipment.
<p>Updating of operating software</p>	<p>On the Customer's request, Elan City will send new software versions by email.</p>
<p>Assistance with software installation</p>	<p>In the event of a new software version or replacement of a workstation, Elan City can provide free installation assistance.</p>
<p>Priority user support</p>	<p>For any questions regarding the use of the Equipment (and software), Elan City can provide the Customer with the necessary telephone assistance and will, on request, make the necessary documents available by email.</p>
<p>Priority treatment of repairs</p>	<p>If a product is returned to our premises, Elan City will treat Customer requests covered by a Warranty Extension Contract as a priority.</p>
<p>3G/4G subscription</p>	<p>If the equipment is covered by this option, the service fee includes connection to the network and access to the dedicated Elan City platform.</p>

PLEASE NOTE:

The following are included in the Services: the cost of transporting the Equipment, software updates, labour, parts, solar panels and small consumables.

Batteries and so-called wearing parts (e.g. fasteners) which may have to be replaced are **expressly excluded** and will be invoiced to the Customer on top at the current rate. In case of necessity, notably in order to remedy any failure and any total or partial dysfunction of the Equipment except in the event of a Breakdown, as well as for necessary compliance with applicable regulations, with the Customer required to bring this constraint to Elan City attention, Elan City intervention will be invoiced at the current rate, if necessary after a preliminary estimate (of the duration and cost of the intervention) duly accepted by the Customer.

At the Customer's request, Elan City may justify by any means, including by transmission of collected data, the non-contractual qualification of the work.

TIMEFRAME FOR THE IMPLEMENTATION OF THE SERVICES:

Following receipt of a written request from the customer (by email: warranty-extension@elancity.co.uk), Elan City undertakes to contact the customer to carry out a diagnosis within 72 hours.

The Breakdown once the Equipment is received by Elan City is generally processed within 10 working days, this period being indicative.

OBLIGATIONS OF THE CUSTOMER

Under the terms of this Agreement, the Customer undertakes:

- not to modify the Equipment or have it modified and to scrupulously comply with instructions transmitted by Elan City and duly inform its employees thereof.
- to give instructions for the installation, orientation and use of the Equipment in accordance with the instructions received from Elan City, so that its operation is not affected.
- to ensure conformity of connections.

The conclusion of this Contract does not exempt the Customer from insuring the Equipment, as well as from taking out third party liability insurance for using the Equipment.

In all circumstances, the Customer undertakes to inform Elan City as soon as possible of any anomalies or accidents in which the Equipment is involved.

Print it : 02/10/2024

This document is the property of Elan City. Cannot be transferred to a third party without prior authorization.

LIABILITY

The Services shall be carried out in accordance with applicable standards and with all due care.

If a failing in the Services is identified, Elan City will only be required to carry out the necessary repairs at its own expense, to the exclusion of any other compensation of any kind.

If it is demonstrated that this defect causes a direct, personal and certain, foreseeable and actual prejudice, Elan City will bear the cost of repairing only established material damages caused to the goods of third parties or to those of the Customer, up to the amount of its own, personal liability.

All damage, all events, all occurrences and all causes combined, the total amount of compensation by Elan City is limited to the amount of the annual remuneration received in accordance with the stipulations of Article 4.

Without prejudice to mandatory statutes that may apply, these provisions define the entire scope of Elan City responsibilities.

The Customer guarantees that its insurers or third parties with which it has contractual relations will waive any right of recourse against Elan City or its insurers beyond the limits and exclusions fixed above.

The term "established" means recognised by Elan City or established by a final court decision.

SUBCONTRACTING OF SERVICES

By express agreement, Elan City may subcontract the services covered by this Contract to any person or company, duly trained in the Services.

Article 3: DURATION OF THE CONTRACT

This Agreement shall take effect, for each item of Equipment concerned, at the end of the commercial warranty granted to the Customer or of the Warranty Extension Contract previously in force between the Parties.

It is concluded for a period of 3 years, either from 02/10/2024 until 01/10/2027.

In the three months preceding the expiry date of the Contract for the first item of Equipment concerned, the Parties shall contact each other to consider the possibility of an extension and the terms and conditions thereof.

Article 4: FINANCIAL TERMS

In return for Elan City obligations, the Customer will pay a global annual fee as defined below.

The fee is expressed exclusive of tax and will be increased by the taxes in force on the day of invoicing.

Product Elan City	Rate Warranty Extension Contract
Radar EVOLIS	£ 199 excl. tax / year / radar

The price is firm for the duration of the Contract.

The invoice will be sent in arrears each December (first year of the contract invoiced pro rata) and on the anniversary date of the Contract for the third year.

Spare parts (known as wearing parts) or services outside the Pack will be invoiced after each intervention.

If this Contract is extended beyond its initial term, the Parties shall agree on the new financial conditions applicable. If no agreement is reached, the Elan City rate will apply.

Invoices are payable within 30 days. Interest on arrears equal to three times the official interest rate will be charged and a fixed indemnity for collection costs of £ 40 will be payable.

Article 5: FORCE MAJEURE

Elan City cannot be held liable if the non-performance or a delay in the performance of one of its obligations, described in this contract, results from a case of force majeure understood to mean an unpreventable event that was reasonably unforeseeable at the time of the Contract was entered into.

Article 6: TERMINATION

In the event of sufficiently serious non-performance of any of the obligations incumbent on the other Party under this Contract, the Party that is the victim of the default may, if it sees fit, notify the defaulting Party of the termination of this Contract by registered letter with acknowledgement of receipt, thirty (30) days after formal notice to perform has elicited no response.

Article 7: PERSONAL DATA

Within the framework of the performance of this Contract, the Customer is informed that the following personal data are collected and processed by Elan City in its capacity as data controller: name and surname, email address(es) of one or more of the Customer's physical person(s).

This information is essential for the execution and monitoring of the Service Agreement.

These data are processed for the following purposes:

- Management of the Warranty Extension Contract, returns and invoicing.
- Correspondence relating to the performance of this contract.
- Delivery.
- Traceability of equipment.
- Management of unpaid bills and disputes.
- Compliance with statutory and regulatory obligations.

They are not intended at any time to be sold, given or rented to third parties, unless Elan City is required to do so by law or the courts. The Customer is however informed that this information is transmitted to the carrier in charge of the delivery of the Equipment.

These data are kept by Elan City for the duration of the commercial relationship and for 5 years following the end of the loan.

Natural persons concerned by this processing are informed of their right to access, rectify and, under certain conditions, object to and delete personal data processed by Elan City. These rights can be exercised by writing to the following address: warranty-extension@elancity.co.uk.

Article 8: MISCELLANEOUS

1. This Contract contains all the terms and conditions on which the Customer and Elan City have agreed. It supersedes any previous documents or agreements relating to its subject matter.
2. All modifications to the provisions of this contract will be decided and agreed upon between the Customer and Elan City and will be set out in a written amendment.
3. As this Contract is concluded intuitu personae (commune concerned), the Customer is prohibited from assigning or transferring in any way whatsoever, directly or indirectly, the rights and obligations resulting from it, without the express, prior and written agreement of Elan City.
4. Under no circumstances can Elan City tolerance or benevolence in the face of a Customer's non-performance be raised later as a precedent, nor as an acquired right or any form of waiver.
5. With a view to ensuring the performance of the Contract in the best possible conditions, the Parties undertake to communicate to each other any information that may be useful to enable the best possible maintenance of the Equipment and the management of the corresponding files.

Jurisdiction

ANY DISPUTE RELATING TO OR ARISING FROM THIS CONTRACT, INCLUDING THOSE CONCERNING ITS SIGNATURE, VALIDITY, INTERPRETATION OR PERFORMANCE, OR ANY POSSIBLE MODIFICATION OR TERMINATION, WHICH IS NOT SETTLED AMICABLY WITHIN THIRTY CALENDAR DAYS OF ITS NOTIFICATION TO THE OTHER PARTY, SHALL BE SUBMITTED ON THE INITIATIVE OF THE PARTY THAT FIRST TAKES THE INITIATIVE TO THE COMPETENT COURTS.

Article 9: COMPLIANCE

The representative of the company Elan City, referred to above, affirms, under penalty of automatic termination of the Contract, that it is not subject to any applicable prohibitions.

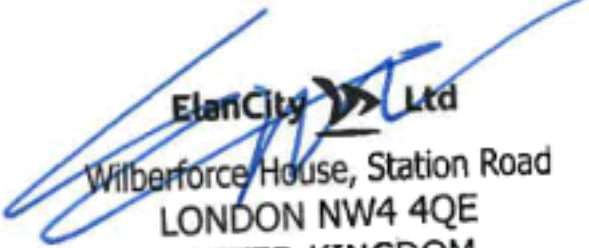
Done in 2 copies in London, on 02/10/2024

Town Hall of MELKSHAM WITHOUT PARISH COUNCIL

Representant,
Mr Ms

Elan City

Managing Director,
Ms Emmanuelle LANDRU
P.O


ElanCity Ltd
Wilberforce House, Station Road
LONDON NW4 4QE
UNITED KINGDOM



Biodiversity Policy

Background

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and rural Communities Act 2008, updated by Section 102 of the Environment Act 2021, Melksham Without Parish Council (herein after referred to as the Council) which has many functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

Diversity

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water of pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

Aims and Objectives

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committee of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways.:

- Consider the potential impact on biodiversity represented by planning applications.
- Manage its land and property using environmentally friendly practices that will promote biodiversity.
- Support local businesses and council operations in the adoption of low impact/nature positive practices.
- Encourage and support other organisations within the town to manage their areas of responsibility with biodiversity in mind.
- Support residents and local organisation activities to enhance and promote biodiversity.

Actions

Planning applications

The Council will:

- When commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- Support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- Consider what each proposed development might make in terms of biodiversity net gain.
- Include policies in support of biodiversity within the neighbourhood plan.

Land and property management

The Council will:

- Carry out a biodiversity audit of its landholdings.
- Consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.
- Take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- Source sustainable materials when procuring supplies for the Council's use.
- Consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- Raise public awareness of biodiversity issues, including through its website and newsletters.
- Engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- Where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

Monitoring

This policy was adopted on **4 December 2023 (Min 321/23(b))** and will be reviewed in two years or sooner should legislation dictate. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

Adopted by Full Council on 4 December 2023 (Min 321/23(b) (subject to review to any amendments at a future date following a review)

Marianne Rossi

From: Marianne Rossi
Sent: 28 October 2024 17:10
To: Gosling, Laura
Cc: Rose, Martin; Teresa Strange
Subject: RE: Real Time Information in bus shelters in Melksham Without

Hi Laura,

We have an update on the progress with RTI on our agenda for next week's meeting. I just wondered whether you could confirm that you have received my email advising that we would like to proceed with your supplier assessing our sites as previously identified in order to provide us with a quotation, please? Just so we can update members that this project is moving forward.

Also, if you would be able to provide us with some clarification on one of your points as per my below email, that would be much appreciated.

Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

Want to keep in touch?

Follow us on facebook: [Melksham Without Parish Council](#) or Teresa Strange (Clerk) for additional community news

On twitter: [@melkshamwithout](#)

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From: Marianne Rossi
Sent: 11 October 2024 12:23
To: Gosling, Laura <Laura.Gosling@wiltshire.gov.uk>

Cc: Rose, Martin <martin.rose@wiltshire.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Real Time Information in bus shelters in Melksham Without

Hi Laura,

The parish council considered your email with regard to your supplier assessing each of our priority sites (as per the list detailed by Teresa below) to provide us with a quote for the capital and maintenance of the units and have agreed to proceed on this basis if this can be arranged with your supplier, please.

The parish council would like some clarification on your comment below with regard to the maximum amount of time the units would be operational as they were unclear about what this meant at the meeting. Does this mean that the contract you have with the supplier is up in four years' time and after that the units are only covered for a further four years?

'Just to make you aware - our existing contract with the supplier runs until 2028. After that date, Wiltshire Council have the option to extend the contract or find another supplier. Essentially, this means you just need to be aware that the maximum amount of time these RTPI units would be operational/available for is approximately 8 years.'

If you are able to clarify, it would be much appreciated.

Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
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First Floor
Melksham Community Campus
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From: Gosling, Laura <Laura.Gosling@wiltshire.gov.uk>
Sent: 07 October 2024 16:57
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Rose, Martin <martin.rose@wiltshire.gov.uk>
Subject: RE: Real Time Information in bus shelters in Melksham Without

Hi Teresa,

In theory, yes all of these sites can be assessed for suitability for RTPI, and we should be able to do this under our existing contract arrangements with our supplier. However, I just need to make you aware that for each unit, both the capital and maintenance would need to be covered by the Parish Council in this instance, as in the main, these aren't typically sites where WC would prioritise the provision of RTPI.

Our supplier is able to undertake an assessment of each site and can then provide a capital and maintenance quote, per our contract with them, which is dependent on the size and type of unit most suitable for each location. However, our suppliers work for several other local authorities around the country, so I can't guarantee that these assessments could be done immediately, but we can request for them to be programmed in.

Just to make you aware - our existing contract with the supplier runs until 2028. After that date, Wiltshire Council have the option to extend the contract or find another supplier. Essentially, this means you just need to be aware that the maximum amount of time these RTPI units would be operational/available for is approximately 8 years. For your info - our existing contract states that any new Papercast RTPI units come with one spare battery.

Kind Regards

Laura

Laura Gosling
National Bus Strategy Manager
Passenger Transport
Highways and Transport



01225 713481
laura.gosling@wiltshire.gov.uk
www.wiltshire.gov.uk
[Sign up](#) to Wiltshire Council's email news service



From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Monday, October 7, 2024 12:54 PM
To: Gosling, Laura <Laura.Gosling@wiltshire.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Rose, Martin <martin.rose@wiltshire.gov.uk>
Subject: RE: Real Time Information in bus shelters in Melksham Without

Thanks Laura