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## MELKSHAM WITHOUT PARISH COUNCIL

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**Thursday 20<sup>th</sup> June 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 1<sup>st</sup> July 2024 at 7.30pm** 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.**

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09&omn=89300856953>

Or go to [www.zoom.us](http://www.zoom.us) or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**  
**Passcode: 070920**. Instructions on how to access Zoom are on the parish council website [www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk). If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

To access the agenda online please scan the below QR code.

Yours sincerely

Teresa Strange, Clerk

**YOU CAN ACCESS THE AGENDA HERE**



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# AGENDA

1. **Welcome, Housekeeping and Apologies**
2. **Chairman & Vice Chair of Asset Management Committee for 2024/25**
  - a) To elect **Chair** of Asset Management Committee for 2024/25
  - b) To elect **Vice-Chair** of Asset Management Committee for 2024/25
3. To receive **Declarations of Interest**
4. 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/Contractual:** 7f  
**Early stages of any dispute:** 8a
5. **Public Participation**
6. **Council Assets:** To consider Report on condition of Council assets, and recommend future action.
7. **Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:**
  - a) To review latest quarterly play area inspection reports and consider any action required.
  - b) **Hornchurch Road Play Area Safety Surfacing:**
    - i) To receive feedback following earlier site visit and note temporary repair undertaken w/c 17<sup>th</sup> June 24.
    - ii) To review Financial Regulations advice re thresholds for quotations vs tenders
    - iii) To consider options for Hornchurch Road Play Area safety surfacing replacement and approve quotation if appropriate
  - c) To note complaint received regarding the location of the picnic bench installed inside of Kestrel Court Play Area and consider any action
  - d) To note reports of recent dog bites at both Bowerhill Sports Field and Shurnhold Fields and consider any action
  - e) To note remedial works required at Whitworth play area and consider way forward
  - f) To receive update on play area legal transfers and to recommend for approval if received (Pathfinder Place, Berryfield, Kestrel Court).
8. **QEII Diamond Jubilee Sports Field & Pavilion (*known informally as Bowerhill Sports Field*):**
  - a) To note pitch layout for the new season and receive update on bookings
  - b) To note pitch power assessment (if received)
  - c) To approve quotation to fertilise the pitches during the season
  - d) To approve quotation to spike the football pitches
  - e) To approve quotation for annual cold water boost pump service
  - f) To approve quotation for annual ventilation service

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- g) To note report received from contractor following control panel repair and service and consider associated quotations
- h) To receive an update on the progress of the grant application submitted for outdoor gym equipment
- i) To note drinking water fountain is currently not in use due to leak and approve quotation for its repair

## 9. 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
- c) To consider greenhouse request received larger than Clerk's delegated powers
- d) To consider clearing options for very overgrown plot at Briansfield allotments
- e) To review rules on keeping chickens and rabbits at the allotments
- f) To note allotments is eligible for grant funding and consider options to apply for
- g) To receive updated on Allotments database

## 10. Shurnhold Fields

- a) To receive update on the car park enhancement project
- b) To consider 'Friends of Shurnhold Fields' insurance update

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

**12. Stabbing and Bleed kits:** To consider information received following further investigations into stabbing and bleed kits and consider installing them around the parish

## 13. Defibrillator:

- a) To receive update on progress with defibrillator installation outside of Bowerhill Village Hall
- b) To consider what to do with defibrillator inside of Bowerhill Village Hall

## 14. Benches:

- a) To note updated information on the "Happy to Chat" bench project and consider any action
- b) To note correspondence from BRAG regarding locations of outstanding benches still in storage and consider way forward

**15. Approved contractors and suppliers:** To consider current list of approved contractors and suppliers

**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 consider how to prioritise future installations

**Copy to: All Councillors**

### Allotment Asset check

ASSET REGISTER

Category	Insurance category	Item Number	Asbestos ? Y/N	Item	Location	Area	Comments
OUTSIDE EQUIPMENT	OUTSIDE EQUIPMENT	1	N	Water troughs	Berryfield & Briansfield Allotments	A	Satisfactory. <span style="background-color: yellow;">Furthest trough on Berryfields may need leveling. All pipes &amp; troughs <del>could</del> need relaying to prevent freezing in winter.</span>
OUTSIDE EQUIPMENT	OUTSIDE EQUIPMENT	2	N	Notice Boards	2 @ Briansfield, 1 @ Berryfield	A	Brushed. Satisfactory <span style="background-color: yellow;">Berryfields. Wood on back in poor state and could dry out.</span>
FENCING/GATES	FENCING/GATES	7	N	Briansfield Gate and fence	Briansfield Allotments	A	Satisfactory. <span style="background-color: yellow;">Both gates have dropped and will probably need adjusting at same stage</span>
OUTSIDE EQUIPMENT	STREET FURNITURE	223	N	2no. No Dog Fouling sign A4	Allotments	A	Good
MACHINERY/TOOLS	MOWERS & MACHINERY	226	N	Petrol Strimmer	Allotment Shed	A	Good. (Not been used this year, will probably need servicing)
MACHINERY/TOOLS	MOWERS & MACHINERY	227	N	Petrol Leaf Blower	Allotment Shed	A	Good. Never been taken out of the box as far as I can tell
MACHINERY/TOOLS	MOWERS & MACHINERY	228	N	Full Face Shield	Allotment Warden's Home Address	A	Good
BUILDINGS	BUILDINGS	270	N	Shed	Briansfield Allotments car park	A	Good.
				Patio slabs circa around 91	Briansfield car park	A	Still there but nettles gradually covering them?

P  
N  
Rechargeable hedge trimmer  
Allotment Warden Home Address  
A  
Good.

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	Comments
CHAIN OF OFFICE/CHAIRMAN'S BOARD	CIVIC REGALIA	13	N	Chairmans Board	Melksham Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	23	N	1 large meeting table	Melksham Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	24	N	2 filing cupboards (not locable)	Bowerhill Sports Pavilion kit room	O	In kit room at Pavilion
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	25	N	3 filing cabinets	Melksham Campus Meeting Room	O	2x cabinets near Chairmans board and 1x under TV screen- Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	29	N	3x 24" Monitors and 2 DVI Monitor leads	Melksham Campus Office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	30	N	1X 24" Monitor	Melksham Campus Office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	32	N	4 office chairs (Now 2)	Melksham Campus Office	O	Clerk's desk and Spare desk- Satisfactory
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	33	N	4 filing drawers	Melksham Campus Office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	37	N	Large screen for viewing plans etc	Bowerhill Sports Pavilion games room	O	Good- Is not used very much but is there for officers to view the CCTV. It is not used by hirers
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	38	N	Mobile phone	Melksham Campus Offices	O	Satisfactory- Not used as a phone, only to divert the out of hours mobile to an officer. Might need to look at a replacement in the next few years as the phone can take time to undertake an action.
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	39	N	4 lpecs telephones (Have been replaced with new handsets but have not disposed of items and are still in office so still on asset register)	Melksham Campus Offices	O	Not in use but hasn't been disposed off of Asset Register. Currently stored on top of finance filing cabinet in office
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	47	N	Stationery	Melksham Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	201	N	HP 250 G6 Intel Core i5 Laptop	Issued to Councillor Martin Franks	O	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	202	N	Office Desks x 4no	Melksham Campus Offices	O	Good

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	Comments
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	203	N	Office Desk Cable trays x 4no	Melksham Campus Offices	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	210	N	Laptop backpack	Melksham Campus offices	O	No issues reported
OUTSIDE EQUIPMENT	STREET FURNITURE	222	N	1no. Office sign A4	Bowerhill Sports Field	O	Good- Sign is located on the entrance door to the pavilion lobby area. Do we want to remove now that it is no longer our office? You need to bear in mind the paint work as the removal of any sign could take the paint work off with it.
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	229	N	Folding Sack Truck (for meetings)	Bowerhill Sports Pavilion Office	O	Not used
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	231	N	Lenova Intel Core i5 Desktop PC	Bowerhill Sports Pavilion Office	O	Satisfactory
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	233	N	Laminator	Melksham Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	237	N	16 x black stackable visitor chairs	Melksham Campus meeting room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	239	N	Postal scales	Melksham Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	244	N	Fly 3 Mesh back stackable chairs x16	Melksham Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	245	N	Orthopaedica Chair- Office desk	Melksham Campus offices	O	Parish Officer desk- Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	246	N	A Boards x4	Bowerhill Sports Pavilion Office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	247	N	4X Chairs (with arms for visitors)	Melksham Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	248	N	Orthopaedica Chair- Finance desk	Melksham Campus office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	262	N	Card Reader	Melksham Campus office	O	No longer required as the council are not taking card payments

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	Comments
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	263	N	Tablet	Melksham Campus office	O	Good- Not really used
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	272	N	Laptop	Councillor Alan Baines house	O	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	273	N	Laptop	Councillor David Pafford house	O	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	274	N	Laptop	Councillor Robert Shea Simonds house	O	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	275	N	Laptop	Councillor John Glovers House (Was originally at Cllr Coombes house but has now been wiped down and taken to Cllr Glover)	O	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	276	N	Laptop	Clerks Laptop & docking station	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	277	N	Laptop	Parish Officer Laptop & docking station	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	278	N	Laptop	Finance & Amenities Officer Laptop & docking station	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	279	N	Perspex screen 700x1600mm	Campus Office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	283	N	Perspex screen 700x787mm with bracket	Melksham Campus offices	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	299	N	Laptop	Councillor Terry Chivers House	O	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	300	N	Laptop	Councillor Richard Wood House	O	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	301	N	Laptop	Councillor Shona Holt House	O	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	302	297	Laptop	Handed back to the office by Councillor Mary Pile - 25.10.22 and re- issued to Councillor Peter Richardson	O	No issues reported








Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	Comments
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	306	N	Laptop	Councillor Andy Russell handed back to the office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	307	N	Laptop	Councillor John Doel House	O	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	308	N	Laptop	Councillor Rob Hoyle House- 10/01/2024 returned back to office and issued to Councillor Nathan Keates	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	324	N	Jabra PanaCast 50 Video conference bar and remote controller	Melksham Community Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	325	N	TV Screen 75inch	Melksham Community Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	326	N	TV Screen 75inch	Melksham Community Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	327	N	Dishwasher	Melksham Community Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	328	N	Under Counter Fridge	Melksham Community Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	329	N	Video Doorbell Intercom	Melksham Community Campus Outside Lobby	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	330	N	Office phone- Parish Officer desk	Melksham Community Campus Office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	331	N	Office phone- Clerk desk	Melksham Community Campus Office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	332	N	Office phone- Finance & Amenities Officer desk	Melksham Community Campus Office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	333	N	Office phone-Meeting room	Melksham Community Campus Meeting Room	O	Not set up
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	337	N	Filing Cabinet- x1	Melksham Community Campus Meeting Room	O	Good

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	Comments
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	338	N	UniFi UDM Pro (Router)	Melksham Community Campus Meeting Room-Comms room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	339	N	Unifi 16W PoE Switch	Melksham Community Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	340	N	Unifi Access Points x2	Melksham Community Campus Meeting Room-Comms room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	341	N	Unifi G4 Dome (CCTV Camera)	Melksham Community Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	342	N	Dell Micro 3000 PC	Melksham Community Campus Meeting Room-Behind TV on the wall (TV on left hand side as you walk into the room)	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	345	N	4x Whiteboards 900x1200mm	Campus Office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	347	N	1X Magnetic drywipe board	Melksham Community Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	350	N	Whiteboard 1200x900mm	Melksham Community Campus Office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	351	N	Nobo Essence Whiteboard 900x600mm	Melksham Community Campus Office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	352	N	4x Pop up 4 way power & Data pods for meeting table	Melksham Community Meeting room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	367	N	Photocopier	Melksham Community Campus Office	O	Good

# Out of hours mobile

The out of hours mobile phone handset is only used to divert out of hours phone calls to an officer's phone; however, it is becoming increasingly difficult to get it to do this. It works eventually, but it takes a lot of time for it to respond to a request, resulting in it having to be turned off several times before it diverts the phone. It might be worth looking at upgrading the handset.

I have had a look at ID Mobile, and there are some handsets for £9.99 + VAT per month with no upfront cost; however, the contract is locked in for two years. The total cost would be £239.76. You are only currently paying £5.30 + VAT per month now, which over two years comes to £127.20, so it might not be worth upgrading, but I thought it was worth considering.

 <p>iD <b>Sim Only Deals</b></p> <p>From <b>£6.00</b> per month</p> <p><a href="#">View all deals →</a></p>	 <p>Motorola <b>Moto E14</b></p> <p>From <b>£9.99</b> per month * <b>£0.00</b> upfront cost</p> <p><b>Trade-in and cash in.</b> See how much your phone is worth. </p> <p>CPI changes apply.</p> <p><a href="#">View all deals →</a></p>	 <p>Motorola <b>Moto G04</b></p> <p>From <b>£9.99</b> per month * <b>£0.00</b> upfront cost</p> <p><b>Trade-in and cash in.</b> See how much your phone is worth. </p> <p>CPI changes apply.</p> <p><a href="#">View all deals →</a></p>	 <p>Nokia <b>2660</b></p> <p>From <b>£9.99</b> per month * <b>£0.00</b> upfront cost</p> <p><b>Trade-in and cash in.</b> See how much your phone is worth. </p> <p>CPI changes apply.</p> <p><a href="#">View all deals →</a></p>
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## Marianne Rossi

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**From:** Ian Nockolds <inockolds@communityfirst.org.uk>  
**Sent:** 14 June 2024 14:07  
**To:** Marianne Rossi  
**Cc:** Teresa Strange  
**Subject:** RE: Procurement query

Hi Marianne,

I'd be happy to clarify with NALC how they view this conflict but given that the Model Financial Regulations have only recently been updated, I would say they take precedence. Also, Steve Parkinson works as an advisor to WALC, so I would defer to his advice on this matter.

Yours,  
Ian

**Ian Nockolds**  
**Local County Advisor - (County Secretary)**  
**Wiltshire Association of Local Councils**  
[www.wiltshire-alc.org.uk](http://www.wiltshire-alc.org.uk)

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---

**From:** Marianne Rossi <admin@melkshamwithout-pc.gov.uk>  
**Sent:** Thursday, June 13, 2024 10:53 AM  
**To:** Ian Nockolds <inockolds@communityfirst.org.uk>  
**Cc:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** Procurement query

Hi Ian,

I wonder whether you can help us with a query we have, please, around procurement.

We are looking to replace the safety surfacing at one of our play areas in the parish, and we have gone out to four play area companies to obtain some quotations for these works. We have just received the first quotation, which is c£38k + VAT, which in our new model financial regs is just under the tender threshold that our finance committee has recommended (due to be approved at Full Council on Monday evening). This is as per reg 5.6 in the new model, (I know the model suggested £60k, but the finance committee felt that £40k excluding VAT was more appropriate). 5.7 in the regs states the following:

***For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.***

***[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.***

I understand from looking at the Parkinson Partnership procurement note issued in January 24 that regardless of whether an opportunity was advertised, we will have to publish the award of any contract over £30k on Contracts Finder, so that's fine. But we are a bit confused between what is detailed in the financial regs that have just been issued and what is in the standing orders.

Our standing orders state the following:

- *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).*

The two don't seem to align with each other, so we are confused about whether we do need to advertise this contract opportunity on Contract Finder or not. Our financial regs suggest that we don't and that we only need to advertise the award of a contract if it is over £30k, but our standing orders seem to suggest that we do under the "light touch" arrangements.

Are you able to clarify this for us, please?

Many thanks

Best Wishes,  
Marianne

Marianne Rossi  
Finance and Amenities Officer  
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[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

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## Extract from Financial Regs

- 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 Legislation<sup>1</sup> 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.

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<sup>1</sup> 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.

- ii. to the committee member the accounting statements for the year in the form of **Section 21** of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year 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 **£430,000 excluding VAT (as per Finance committee 20<sup>th</sup> May 2024 (min.27/24)** 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.

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- 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.**

16 January 2024

## Procurement Thresholds

### The thresholds for public procurement have changed from 1 January 2024

Public contracts, with an estimated value (including VAT, since 1 January 2022):

over £214,904 (previously £213,477) for goods or services, or

over £5,372,609 (previously £5,336,937) for public works (construction),

must comply with the full requirements of the Public Contracts Regulations 2015 (which will be replaced by the Procurement Act, when it takes effect later in 2024). These include specific tendering methods and timescales, as well as a requirement to advertise on both the Contracts Finder website and Find-a-Tender (the UK e-notification service).

Where a contract will run for several years, it is the total (not annual) value that matters.

Where the estimated total value (including VAT) is below these thresholds, but exceeds £30,000 (after 21 December 2022), a council is required to advertise the opportunity on Contracts Finder if they publish an open invitation to quote/tender. If they are inviting specific firms and not opening it up to wider competition, they don't have to advertise the opportunity on Contracts Finder (Public Contracts Regulations 2015, Reg. 110(5)(b)).

However, a council must comply with its own Standing Orders and Financial Regulations and if those regulations require an open invitation and a formal tender process, the council should follow them. Tendering processes ensure fair competition, achieve value for money and avoid anti-competitive behaviour. They protect the council and taxpayers.

If a council simply chooses specific firms to invite, it must avoid allowing non-commercial considerations (defined in Part 2 of the Local Government Act 1988) to influence its decisions. If a council invites some suppliers and not others, it should record its reasons.

If the council genuinely believed the value would be under £30,000 but the tenders came in above that, the Regulations do not require it to go back and start again.

Regardless of whether the opportunity was advertised, Regulation 112 requires a council to publish the award of a contract over £30,000 on Contracts Finder within a reasonable timescale. There is no specified timescale for parishes, but we suggest within 3 months.

### **Disclaimer**

This bulletin is only intended as a brief guide and councils should ensure they follow the Regulations and guidance on [www.gov.uk](http://www.gov.uk), seeking professional advice if they are in any doubt. The Parkinson Partnership LLP accepts no liability for any loss arising from situations where councils have not followed the law and guidance.



## **Hornchurch Road Play Area Safety Surfacing**

As you are aware, the safety surfacing at Hornchurch Road Play Area is in poor repair and needs looking at with a view to replacing it. (Please see photos of the surfacing below). The Caretaker repaired some areas of the surfacing W/C 17th June with a safety surfacing repair kit, but he has done this a number of times at this play area. Unfortunately, the surfacing has a number of cracks, which gives the opportunity for it to be pulled up by users of the play area, causing a bigger issue with the surfacing.

### **Options for safety surfacing replacement:**

- You could do it now as we have obtained some quotations for the replacement, (two quotes received to date but we have approached four contractors) or we could advertise the opportunity on contracts finder and get quotes back for approval at Full Council on 29<sup>th</sup> July
- As the Caretaker has recently undertaken repairs on the surfacing, which isn't as bad as it was, you could wait until you receive the ROSPA reports in September and move forward from there. It would mean that any work undertaken would be outside of the summer holidays.
- The play area location is in the radius for the council to apply to the Suez Fund for some funding towards the replacement.

The last two options would give us time to go out to tender and publish on contracts finder as the quotations received are close to/ over the threshold detailed in your financial regulations.

Note: The last safety surfacing replacement at this play was July 2018 and the surfacing was over skimmed rather than replaced fully.

### Photo's before safety surfacing repairs







**Photos after safety surfacing repair**



## Marianne Rossi

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**From:** [REDACTED]  
**Sent:** 21 June 2024 14:55  
**To:** Marianne Rossi  
**Cc:** Office - Security2000 Ltd  
**Subject:** Cost for SITE SECURITY– Hornchurch Road, Bowerhill play area during safety surfacing replacement

Hi Marianne

Many thanks for contacting S2K again regarding security services.

We can certainly help with the site security

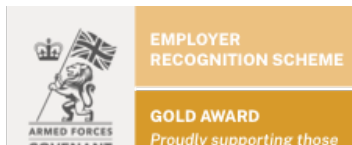
Our current rates are £18 per hour, with a minimum booking of 12 hours.

If you have any questions or indeed would like to book a security officer, please don't hesitate to contact me.

Kind regards

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]



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To whom it may concern,

Following on from a conversation I had with Marianne Rossi via email, last correspondence being 11/12/23, I would like to make a complaint regarding the picnic bench that was installed at the Kestrel Court play area in Bowerhill.

I first enquired into getting some picnic benches for the grassy area of the park for two reasons, to make the park more 'family friendly' and to make use of the lovely large grassy area that is still mostly unused.

I was incredibly disappointed to see the end result, a bench that is squeezed onto the plinth made for a much smaller single bench right next to the fence. In my opinion its position is less than ideal.

My issues with it are:

- One side of the bench is not easily accessible as it runs along the length of the fence. For anyone with mobility issues this could cause problems getting in & out, especially if you need to exit in a hurry whilst looking after children.
- It is positioned in such a way that to use it properly (facing the table) you have to sit with your back to the play area, making it difficult to supervise children anywhere in the park.
- Sitting in a position where you can supervise children means squeezing into the side along the fence (see above).
- There is still an abundance of unused space which is perfect for a picnic benches, ideal for communal areas for all abilities to access and enjoy as most of the towns parks have.

I was unable to attend the meeting where the location was discussed and afterwards was not aware that it had been decided to put it on the other, smaller plinth near the car park, which didn't really seem suitable either! I do not understand the decision behind this as there is so much open, unused space. As a childminder I visit lots of our town's parks and most have suitable seating areas, appropriate to the size and location of the park. As a local resident to Kestrel Court play area I felt we deserved the same, sadly that is not what we have ended up with.

Please can my complaint be forwarded to the appropriate people and the option of having the bench moved considered?

Many thanks

██████████



## Picnic table- Kestrel Court Play Area

### Officers note

As background information, you will see from the extract of the Asset Management minutes of 4<sup>th</sup> September 2023 (enclosed) that you agreed to purchase and install a new picnic bench inside the Kestrel Court Play Area following a request from a resident. Residents in the area were also consulted on the proposal prior to your decision being made. The original resident request was for the bench to be installed in the shaded area underneath the trees inside the play area; however, when you considered this, there had previously been issues in other areas with birds roosting in the trees, so you did not feel that this was a suitable location. Instead of this area, you agreed at the meeting that the picnic table should be located in the area closest to the Dowding Court car park and the toddler swings, but the concrete plinth for it should be installed against the fence so that there is no need to cut grass behind it.

When contractors attended the site, the concrete plinth required for the picnic table was too big to be located in the area agreed as it was too close to the swing, posing a safety risk, so on health and safety grounds, it was unable to be installed there. When the contractors looked at another suitable place, bearing in mind access for grass cutting, etc., they suggested that the table would fit on the concrete slabs by the fence where the existing bench was located and suggested that the bench and picnic table could be swapped around. At the time, officers agreed with this way forward, as it seemed to be a suitable solution. Below is a photo of the bench in its current location:







## Extract from Asset Management 4th September 2023

After a detailed discussion members felt that the Clerk should speak to the Church about this issue in the first instance, before any formal action is taken.

**Recommendation 1:** The Clerk to investigate whether the council have to remove the play area equipment at the end of the Beanacre Play Area lease.

**Recommendation 2:** The Clerk to speak to St Barnabas Church regarding the issue with access to Beanacre Play Area for maintenance.

**e) To review and recommend for approval the Kestrel Court and Berryfield Play Area freehold legal documentation and red line plans**

Held in closed session.

The Clerk advised that the council had previously resolved to go ahead with the freehold option for both Kestrel Court and Berryfield Play Area as the current leases held with Wiltshire Council were due to expire in October 2023. It was noted that each site needed a public open space notice, which would be merged into one, with the parish council bearing the cost. The Clerk had gone back to Wiltshire Council to confirm that the council would like to take up the freehold option, but in order for the open space notices to be drafted they require confirmation of the extent of land to be included. It was confirmed that for Berryfield Play Area, the land would be the extent of the current lease, but with Kestrel Court, there was the option of extending the land to include the public open space at the end of Beverley Close. The Clerk queried members about whether they wished to take this additional land, and all members agreed that they only wished to take Kestrel Court Play Area.

**Recommendation 1:** The council only take over the freehold of Kestrel Court Play Area and not the public open space at Beverley Close.

**Recommendation 2:** The council approve the draft freehold documentation and red line plan for Kestrel Court and Berryfield Play Areas.

**f) To receive feedback following letter sent to residents regarding installing additional benches at Kestrel Court Play Area (arising from min.140c/22) and agree way forward**

Councillor Baines reminded members that the parish council had received a request from a resident for additional benches to be installed inside of Kestrel Court Play Area. The council felt at the time of the request that, as there were houses close by, residents should be consulted first before any decision was made with regard to whether any additional benches were installed. Officers had sent consultation letters out to residents with a map marked out with a proposal of where the bench could be located and had received a few responses back. It was reported that officers had generally received positive responses from residents, with a few coming back to suggest that this may attract unsocial behaviour at the play area. The Clerk confirmed that she had never been made aware of any anti-social behaviour at the play area.



The proposed area for a new bench was in the shaded area underneath the trees inside the play area. Councillor Baines felt that members needed to think carefully about any new bench location, particularly if it's under trees, as the council has had problems previously with birds roosting in the trees at Berryfield Play Area. It was noted that currently, the play area only had one bench by the entrance gate, and the reason why the resident had made the request for more benches was because it was a large area. The Clerk advised that smaller play areas around the parish had more benches inside them. Officers had obtained a quotation of £987.08 + VAT for a new bench and its installation onto a concrete plinth, should members agree to purchase an additional bench.

Members suspended standing orders to allow a resident to speak on this item. The resident wished to advise that recently a limb had fallen out of one of the trees inside the play area, so the council may wish to bear this in mind when making a decision on any new bench location.

The committee reconvened and noted the comment. It was confirmed to the resident that the trees were regularly inspected.

After a detailed discussion, members agreed that a new picnic bench should be installed inside the play area. It was felt that the new picnic bench should be located in the area closest to the Dowding Court car park and the toddler swings and installed in the landscape position. It was felt that the base of the bench should be installed level with the fence so that no grass needed to be cut between the fence and the bench.

**Recommendation:** The council install an additional picnic bench inside of Kestrel Court Play Area, to be located in the area between the car park and toddler swing.

**170/23 QEII Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):**

**a) To receive update on current bookings**

The Finance & Amenities Officer had put together a report of the current football bookings at the Bowerhill Sports Field. It was noted that the current bookings were as follows:

**Trowbridge & District League- Saturday Afternoons:**

- Staverton Rangers
- FC Devizes United

**Chippenham & Bath league- Sunday Mornings:**

- Bath Road Wanderers

**Youth football: Weekend blanket booking of all youth pitches**

- Future of Football- Training sessions

## **Recent dog bite incidences at Bowerhill Sports Field and Shurnhold Fields**

In recent weeks, we have been made aware of two separate dog bite incidences occurring at both Bowerhill Sports Field and Shurnhold Fields.

The incident that took place at the Bowerhill Sports Field was a dog-on-dog attack. The police were informed of the incident, and CCTV footage from the Bowerhill Sports Pavilion cameras was requested and provided to the police.

We understand via Melksham Police's social media that the dog bite incident that took place at Shurnhold Fields, this was a dog bit to a human, the owner intervened to prevent a dog-on-dog incident. We don't have any other information on this, as it wasn't reported to the parish council and was placed on Facebook by the Police to identify the dog owners..

As these two places are public open spaces, we don't think that there is anything else you can do, but we wanted to make you aware that these incidents have occurred in public open spaces owned by the parish council within a few days of each other.

# Remedial works, play area at Bowood View Melksham.

Plan app-16/00497.

Date of inspection-26/03/2024

Officer -S Hawkins.

1-Double maintenance gate, please fit tube in the ground to finish flush with surface to take full length of drop bolt, fit pad lock to prevent access.pic below.



2-Level up with topsoil and sow seed to take out trip hazard as necessary for complete length of path between soil and concrete kerb, path surface is damaged with the drop bolt dragging the ground. pic below.



3-Replace all dead /dying trees as per the spec, and fit strimmer guards. pic below.



4-Please remove all 2"x2" timber posts, trip hazard, for complete length of open space. (at least 3no) pics below.





5- Please make safe pointed ends of hazel branches, pic below.



The end.

## **Pitch layout next season and update on current bookings:**

### **Home teams 2023/24 season:**

#### **Trowbridge & District League- Saturday Afternoons:**

- Staverton Rangers- Confirmed that they are coming back to the sports field in the 2024/25 season.
- FC Pilot- NEW TEAM

#### **Chippenham & Bath District League- Sunday Mornings:**

- Bath Road Wanderers- Confirmed that they are coming back to the sports field in the 2024/25 season.
- **Space for an adult team here**

**Youth-** Future of Football FC- Blanket booking of youth pitches and have booked the 11 aside pitches on some occasions during the 2023/24 season.

**Future of Football-** Training sessions and day camps

### **Report on current bookings:**

It is currently the closed season, so there are no matches being held. Staverton has hired the use of the goal posts every Tuesday evening for training sessions. The Trowbridge and District season is due to start again on the 10th August but there is currently no word on when the Chippenham League will start again. In previous years, it has typically started a bit later than the Trowbridge League. As per the above, we have had bookings from three adult teams (Two existing and one new team).

I have been in contact with FOF FC with regard to their pitch requirements, and they are mainly the same as last; however, they have five youth teams that require the use of an 11 aside pitch. As per the pitch layout, we only have room for two stand-alone adult size 11 aside pitches, and you have previously given priority over bookings to the adult

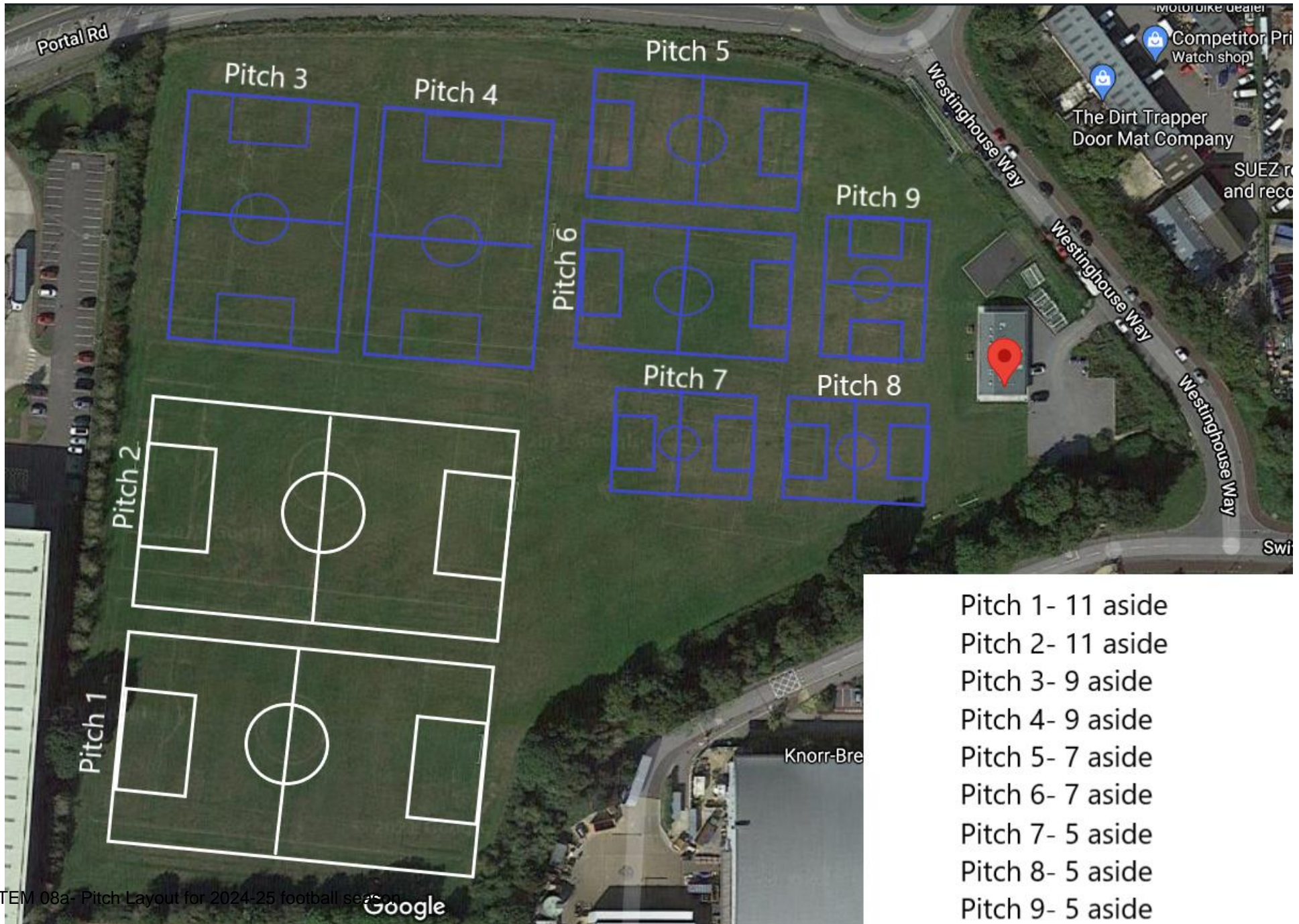
teams on these pitches. Five teams are a lot for us to try and accommodate on top of the adult teams. But is something you need to consider this evening.

Last season, two youth teams used the 11 asides, but you delegated to officers to carefully manage this usage to try and ensure the 11 asides were not overused. I have gone back to FOF FC to see whether they would consider us marking an 11 aside around the 9 asides, which would take the pressure off of the two stand-alone 11 asides. This would allow some of their 11 aside teams to use that one, which would reduce the number of youth teams requiring the use of the two stand-alone pitches that are used by our adult teams too.

**What are your thoughts on this do you want to accommodate bookings for five youth teams using the 11 aside pitches?**

Future of Football (FOF) are hiring the field to undertake evening training sessions and holiday camps.





- Pitch 1- 11 aside
- Pitch 2- 11 aside
- Pitch 3- 9 aside
- Pitch 4- 9 aside
- Pitch 5- 7 aside
- Pitch 6- 7 aside
- Pitch 7- 5 aside
- Pitch 8- 5 aside
- Pitch 9- 5 aside

## Quotation to fertilise and spike the pitches during the season

As per last year, JH Jones, the council's grounds contractors, provided the council with a quotation to fertilise the pitches during the season. The reason why they have provided us with a quotation to undertake this type of work during the season is because there have previously been times where this work has been required, and by the time the quote could get approved at a meeting, we had missed the boat in getting it done. By providing a quote for this type of work for the whole season, it means the contractors can undertake the work when required, as it would be pre-approved. They have also provided a quote to spike the pitches twice during the 2024/25 season on the same basis as the above.

The quotation received for fertilising the pitches is	£2,420 + VAT
To spike the pitches	£800.00 + VAT
<b>Total to undertake the above work:</b>	<b>£3,220 + VAT</b>

In the budget for the pitch improvements for this financial year, you have £5,750.

Just a reminder that you have also agreed to apply to the Football Foundation for the pitch maintenance fund, which would fund this type of work and would even give us scope to undertake additional maintenance work at the field, so if the council is successful, this could be funded by the grant.

Just to also note that at the February Asset Management meeting, you approved £1,920 + VAT to undertake some ditch work at the field, which we haven't instructed yet as part of our grant application to Suez. If you are not successful, this work will come out of the pitch improvement budget.

## Engineers Service Report

Client		Melksham Without Parish Council			
Site Name		Bowerhill Sports Pavilion			
Site Address		Westinghouse Way, Bowerhill, Melksham, Wiltshire, England, SN12 6TL			
Order No.	M0000402	Date of Visit	21/02/2024	Engineer	Jake Jarram
Reason for Visit		Pre-planned maintenance visit of site plant Supply and Install 1x replacement HWS Secondary Pump Contactor			

### Description of Works:

#### Arrival

- On arrival of site I met with the site Care Taker Terry Cole who came to site to open the main gates as the building is currently unoccupied. Terry also showed me to the BMS control panel within the small plantroom around the back of the building.
- Terry addressed there had recently been a mechanical issue with the HWS expansion vessels bursting causing damage to the existing nearby HWS Secondary pump and as a result damaging the associated contactor and overload.

#### BMS Remedials

Supply and Install 1x HWS Secondary Pump contactor and overload:

- 1x Newlec NLC9024 9A 24vac 3 pole contactor and 1x Newlec NLOLC1 1-1.6A overload has been fitted/replaced for the existing faulty contactor (MS1) within the power section of the control panel.
- The newly installed overload is rated a minimum current sensing value of 1 of which the maximum current output of the secondary pump is 0.25A. The overload protection component protects the physical cabling to the associated pump of which should be rated much higher than the minimum rating of 1A for the overload. This replacement will work as required with no issues.
- Set the overload rating to the minimum 1A and adjusted the associated current switch for the BMS run/fault status down as the newly installed pump is not drawing as much as is required to make the contact within the CT switch.
- These adjustments have been tested and proven fully operational with no faults to report.
- Please see the below images for reference to the replaced panel components:





Replaced Contactor & Overload (MS1)

**BMS Maintenance/PPM**

**Plantroom Info**




- Located within the small plantroom situated towards the rear of the building is 1x gas fired boiler, 2x HWS gas fired water heaters with associated secondary pump, 2x VT pumps with associated liquid flow switch, 3x cold water booster pumps supplying the building with cold water from the 1x cold water storage tank.






**Control Panel Info**

- Lan20 Os11 IP: 192.168.1.1 Sub: 255.255.255.0 1x VCNC (10101)
- Located to the rear of the plantroom behind one of the HWS calorifiers is 1x BMS control panel which consists of the following I/O:
  - 1x Trend IQE3xcite 96 (Main Controller)
  - 1x 16DI (Expansion Module)
  - 2x Trend 2RM (Input Modules)
  - 2x Trend 4DIX (Input Modules)
  - 1x Trend IQView4 24vac/dc (Touchscreen)

**Sensors**

- All sensors are reading correct values with no faults to report.

Item	Label	Value	Units	Graph	Alarm
<b><u>S1</u></b>	Outside Air Temperature	11.61	DegC	 Value - 15 Minutes (P1)	No Alarm
<b><u>S2</u></b>	Boiler Flow Temperature	58.58	DegC	 Value - 15 Minutes (P2)	No Alarm
<b><u>S3</u></b>	Boiler Return Temperature	44.86	DegC	 Value - 15	No Alarm

				Minutes (P3)	
<b>S4</b>	Space Temperature Lobby	15.26	DegC	 Value - 15 Minutes (P4)	No Alarm
<b>S5</b>	HWS Sec Flow Temperature	65.55	DegC	 Value - 15 Minutes (P5)	No Alarm
<b>S6</b>	HWS Sec Return Temperature	64.79	DegC	 Value - 15 Minutes (P6)	No Alarm
<b>S7</b>	Mains CW Tank Temperature	11.44	DegC	 Value - 15 Minutes (P7)	No Alarm
<b>S8</b>	4Dix Module	168.92			No Alarm
<b>S9</b>	4Dix Module	11.96			No Alarm
<b>S12</b>	GM HOURLY CONSUMPTION	0.00	M3	 Value - 15 Minutes (P8)	No Alarm

**Frost Protection**

The system consists of 3 stages of frost protection which enabled the mechanical plant through the BMS to protect the system and the buildings fabrics. These are as follows:

- 1<sup>st</sup> stage: This stage of frost protection looks at the outside air temperature and compares this true value to a setpoint of 3°C. As the outside air temperature falls below this value this enables the VT pumps to circulate the water through the system and prevent the stagnant water from freezing. This stage of frost protection also enabled the HWS system for protection of the separate HWS system if this was ever to be disabled.
- 2<sup>nd</sup> stage: This stage of frost protection looks at the boiler return temperature and compares this to a setpoint of 40°C. As the temperature of the water within the boiler return pipework falls below this value it will in turn enable the boilers to provide heat into the system and prevent any risk of freezing/damage to the system.
- 3<sup>rd</sup> stage: This stage of frost protection looks at the lobby space temperature and compares this to a setpoint of 12°C. As the space temperature falls below this value the BMS will enable the heating system to provide heat into the building and protect its fabrics and internal devices.

**Hold-Off**

- On arrival the heating enable was being held off through the associated time schedule which has been enabled for today for testing purposes.

**Boilers**

- Located to the rear of the plantroom is 1x Remeha Quinta-Pro gas fired boiler which on arrival wasn't enabled due to heating demands being held off.
- The boiler calculated its own boiler flow temperature setpoint based off the outside air temperature. The system



consists of 2 outside air temperature setpoints (Max Outside Air: 20°C & Min Outside Air: 0°C) which determines the required modulating boiler setpoint to efficiently achieve the target space temperatures.

- The current boiler setpoint is set to 62°C and the current boiler flow temperature is reading 32.71°C and rising due to re-enabling the system recently.
- The BMS controls the boilers output based off the boiler flow and return setpoint along with the calculated boiler flow setpoint. The current boiler return temperature is reading 22.45°C and rising.
- The operation of the boiler has been tested and proven fully operational, responding to the signals given from the BMS with no faults to report.

#### **VT Pumps**

- Located within the plantroom is 2x Grundfoss Magna1 VT pumps which on arrival were not enabled due to demand being held off.
- The current lead VT pump is No1 of which is running as required with no faults to report.
- The VT pumps operate on a weekly duty rotation which is calculated in hours. After 168 hours of run time from the lead pump the BMS control strategy will change the lead pump duty over to the lag pump to equally distribute the load across the pump set. This operation has been tested and proven fully operational with no faults to report.
- The VT pumps also operate on a fail rotation strategy which as the current lead running pump fails, the flow switch will lose the contact and the BMS will automatically switch the duty over to the other pump. This operation has been tested and proven fully operational with no faults to report.

#### **HWS Calorifiers**

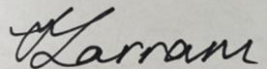
- There are 2x Lochinvar HWS water heater calorifiers which on arrival were not enabled due to the failed HWS secondary pump having failed and requiring a replacement contactor (works now complete).
- The HWS system is enabled via a time schedule which is set to operate Monday – Sunday 08:00 – 18:30.
- The current HWS secondary flow temperature is reading 66.32°C and the current HWS secondary return temperature is reading 65.72°C.
- The HWS system has proven to be fully operational with no faults to report.

#### **HWS Secondary Pump**

- Located in between the 2x gas fired water heaters is 1x Lowara ecocirc HWS secondary pump.
- Due to the completed works above the HWS secondary pump is fully operational, responding to the signals given from the BMS with no faults to report.

#### **MCWS (Mains Cold Water Services)**

- The cold water storage tank is monitored via the BMS for an internal temperature which is reading 11.44°C, a MCWS pump run status, and a MCWS pump fault status.
- All is operating as required, no faults to report.

<b>Recommendations:</b>			
Mechanical & Electrical Works;			
BMS/Controls Remedial Works;			
BMS/Controls Improvements & Lifecycle Works;			
<ul style="list-style-type: none"> <li>- It is recommended to upgrade the existing BMS system (Trend IQ3) to the latest Trend IQ4E range as the current control system is now obsolete.</li> </ul>			
<b>Parts Fitted:</b>			
1x Newlec NLC9024 9A 24vac 3 pole contactor and 1x Newlec NLOLC1 1-1.6A overload			
<b>Hours on Site</b>	<b>Travel Time</b>	<b>Mileage</b>	<b>Expenses</b>
1 Day	7 Hours	N/A	N/A
<b>Work Complete</b>	Yes	<b>Additional Visit Required</b>	No
<b>Engineers Signature</b>		<b>Customers Signature</b>	No signature available
<b>Print Name</b>	Jake Jarram	<b>Print Name</b>	

## Drinking Water Fountain issues:

Since the water fountain has been installed, we have experienced a few issues with it. In February, the Caretaker spotted that there was an internal leak, and we asked the installers to come back and investigate the issue. On inspection of the fountain, it was discovered that, unfortunately, frost had gotten into some of the parts and caused them to split and fail. The installers did manage to mostly stop the leak; however, it does slightly weep when on, and the fountain has been left off for now. The front push button doesn't operate due to an internal issue, but the push down function does work, so it is usable. We have been advised on what parts are required to fix the issue, and I have received a quote from the manufacturer for the parts as follows:

98678C - Regulator Housing Kit for 4400 £118.65 + VAT  
Series Outdoor Bottle Fillers /Fountains

55996C - inline strainers £ 41.29 + VAT

Delivery £ 10.00 +VAT

**Total £169.94 + VAT**

I have also received a quote from the installers to come and fix the issue, and they have quoted £450 + VAT.

**Total cost to repair £619.94**

You don't have a budget heading for the drinking water fountain as it was a one-off installation project but the expenditure could come from the sports field repairs and maintenance budget heading as you have £2k budgeted

I have approached two other plumbers to see whether they can provide us with a quote for its repair; however, have not received any response.

For the future, it has been recommended that we insert some rock wool inside to protect the parts.

# Allotment Report for Asset Management Meeting

Monday 1<sup>st</sup> July 2024

## Vacant Plots:

We currently have the following vacant plots:

Berryfield: 3

Briansfield: 1

**Total vacancies: 4**

## Waiting List:

There are currently 8 people on the waiting list for the allotments.

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

## Quarterly Plot inspections

The Allotment Warden has recently undertaken a quarterly plot inspection, and I have written to 13 tenants due to the conditions of their plot. I have heard back from 11 tenants who have either had extenuating circumstances and have been given more time to address the issues or have started to address the issues raised. Two plot holders haven't come back; therefore, they have been written to again requesting that they address the issues, and if not, we will have to terminate the tenancy agreement.

## Shed/ greenhouse requests

The Clerk has not approved any sheds or greenhouse requests under her delegated powers since the last meeting.

We have received a request (included in your agenda pack) from a tenant wishing to erect a greenhouse on their plot, which is over the Clerk's delegated powers. The maximum permitted size as per the tenancy agreement is 183cm x 183cm (6ftx6ft) and the request from the tenant is for a 4mx3m (13ft X 10ft) polytunnel greenhouse. Which is double the current size permitted in the tenancy agreement. The largest greenhouse you have previously approved was an 8ft x 6ft. **This request is something that you need to make a decision on at this evening's meeting.**

## Plot unable to be let for sometime due to condition

The Allotment Warden has reported that despite the waiting list, plot 16a on Briansfield has not been let out for some time. This plot is a 2.5 perches plot so is smaller It is very overgrown and it is unfair on the other plot holders who are tending

to their plots for weeds to start spreading. Previously, when we have had this situation with a plot you have offered it out for a few years free of charge to allow the new plot holder to get it up together. **Is this something you would like to do again?**

### Chickens

You last looked at the rules on keeping chickens and rabbits at the allotments in 2021, and I think it would be worth having a look at this again. I think it would be worth adding something to the rules around disease control and the disposal of dead hens and rabbits. We have had a few known instances where this has happened at the allotments, but there's not much information about what we require the tenant to do. I have contacted the allotment society to which we have a subscription, and they have provided me with a copy of the London Borough of Bexley hen keeping agreement. I have highlighted a few bits in yellow, which I think you should think about for our rules.

### Other things to note

The Clerk has given retrospective permission to the tenant on plot 30 Briansfield to have a netted fence around their plot. They have been having trouble with deer coming through to the allotments and have been having shrub damage and losing crops over the last couple of years.

We are still keeping an eye on the water troughs at Briansfield, following the high-water bill received a few months ago. The water has been turned back on, and the Caretaker has investigated whether there is a leak. It appears that the issue is due to the trough on the left-hand side sinking into the ground and not being level. This has resulted in the water slowly dripping out of one side of the trough. As a temporary fix, the Caretaker had adjusted the stopcock to resolve the issue. The Caretaker has since levelled the trough back up to the correct position. I have asked the Allotment Warden to take regular water meter readings so we can keep an eye on this to make sure that this is the only issue, as we only receive water bills every 6 months.

The Caretaker also repaired a leak at Berryfield allotments, which was discovered when the water was turned back on.



## Marianne Rossi

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**From:** [REDACTED]  
**Sent:** 09 May 2024 10:50  
**To:** Marianne Rossi  
**Subject:** Re: Berryfield plot [REDACTED] - Greenhouse

Good morning Marianne,

Thank you for quick response.

The dimensions are 4 m long, 3 m wide and 2 m high.

Kind regards

[REDACTED]

On Thu, 9 May 2024, 09:42 Marianne Rossi, <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)> wrote:

Hi J [REDACTED]

I don't seem to be able to open the file attached, are you able to confirm what size the greenhouse is please? If permission is granted we will need to arrange for you to meet at the allotments with the Allotment Warden to confirm placement of it on your plot. The tenancy agreement states that for a greenhouse the maximum size is 183cm x 183cm (6ft x 6ft). If its any bigger than this size we will need to put it on an agenda for the council to consider.

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](http://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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**From:** [REDACTED]  
**Sent:** 08 May 2024 21:16  
**To:** Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>  
**Subject:** Berryfield plot [REDACTED] - Greenhouse

Hello

I would like to ask if my wife and I can install a greenhouse on the plot, which is in the photo added in the file, because we bought it earlier, we had always dreamed of it, but we forgot that we should ask for permission in advance, that's why I'm writing this message.

I look forward to hearing from you.

Kind regards

[REDACTED]

## RULES FOR KEEPING CHICKENS AND RABBITS ON BERRYFIELD AND BRIANSFIELD ALLOTMENTS

- Written permission is required from the Council to keep hens or rabbits. The maximum number of hens or rabbits per plot is 6. No cockerels may be kept on the plot.
- Once permission is given, the positioning of the coop and run must be agreed with the Allotment Warden.
- No more than one third of the Allotment Plot should be used to keep livestock
- Proper fine strong Chicken mesh must be used around the run. Mesh fencing may be no higher than 5 ft. The base of the mesh should be buried in the ground by at least 8-10 inches.
- Mesh must be well- maintained, capable of being covered to prevent avian flu, prevent escaping and provide protection from predators.
- The run must be kept free of long grass and thick vegetation to discourage vermin. Long grass strands may also impact on a Chickens crop causing digestion problems. The run must include an area for Chickens to scratch and have a “dust bath” in the soil. If a run becomes waterlogged, the chickens or rabbits may need to be moved to another dry area of the allotment, to prevent foot rot.
- Livestock coops should be no larger than 6ft x 4ft with a solid paving slab floor base for easy cleaning and to minimize vermin harbourage. (Paving slabs need to be easily removable should the allotments have to be re-let.) Coops should be regularly cleaned and disinfected. The coop should include at least two nest boxes that are dry, draught-proof and lined with comfortable nesting material e.g. straw or wood shavings. Chickens need to have perches around 3-5 centimetres wide inside the coop: a minimum of 15 cm of perch per hen.
- The coop entrance should be wide enough for chickens to pass in and out without crouching.
- All chickens and rabbits must be kept in accordance with the Animal Welfare Act 2006 or any subsequent legislation, if animals are not kept in accordance to this, the council will report this to the RSPCA.
- Chickens and rabbits must have easy access to clean water at all times. The water needs to be regularly changed and on cold weather ice will need to be broken daily.
- Chickens must be fed daily. Feeders must be rodent proof and no food should remain in the feeders after feeding unless self-closing, or be thrown on to the ground.
- In addition to food and water, chickens must have access to insoluble grit to aid digestion.
- Chickens and rabbits must be regularly wormed. Signs of poor health include a hunched posture, erect feathers, head tucked under the wing and reluctance to move.

- Coops and runs will regularly be inspected but the Council and concerns will be sent to the tenant in writing. Failure to follow the rules or respond to Council concerns will result in the right to keep chickens or rabbits being removed permanently.

Revised 18/10/2021

***Recommended at Asset Management Committee 20<sup>th</sup> September 2021 and approved at Full Council 18<sup>th</sup> October 2021.***



**London Borough of Bexley**  
**Allotment Poultry Keeping Agreement**



# London Borough of Bexley

## Allotment Poultry Keeping Agreement

### 1. Definitions

In this agreement (also referred to as the Allotment Poultry Terms & Conditions):

- 1.1. "The Council": means the London Borough of Bexley, Civic Office, 2 Watling Street, Bexleyheath Kent DA6 7AT;
- 1.2. "Allotment Tenant": means any tenant of the Council on any plot or plots on any Allotment Land within the London borough of Bexley;
- 1.3. "Allotment Land": means any land owned by, or managed for, the Council as allotments within the London borough of Bexley;
- 1.4. The terms "Hen" and "Poultry" mean the same thing. They mean chicken hens kept by the Allotment Tenant for the purpose of laying. For the avoidance of doubt the definition does not include Cockerels; other fowl; or birds. Cockerels may not be kept on any Allotment Land. Other forms of fowl or birds, including ducks or geese, may not be kept on any Allotment Land.

### 2. Review of Agreement

The Council reserves the right to review this agreement as is reasonably required. Before making any changes the Council will give you notice of such changes in writing.

### 3. Tenancy

Any person keeping Hens on Allotment Land must be an Allotment Tenant and is bound by the allotment conditions of tenancy, and all relevant laws, in force for the time being, in addition to the terms and conditions contained in this agreement. The Allotment Tenant accepts that all costs and expenses incurred for the keeping of any Hens on any plot on any Allotment Land will be met by the Allotment Tenant.

### 4. General

4.1. The Council reserves the right not to allow or to withdraw its agreement for the keeping of Hens on any plot on any Allotment Land where it is reasonable to do so.

4.2. The most important consideration is the welfare of the Hens themselves. In meeting the basic physiological and behavioural needs the following must be provided by the Tenant under the **Animal Welfare Act 2006**:

- a suitable environment for the Hens;
- a suitable diet and clean fresh water;
- to allow the Hens to exhibit natural behaviour;
- to house social Hens with others;
- to protect Hens from pain, injury, suffering and disease.

4.3. The minimum size of plot on any Allotment Land that Hens can be kept on is 125 square metres, regardless of how many allotment plots the tenant rents only one flock of hens shall be kept by the tenant.

4.4. For the purpose of reporting any matter to the Council as required by this agreement the Allotment Tenant should contact: **Allotment Help Desk on 020 3045 3693**

## 5. Registration and Inspection

5.1. Allotment Tenants are required to register their Hens with the Council, in writing, stating the number of Hens to be kept and confirming their agreement to follow the terms and conditions in this agreement in full.

5.2. Failure to register Hens or to comply with any term or condition in this agreement may result in the termination of an Allotment Tenant's allotment tenancy. A requirement of registration will be that the Hens should be vaccinated. Allotment Tenant's must maintain a list of all Hens with full medication history of each Hen.

5.3. If Allotment Tenants choose to keep Hens on their allotment plot they must check on them daily; provide competent care and management; and have the knowledge and skills to ensure the wellbeing of the Hens. In addition Allotment Tenants are expected to keep Hens under proper control to avoid disturbance to others.

5.4. An authorized representative of the Council has the right to inspect Hens on Allotment Land at any time. This includes a right of entry to the plot and any structures thereon. If the Council or the RSPCA has cause to investigate complaints of maltreatment, then the reasonable costs of vets or other official inspections will be passed to the Allotment Tenant for payment.

5.5. All deaths of Hens are to be record by the Allotment tenant & reported to the Council forthwith. All dead Hens must be disposed of according to the **Animal-bi-Products Regulations 2003** (or any legislation replacing or superseding it for the time being). Where more than one Hen dies at the same time (for the purposes of this part of this agreement the term "at the same time" means within 60 hours of the death, or discovery of the death (whichever occurs last) any other Hen) would need to be taken to a vet for disposal after post-mortem examination to rule out disease.

## 6. Disease Control

Any sick or injured Hens must be removed from the Allotment Land forthwith by the Allotment Tenant and treatment sought without delay. The Allotment Tenant must tell the Council of the name and address of the Veterinary Surgeon who examined the Hen or Hens forthwith. The cause of any disease or injury will be identified and remedial action taken by the Allotment Tenant. Any national disease prevention and/or control programmes in force for the time being, must be adhered to by the Allotment Tenant.

## 7. Animal Husbandry

7.1. The number of Hens to be kept on any allotment plot per Allotment Tenant shall be between 3 (the minimum number) and 9 (the maximum number). Hens need companionship and should be kept in groups of three or more up to a Maximum of 9 the limit of 9 is set in accordance with the Council's requirements for housing and containment of the Hens.

7.2. The area given over to the hens on any allotment plot must be protected from predators such as foxes by suitable fencing around the Henhouse and run area. The only acceptable form of fox control on an allotment is a commercial repellent.

7.3. In addition to effective containment, housing is also key in ensuring the welfare of the Hens and should allow expression of natural behaviours.

7.4. To minimize potential nuisance to local residents the Henhouse and run on any plot should be sited a minimum of 3.1 meters (10') from adjacent boundaries abutting residential properties. Furthermore the Allotment Tenant shall meet the following standards:

7.4.1. The Henhouse should be fully enclosed. A minimum internal floor space of

0.1858 square meters (2 square feet) per Hen is required, to a maximum total floor area of 1.1148 square meters (12 square feet). Roofing material shall be Onduline board or similar product. Roofing felt must not be used to prevent infestations of red mite and lice.

7.4.2. All floors in the Henhouse should be kept clean. Fresh bedding materials shall be supplied and changed regularly to absorb moisture and odour (either wood shavings or straw).

7.4.3. Nest boxes, roosting areas and perches should not be so high above floor level that hens have difficulty in using them. Perches shall be 5.1cm square (2") square with the corners rounded to enable Hens to grip.

7.4.4. Henhouse conditions should, at all times, be adequate to provide sufficient fresh air, but care should be taken to protect confined Hens from draughts in cold conditions.

7.4.5. All Henhouses shall be kept above ground by 610 cm (2') to allow a dry area underneath for dust bathing by Hens.

7.4.6. An outdoor run (which means a fully enclosed caged run that provides a minimum size of 0.371612 square meters (4 square feet) per hen to a maximum of 0.836127 square meters (9 square feet) per Hen) is required and it should provide the Hens with plenty of space to dig, dust themselves and flap their wings. The optimum size for the outdoor run is 2.8 metres (9') x 2.8 metres (9').

7.4.7. An adequate number of feeders must be used for the number of Hens to stop the hens from fighting & a suitable balanced feed must be available to the Hens at all times; laying Hens require a calcium supplement and hens must have access to insoluble grit to aid digestion. If the Hens have access to grass, this to be kept short to prevent long strands inhibiting digestion.

7.4.8. An adequate number of water drinkers must be used for the number of hens to stop the hens from fighting & fresh water must be provided and changed daily. Young chicks must be provided with suitable drinkers which prevent them climbing in and drowning.

7.4.9. The cost of any vermin control associated with the keeping of Hens will be met by the Allotment Tenant responsible.

7.4.10. The Allotment Tenant will be responsible for the removal of all arisings and waste material including material used for bedding from the Allotment Land.

7.4.11. All hen feed is to be kept in a suitable rat proof container.

## **8. Improvement Notice**

Where it is deemed necessary by the Council, in the interest of the welfare of any Hen kept, to effect improvements to the accommodation or overall keeping of a Hen on any allotment plot then reasonable notice in writing will be given by the Council to the Allotment Tenant accordingly (In the case of urgency immediate rectification may be required). Such notice will specify the nature of the improvements required and give a reasonable time scale for the improvements to be made by the Allotment Holder. Failure to comply with such notice will be considered a breach of this agreement and may result in the termination of an allotment tenancy.

## **9. Termination**

**Failure to comply with the Terms & Conditions of this agreement can lead to the tenancy of any allotment plot being terminated.**

**London Borough of Bexley**  
**Allotment Poultry Keeping Agreement**

Please sign and return to:

The Allotment Help Desk  
Civic Offices  
2 Watling Street  
Bexleyheath  
DA6 7AT

Allotment Site

Plot number

Print Name

**“I have read, and agree to comply with the Council’s poultry keeping conditions”**

Signature

Date

**The Council hereby accepts the above signatory as a tenant who has been granted permission to keep poultry upon the allotment plot as set out above.**

Council Signature

Date



**London Borough of Bexley**  
**Allotment Poultry Keeping Agreement**

**Additional Information**

Name

Address

Daytime Telephone Number

Allotment Site

Plot Number  
(Hens are to be kept on)

Number of Hens

Vets Business Name

Vets Address

Vets Telephone Number

Name of Emergency Contact Person

Daytime Telephone number Emergency Contact  
(in case of emergency or while you are on holiday)

Draw location of Henhouse/run in location to plot and any permanent structures  
**(Please draw plan on front cover)**





## Example of a Hen Coop



Postcode:

[Check Now!](#)

**Congratulations, your location is eligible for funding. The location you entered is 0.65 miles from Melksham.**



# communities fund



Previous round decisions by:

**End July 2024**

## Marianne Rossi

---

**From:** [REDACTED]  
**Sent:** 14 June 2024 11:40  
**To:** Marianne Rossi  
**Cc:** Teresa Strange  
**Subject:** Re: FOSF

Marianne

Just to confirm that we are now covered for public liability.

Many thanks for your help.

Andy

Sent from [Outlook for iOS](#)

---

**From:** Marianne Rossi <admin@melkshamwithout-pc.gov.uk>  
**Sent:** Thursday, June 13, 2024 4:30:41 PM  
**To:** [REDACTED]  
**Cc:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** RE: FOSF

Hi Andy,

I have just had a long conversation with the parish council insurance company, and unfortunately they are unable to insure the equipment on the parish council insurance as it is not a parish council asset (they have noted the mower invoice name and address). They insured it last month; however, they assumed that the parish council had purchased it and had ownership of the mower, so they have apologised for their mistake. They are unable to legally add this piece of equipment to the council's policy because if it were damaged and we needed to claim, it wouldn't be covered and no money would be paid out.

With regard to public liability insurance, this also isn't covered on our insurance, as the 'Friends of Shurnhold Fields' are classed as their own entity separate from the parish council in insurance terms. Really sorry that we were not aware of this before. Volunteers are covered by our policy, which was why we understood that you were covered, but they are saying that you wouldn't be even though you are undertaking tasks on land the parish & town council owns.

How are you getting on with getting insurance cover? I have taken some details from Zurich, who said that they would be able to help you, (I explained that you were refused insurance and they were not sure why this happened). The number for their new business team is:

01243 832152 (which is the direct line)

Email: [enquiries.team@uk.zurich.com](mailto:enquiries.team@uk.zurich.com)

Before any more grass cutting is undertaken on the field, we are going to need you to have insurance in place. If you are able to confirm, when you have it in place, that would be great, and if you need any help from us, please let me know.

Apologies once again, as we understood that the Friends would be covered under our insurance policy in the short term, but this isn't the case.



# Biodiversity Policy

Reviewed by Teresa Strange, Clerk and Cllr Nathan Keates, 01/3/24

## 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. **Feel that this is covered by the policies of the current JMNP1 and the emerging JMNP2. Eg: looking at lighting spec for footpath to the rear of Melksham Oak**
- **Manage its land and property using environmentally friendly practices that will promote biodiversity.** **Good practice shown with work undertaken to removal of large oak tree at Bowerhill Sportsfield (bat roost investigation and mulching of chippings on new trees); light and shade work to water course at Shurnhold Fields and small pond area at Hornchurch Road.**
- **Support** local businesses and **council operations in the adoption of low impact/nature positive practices.** **Supported Wiltshire Council with their grasscutting regimes leaving some areas not cut, making sure appropriate desire lines. Taken on from Wiltshire Council areas like Hornchurch Road public open space to do this ourselves. Also looked at verges, like at Eastern Way and the Bee Route on Semington Road.**
- Encourage and support other organisations within the town (**replace with parish**) to manage their areas of responsibility with biodiversity in mind.
- Support residents and local organisation activities to enhance and promote biodiversity. **BRAG picnic area, CAWS tree planting**

## **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. – **for the planning committee agenda**
- 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. – **how? Who? How much detail?**



- 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. **See Corsham grass cutting spec**
- Source sustainable materials when procuring supplies for the Council's use. **Fair trade for coffee/biscuits** and might want to put into the policy how we dispose of things as well Clerk not sure if we ever agreed a procurement policy – and it could be part of that?
- Consider biodiversity issues and the implementation of changes when managing its buildings. **Only one we manage is Bowerhill pavilion, can give thought to this on. Definitely was integral to the design and build of Berryfield Village Hall.**

Clerk to look into “gun” for village halls on heat loss and how to save energy – raised by Richard Rogers at Village Hall meeting last week

Local Green Spaces & Green Wedges – send Nathan list of all the ones to be designated – planning term

## 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. **Not sure on this? blue heart scheme**
- Where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

<https://www.meadowbrookwiltshire.org>

<https://www.lacockalpaca.com/copy-of-our-story-1>

<https://www.wiltshire.ac.uk/college-news/lackham-students-lend-a-hand-to-local-tree-planting-project>

- **Ever Green Meadow**  
<https://www.facebook.com/photo.php?fbid=829490389176980&id=100063480>



[793042&set=a.704195041706516&paipv=0&eav=Afbk4TBIAfwnj-9syQpF22VxAad\\_hR7xIKjduDS0mkC3bAAIiofh9Mem5Fjd1d8tE8M&\\_rdr](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/793042/793042&set=a.704195041706516&paipv=0&eav=Afbk4TBIAfwnj-9syQpF22VxAad_hR7xIKjduDS0mkC3bAAIiofh9Mem5Fjd1d8tE8M&_rdr)

## Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area. BRAG, CAWS, BASRAG, Shurnhold Fields, Beanacre re St B church field, Wilts & Berks Canal Trust, Shaw Playing Field

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. Clerk signed up for workshop at County Hall  
Green & Blue Infrastructure policy and evidence map  
Green Wedges

## 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. To note

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)

## MTC action plan

<https://moderngov.microshadeapplications.co.uk/MelkshamTC/documents/s11438/Action%20Plan%20-%20January%202024%20version.pdf>

**Draft Biodiversity Action Plan for Melksham Town Council** (Best printed on A3 in colour)

These are ideas taken from the **Draft Model Action Plan** (in black text) with specific Melksham projects and SMART objectives added by the ECWG group in December 2023 (in green) as requested by [Full Council on 27 November 2023](#).

It is suggested that Councillors and Council staff consider which of these are realistically achievable with current MTC/ volunteer resources before Council adopts the Action Plan.

All the below actions are in line with the objective to increase biodiversity in Melksham or to protect and support existing biodiversity.

Site/ objective	Action	Specific tasks	Measurable questions	Achievable	Relevant Outcome	Time-bound	
<b>Closed St Michael's Churchyard</b>	Encourage suitable planting to support biodiversity	Work with Tree Wardens, churchwardens, volunteers, Bloom group/ Council staff and advisors to ensure biodiversity in planting and maintenance	Annual meeting set?  Can the species of birds/insects be monitored?	Existing good relationship with knowledgeable and interested partners and volunteers	Connect and diversify habitats to meet the needs of a variety of wildlife species  Increased diversity of habitats and food sources  Increase cover for invertebrates, reptiles, amphibians, and small mammals.  Encouraging insects particularly butterflies and bees.	Every year	
	Maintain and renew bird boxes as required.	Ask the Shed Club to make 5 new bird/bat boxes before nesting season and place in appropriate locations	Are 5 boxes complete and installed?	Shed Club have supported before, and Wiltshire Wildlife Trust can give advice if required		3 months	
	Leave leaf litter, logs and dead vegetation where possible as a habitat for invertebrates.	Mark out an area that will be undisturbed  Reduced leaf collection	Is the area clearly marked with signs?  Are leaves being left?	There is already an area of branches etc that has been left for years which could be expanded/ clarified.		Every year	
	Continue to leave areas of grass unmown for rewilding	Agree areas with all involved.  Ask Shed club for blue hearts to include	Area agreed and mowing managed?  Blue hearts in?	This is already ongoing, can be extended and communicated further		Ongoing	
	Adopt a plan to support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance.	Create a plan (including above actions) that all involved agree to. Include a copy on the church noticeboard/ MTC website/ MIN	Meeting to agree the plan set?  Information shared?	The community understand the need for biodiversity which can be explained with simple, respectful communication		6 months	
<b>Recreation Grounds:</b>  <b>KGV Playing Fld</b>  <b>The Woody</b>  <b>Dorset Crescent</b>  <b>Primrose Drive</b>  <b>Speedwell Cl</b>  <b>Spring Meadow</b>  <b>Hazelwood Rd</b>  <b>Lewington Cl</b>  <b>Foresters Park</b>  <b>Awdry Ave</b>  <b>Riverside</b>  <b>Dunch Lane</b>  ( <a href="#">All on this map here</a> )	Sympathetically maintain hedging to protect wildlife habitats and cover.	Take advice from WWT/ Ian Cardy/ Tree wardens and build into workplan	Advice sought? Workplan updated?	Interested partners already keen to help	Food sources and cover  Encourages insects, which will increase pollinators as well as provide food for birds  Sustain and enhance natural habitats	Every year	
	Leave some areas unmown	Create a plan that all agree to for each play area. Communicate with signs/blue hearts (x24)	Plan agreed? Signage in place?	There are areas of space in some play areas where this is possible		3 months	
	Continue to only use environment friendly pesticides and weedkiller where absolutely necessary and only in ideal weather conditions	Ensure training and explanation to all who manage the areas	Training complete?	Eco-friendly weedkiller already being used.		3 months	
	Plant new trees/shrubs/ flowers with biodiversity in mind.	Continue to identify areas suitable for more (or replacement) trees/shrubs across the 12 areas	How many trees planted? Are dead trees being replaced?	Can expand on the ongoing planting strategy and work with volunteers/ Bloom Group/ tree wardens. Budget available for planting		6 months	
	Water new planting in dry months						
	Encourage bats	The Bat Conservation trust recommend: • Planting night-scented flowers (e.g. white jasmine, honeysuckle, evening primrose) • Building a pond • Bat boxes • Wilding - the extra fauna attracting insects then attracts the bats • Creating linear features i.e. hedgerows/treelines • Reduce/remove artificial lighting	Are appropriate flowers planted?  Is there a location for a pond identified?  Are there bat boxes in place?  Is lighting suitable for bats?	There are a range of spaces where bat friendly initiatives can be introduced		Increased habitat and food sources will support bat populations	One year

Site/ objective	Action	Specific tasks	Measurable questions	Achievable	Relevant Outcome	Time-bound
<b>Common/ other open spaces:</b>  <b>Shurnhold Fields</b>	Work with MWPC to adopt a management plan	Set up a meeting with MWPC to build biodiversity into workplans	Included in workplans?	This document is a starting point	Sustain and enhance natural habitats for insects and wildlife	6 months
	Encourage residents to remove litter and pick up after their dogs.	Put up/ replace posters on dog mess and litter on gates. Continue to maintain and empty bins	Posters in place? Bins being managed?	Mostly already in place		Managed weekly
	Work with Wiltshire Council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety.	Establish regular communication with WC re planting.  Use the WC grounds map to be aware of and support rewilding schemes along Melksham highways	WC rewilding taking place?	WC already have a policy of rewilding verges which can be expanded and communicated with residents		Annual
	Encourage residents to adopt areas to look after, make clear what is expected e.g., peat free compost and no chemicals.					
<b>Allotments</b>	Include biodiversity requirements in allotment tenancy agreements.	Peat-free compost Eco-friendly pesticides/weed killers  Support the creation of habitats for wildlife; bee-boxes, hedgehog homes, log and stone piles for invertebrates, toads and slow worms	Requirements in place?  Advice/ guidance on wildlife provided in annual rent letter?	Good allotment management in place already  Good systems of communication with allotment holders		Already in hand?  Annual
<b>River Avon and Clackers Brook</b>	Tackle litter and pollution	Work with the Bloom group to provide the extra long litter pickers in monthly Tidy Town Days plus volunteer insurance	Is it being used effectively?  Is insurance in place?	3m litter picker bought by MTC suitable for reaching litter in river	Litter free river and brook will support wildlife habitats and discourage additional littering	3 months
	Encourage/protect the otters on the river Avon	Seek advice from Wiltshire Wildlife Trust	Advice sought and agreed to?	Otters have been seen along the river and Clackers Brook	Sustainable habitat for otters in Melksham	3 months
<b>Conigre Mead Nature Reserve</b>	Work with the Conigre Mead volunteers to establish the area as a 'biodiversity hub'	Set up a meeting with the Conigre volunteers to arrange additional promotion of the area, regular educational sessions and work with schools to arrange visits.	Is there a page on the website? Have sessions been set up?	Already established, wheelchair accessible, lottery funded project with volunteers and information boards.	Easily accessible area where people interact with their surroundings and learn about what they're seeing, hearing and smelling, and take greater interest in preserving the natural environment.	One year
<b>The Built Landscape</b>	Ensure that planning consultations are considered against the requirement of the Neighbourhood Plan	Ensure all planning is considered with biodiversity in mind	Biodiversity considered?	Strong Neighbourhood Plan process in place	Protect/enhancing habitats  Extending habitats	Ongoing
	Continue to include protection of green space in NHP	Extensive consultations and updates taking place	Biodiversity included?			Ongoing
	Encourage hedgehog/small animal highways with permeable boundaries	Ensure hedges/ wildlife corridors are maintained	Included in NHP?			Ongoing
	Ensure biodiversity in MTC planted areas:  <b>Queen Mary Gardens</b> <b>Prince of Wales Garden</b> <b>Town Centre Planters</b> <b>Town Centre baskets</b> <b>Town Centre Roundabout</b> <b>The Friend's Garden</b>	Set up a meeting with planting contractor to ensure wildlife-friendly varieties are chosen in MTC annual planting contracts.  Liaise with Bloom volunteers on their planting too.	Advice sought from WWT/ Ian Cardy?  Pollinators included?  Bloom volunteers involved?			Knowledgeable sources available to advise.  Budget available for annual planting

Site/ objective	Action	Specific tasks	Measurable questions	Achievable	Relevant Outcome	Time-bound
<b>Increase community awareness of (and responsibility for) biodiversity in the whole council area</b>	Raise local awareness of biodiversity.	Create a page on the council's website for photographs, information and links.	Is the page there?	No cost to add more pages to MTC website.	Gain local support for action Engagement/ownership of biodiversity	Within 3 months
	Raise understanding of biodiversity within Council staff, especially grounds team	Invite someone from WWT/ Ian Cardy to spend a day with the team/ give a presentation to Council	Training session arranged?	Knowledgeable people available to advise		Promote biodiversity
	Ask residents for their view on what they would like to be done to conserve biodiversity within the town.	Run a questionnaire/ consultation with article in MIN – paper survey and online  Collate responses and update biodiversity plan	Consultation complete?  Responses included in plan?	Easy to reach community through existing channels	Extending habitats	1 year
	Raise awareness of the importance of gardens as habitats for wildlife	Possible actions highlighted in the Town Newsletters, website, social media, MIN	Articles produced?	Good existing networks of communication		Quarterly?
	Encourage local farmers to contribute.					
	Provide saplings/ seed bombs/bulbs etc. for resident's use.	Build on residents' tree planting scheme. Use Google sheets for people to sign up, order plants from a local contractor and arrange a collection day at the Town Hall for residents	Publicity complete? Sign up sheet in place? Plants collected by residents?	Residents' tree planting scheme was very popular in 2020 and 2022.	Protect nocturnal animals	Annual
	Discourage floodlighting.	Explain problems of light at night on web/MIN/ social media	Article produced?	Good channels of communication in place		3 months
<b>Support Community Projects</b>	Support hedge/tree planting in any appropriate areas.	Work with housing and residents associations, schools and Bloom Group on planting projects			Extending habitats	One year
	Work in partnership with schools to develop young people's awareness of the environment around them.	See Conigre Mead project above			Promote biodiversity	
	Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.	Have a stall/ presence at Melksham Food and River Festival, Carnival, Christmas Lights Switch on etc	Are stalls booked and volunteers found	Melksham's many community events are well established opportunities to reach the community	Promote biodiversity	Annual
	<b>Melksham in Bloom local Competition</b> – ensure prizes and recognition given to biodiversity in private/ community gardens	Work with Bloom volunteers to ensure categories and scores reflect biodiversity	Categories updated?	Good partnership with Bloom, and existing competition in place with environmental scores included already	Raise awareness and education around biodiversity	Annual
	<b>Community Grants Scheme</b> – include grants specifically for environmental projects	Update grants policy to include environmental projects and promote through web, MIN, social media	Policy updated?  Environmental grants promoted?	Already a requirement for groups to provide an environmental policy when applying for general grants		Quarterly
	<b>Melksham Bloomers</b> – support and work with the Bloomers on their monthly tidy town days and planting prep for South West in Bloom entry	Make the Town Hall available for refreshments and toilets on the monthly tidy town days Help promote and work together with the volunteers	Support in place?	Well established Tidy Town Day already generates support and volunteers – easy to build on this success	Maintain a litter free environment and support community volunteers to take responsibility	Monthly
<b>Council Policies</b>	Follow all points outlined in the accompanying Biodiversity Policy	Adopt the policy by Full Council and regularly review	Is it adopted? Is someone responsible for it?		Maintain Melksham Town Council's commitment to biodiversity and the natural environment	
	Continue to include an environmental/ biodiversity impact section on every agenda report for consideration	Include in all reports to Council	Is environmental impact included?	Already in place		Ongoing
	Work alongside Wiltshire Council's Blue Green Infrastructure Strategy <a href="#">here</a>	Staff to be familiar with its contents	Has it been read?	Thorough policy created by Wiltshire Council with in depth research and evidence is a useful guide for MTC		

## Marianne Rossi

---

**From:** katkins <katkins@southwoodhamferrerstc.gov.uk>  
**Sent:** 17 June 2024 10:02  
**To:** Marianne Rossi  
**Cc:** Teresa Strange  
**Subject:** RE: Bleed kits  
**Attachments:** Invoice 2023-0653.pdf

Good morning both

Apologies for the delay in getting back to you. It has been a very busy couple of months.

We did indeed purchase 6 bleed kits and five units to hold the bleed kits around town. The extra kit is held here at Champions Manor Hall as we are in a Community building.

Initially we were planning to place the bleed kits within the defibrillator cabinets but we were advised that this would not be ideal as both the defibrillator and bleed kits are registered with the East Of England ambulance service and they advised if a defibrillator was deployed then that unit is then not used until the confirmed checks are in place so a bleed kit would not be used from the same location at the same time.

Our Bleed units are stand alone and have been placed in each ward of our town. Please see our website as we have location maps and information which may assist you.

Each bleed kits is checked with the defibrillators each week by one of my outside workers.

I have attached the invoice with the company details and prices. I hope this helps. Ant questions please contact me.

Regards

Karen Atkins

Town Clerk

South Woodham Ferrers Town Council

Direct telephone: 01245 429446

[katkins@southwoodhamferrerstc.gov.uk](mailto:katkins@southwoodhamferrerstc.gov.uk)



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**From:** Marianne Rossi <admin@melkshamwithout-pc.gov.uk>  
**Sent:** Friday, June 7, 2024 4:17 PM  
**To:** katkins <katkins@southwoodhamferrerstc.gov.uk>  
**Cc:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** Bleed kits

Good Afternoon,



I wonder whether you can help.

I understand that South Woodham Ferrers Town Council has purchased some bleed control kits, which you have installed at publicly assessable locations around your town. The parish council is currently investigating whether they should purchase some kits to install around the parish as we do have some rural locations. We have a number of defibrillators located around our parish and have previously thought that the kits could be located in these cabinets; however, we have been told by our defibrillator provider that this wouldn't be the best solution. I just wondered whether you would be able to tell me how your kits are stored, e.g., inside a defibrillator cabinet or a stand-alone cabinet, and if a code is required to access them. Also, if you would be able to share with me where you purchased them from, that would be much appreciated.

Are your bleed kits registered with the ambulance service, like with defibrillators, and if the kit has been taken out and used, is there a reporting system in place so that if someone else is in need of one, they wouldn't be told to go to that location?

One concern the parish council does have with these kits is the fact that people who are sent to get them may not have the training to use them. Do people need to have had first aid training to be able to use the ones you have installed?

Many thanks for any information 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](http://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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# TAX INVOICE

South Woodham ferrers Town Council  
Champions Manor Hall  
94-101 Holbridge Road  
South Woodham Ferrers  
CM3 5LJ

**Invoice Date**  
20 Oct 2023

**Invoice Number**  
2023-0653

**Reference**  
FAO Karen Atkins

**VAT Number**  
128754295

Turtle Engineering Limited  
The Elms  
9 Middle Street  
Kilsby  
CV23 8XT  
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Bleed Control cabinet - Locked	5.00	350.00	20%	1,750.00
Bleed Control Kit - Turtle - Daniel Baird Foundation	5.00	75.00	20%	375.00
Bleed Control Kit - Turtle - Daniel Baird Foundation	1.00	85.00	20%	85.00
			Subtotal	2,210.00
			TOTAL VAT 20%	442.00
			<b>TOTAL GBP</b>	<b>2,652.00</b>

## Due Date: 13 Oct 2023

BACS Payments:

Turtle Engineering Ltd

Account No. 54155092

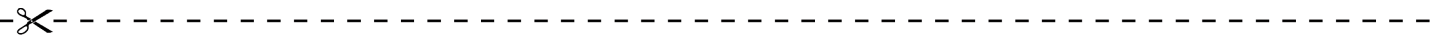
Sort Code: 40-19-15

HSBC, 1 St Peter's St, Derby, DE1 2AE

Cheques made payable to "Turtle Engineering Ltd"



[View and pay online now](#)



# PAYMENT ADVICE

To: Turtle Engineering Limited  
The Elms  
9 Middle Street  
Kilsby  
CV23 8XT  
UNITED KINGDOM

<b>Customer</b>	South Woodham ferrers Town Council
<b>Invoice Number</b>	2023-0653
<b>Amount Due</b>	<b>2,652.00</b>
<b>Due Date</b>	13 Oct 2023
<b>Amount Enclosed</b>	<hr/>
	Enter the amount you are paying above

## Marianne Rossi

---

**From:** Lynne Davies <LDavies@salisburycitycouncil.gov.uk>  
**Sent:** 11 June 2024 17:26  
**To:** Marianne Rossi  
**Subject:** FW: Happy to chat bench scheme

Hi Marianne

Thank you for your email, We have half a dozen 'Happy to Chat' benches in and around the City Centre. This was an initiative which presented via Wiltshire Council back in 2020 and agreed via the Area Board.

Our Councillors agreed to signage being attached to existing benches in certain locations and aluminium plaques were purchased and installed.

Please see below the press release at the time of installation which you can see this was lead by the WC Communities Partnership. Karlene Jammeh is now the contact in that role at WC

Hope this is useful information

Best Wishes

Lynne

**Karlene Jammeh**  
**Engagement and Partnership Lead – South**

Communities - Engagement & Partnerships  
T. 01722 434437 [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)  
E. Karlene.Jammeh@wiltshire.gov.uk

**'Happy to Chat' benches to help promote mental wellness in Salisbury**

Wiltshire Council's Salisbury Area Board and Salisbury City Council are working in partnership on a new project to tackle loneliness and improve the wellbeing of residents.

Together they have installed six 'Happy to Chat' benches in Salisbury city centre and parks.

With improving mental health and reducing loneliness as key local priorities in Salisbury and beyond, the benches are a way to encourage conversations in the community with people from all generations invited to stop for a chat and share a smile with each other.

The Mayor of Salisbury, Caroline Corbin said: "Over the last 18 months, so many of our city residents have either been shielding or been wary of coming out of their homes. The 'Happy to Chat' benches give people a chance and a reason to talk, which is proven to help ease stress and reduce anxiety.

"The benches provide everyone with an opportunity to take a little time out, meet someone new and gain insight into other peoples' experiences. Everyone has a story to tell and taking just 10 minutes to share with someone, might just be the highlight of their day."

Salisbury Area Board Chair, Cllr Brian Dalton said: "The 'Happy to Chat' bench concept is very simple, but we need the community's help to make it work. Each bench has a welcoming sign on it that reads: 'A Happy to Chat Bench: Sit Here If You Don't Mind Someone Stopping To Say Hello'. I hope the signs help break down the invisible social barriers that sometimes exist between people who are sharing the common

space of a bench. Making the effort to stop and say ‘hello’ could make a huge positive difference to both your and their day.”

Cllr Simon Jacobs, Wiltshire Council Cabinet Member for Communities and Area Boards , said: “This is the perfect example of what the area boards can do – identifying a need, working positively with partners, and then providing an innovative solution. COVID has had a big impact on the wellbeing of people so hopefully these benches can help provide that interaction that people have missed. And with the benches being outdoors it means it’s much more safe for people to talk to each other with the fresh air and the ability for people to socially distance comfortably.”

Lynne Davies  
Streetscene Manager  
Salisbury City Council  
The Guildhall  
Salisbury  
Wiltshire SP1 1JH



Tel: 01722 342860  
Email: [ldavies@salisburycitycouncil.gov.uk](mailto:ldavies@salisburycitycouncil.gov.uk)  
[www.salisburycitycouncil.gov.uk](http://www.salisburycitycouncil.gov.uk)

Follow us on Twitter: <http://twitter.com/SalisburyCC>  
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**Sunday 30th June**  
**Fun for all the family**

Salisbury Market Place  
and Guildhall Square  
10am - 4pm | Free Entry



---

**From:** Parks <[Parks@salisburycitycouncil.gov.uk](mailto:Parks@salisburycitycouncil.gov.uk)>  
**Sent:** Tuesday, June 11, 2024 3:53 PM  
**To:** Lynne Davies <[LDavies@salisburycitycouncil.gov.uk](mailto:LDavies@salisburycitycouncil.gov.uk)>  
**Subject:** FW: Happy to chat bench scheme

Are you able to help with this one?

Polly

## Marianne Rossi

---

**From:** Town Clerk <Townclerk@warminster-tc.gov.uk>  
**Sent:** 12 June 2024 17:45  
**To:** Marianne Rossi  
**Cc:** Teresa Strange  
**Subject:** RE: Happy to chat bench project

Hi,

I should have added we started with just a laminated paper sign, but of course it was ripped down, Then we got the engraved one, free of charge, but that was unscrewed !  
So we are on our third sign.

Some other places have painted their benches to indicate they are chat benches,  
But that very much depends on what type of benches you have as to whether they are suitable.

Kind regards

Tom

---

**From:** Marianne Rossi <admin@melkshamwithout-pc.gov.uk>  
**Sent:** Wednesday, June 12, 2024 5:16 PM  
**To:** Town Clerk <Townclerk@warminster-tc.gov.uk>  
**Subject:** RE: Happy to chat bench project

**Caution:** This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Many thanks for the information Tom.

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](http://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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**From:** Town Clerk <[Townclerk@warminster-tc.gov.uk](mailto:Townclerk@warminster-tc.gov.uk)>  
**Sent:** 11 June 2024 16:27  
**To:** Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>  
**Cc:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** RE: Happy to chat bench project

Hello,

Basically, we just put a sign on a bench and publicised it.

Please see attached. It just took off by itself and had massive coverage on Facebook and in the media.

Kind regards

Tom Dommett CiLCA  
Town Clerk and Responsible Financial Officer  
Warminster Town Council  
Warminster Civic Centre  
Sambourne Road  
Warminster  
BA12 8LB

Tel: 01985 214847  
Email: [Townclerk@warminster-tc.gov.uk](mailto:Townclerk@warminster-tc.gov.uk)  
Web: [www.warminster-tc.gov.uk](http://www.warminster-tc.gov.uk)



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[www.warminster-tc.gov.uk/civic-centre](http://www.warminster-tc.gov.uk/civic-centre)  
 01985 214847




---

**From:** Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>  
**Sent:** Tuesday, June 11, 2024 3:54 PM  
**To:** Warminster Town Council <[admin@warminster-tc.gov.uk](mailto:admin@warminster-tc.gov.uk)>  
**Cc:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** Happy to chat bench project

**Caution:** This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Good Afternoon,

I wonder whether you can help.

The parish council is considering whether to designate some benches in our parish as 'Happy to Chat' ones. I understand that Warminster Town Council have taken part in this scheme, and I wondered whether you could offer us some information on how you undertook the project?

Many thanks in advance.

Kind Regards,  
 Marianne

Marianne Rossi

## Marianne Rossi

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**From:** [REDACTED]  
**Sent:** 18 June 2024 13:34  
**To:** Marianne Rossi  
**Subject:** Re: Benches!

Marianne,

After consulting the team we have concluded that we do not have any firm idea of where exactly on these areas we should place the benches.

Perhaps we could have a walk round together to identify somewhere suitable that is not going to irritate residents?

Thanks

M

On Fri, 14 Jun 2024 at 10:38, Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)> wrote:

Hi Mark,

I hope all is well with you.

Quite some time ago now, we were in correspondence with you (BRAG) regarding suitable locations for the two picnic benches that were purchased to go inside of Hornchurch Road Public Open Space, and following complaints, it was subsequently agreed to not locate these benches in that area. We also received two picnic tables from Wiltshire Council to be located inside wildflower areas. All of these benches are currently in storage at our contractors, so it would be good to move forward with getting them installed.

At the time we were in discussion, BRAG suggested some suitable places for these benches to go, which are as follows:

- On the green area behind Bowerhill Primary School - **Wildflower bench**
- Behind Wellington Drive - **Wildflower bench**
- On the green opposite Tesco Express in Bowerhill - **BRAG Bench**
- Next to the humped grass area on Falcon Way on the same side of the road as the Pilot Pub- **BRAG Bench**

This did go to the Asset Management Committee in November, with the above locations approved (pending consultation with residents in these areas), but as the areas above are large spaces, the council has asked whether BRAG could specify suitable locations for these benches to be installed within these areas. As we will need to consult with residents of these areas, it would be much better to provide them with a specific location where we are looking to install the benches.

Perhaps BRAG could pinpoint on a map where a suitable location would be for these benches to be installed within the areas detailed above?

**APPROVED LIST OF CONTRACTORS & SUPPLIERS FOR MELKSHAM WITHOUT PARISH COUNCIL**

COMPANY	SERVICE PROVIDED
J.H.Jones & Sons	Grasscutting & sports field maintenance/ Bin emptying / Repairs / Concreting / Grounds Maintenance, installing bins/ noticeboards, speed indicator device deployment- <b>Agreed 1 year parish grass cutting &amp; bin emptying contract for 2024/25</b>
Kan connections	Electrician / CCTV / Mosquito

Andy Strange Property & Garden Maintenance	Repairs & Maintenance
Community Heartbeat Trust	Defibrillator, issues and temporary replacement
JC Combustion Services	Boilers @ Bowerhill Pavilion / Emergency

<p>Aquasafe Environmental Ltd</p>	<p>Water / Legionella Testing @ Bowerhill Pavilion</p>
<p>Phil Alford (Plumber)</p>	<p>Plumbing</p>
<p>Radcliffe Fire Protection Ltd</p>	<p>Automatic Fire Alarm &amp; Detection System, emergency lighting system @ Bowerhill Pavilion</p>

Tollgate Security Ltd	Intruder Alarm System @ Bowerhill Pavilion
Grist Environmental	Waste Away @ Bowerhill Sports Field
Jens Cleaning	Jens Cleaning @ Bowerhill Pavilion
idverde	Call out in case of an emergency
SSE	Gas @ Pavilion
EDF Energy	Electricity @ Pavilion



XLN (Daisy)	Line rental and WIFI for pavilion and office
Avon IT Systems	IT Support
Water 2 Business	Bowerhill Pavilion (a/c 23775542) Water provider
Complete Weed Control	Parish weedspraying
Tuscan Architectural Hardware Ltd	Security Keys @ Bowerhill Pavilion

## Teresa Strange

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**From:** Gosling, Laura <Laura.Gosling@wiltshire.gov.uk>  
**Sent:** 18 June 2024 21:58  
**To:** Teresa Strange  
**Cc:** Holder, Nick; Rose, Martin  
**Subject:** RE: Real Time Information in bus shelters in Melksham Without

Hi Teresa,

Great to hear you are so interested in the implementation of RTPI across your area. Unfortunately, the information outlined below is not something that we readily have to hand within the team, and we would need to request the boarding information for each stop from each of the bus operators in the area. As you can no doubt appreciate, this is large amount of data to collect and then analyse on a stop by stop basis. As such, please could you be little more specific on which stops you might be particularly interested in and then we can look into this further for you.

Unfortunately, we only have a small allocation of funding for RTPI in our 2024/25 budget, but we would certainly look favourably on any requests that could be matched by the LFIG or other funding streams.

Kind Regards

Laura

**Laura Gosling**  
**National Bus Strategy Manager**  
Passenger Transport  
Highways and Transport

**Wiltshire Council**

01225 713481  
[laura.gosling@wiltshire.gov.uk](mailto:laura.gosling@wiltshire.gov.uk)  
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**From:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Sent:** Tuesday, June 18, 2024 11:55 AM  
**To:** Gosling, Laura <Laura.Gosling@wiltshire.gov.uk>  
**Cc:** Holder, Nick <Nick.Holder@wiltshire.gov.uk>; Rose, Martin <martin.rose@wiltshire.gov.uk>  
**Subject:** RE: Real Time Information in bus shelters in Melksham Without

Hi Laura

Thank you for this, its useful for us.

To enable us to work with this, we need the information that you describe, and that is what we have been trying to obtain for some time.

Can you provide for us the data for the number of boardings at the stops in Melksham Without and Melksham Town please, if you have the other information you describe such as the number of routes at the stops etc then that would be useful rather than us working it out with local knowledge.

With regards to the bit at the bottom on match funding, is that available for any others that we purchase in 2024? In which case we can start to push through LHFIG? We have funding in place, just want to prioritise based on the passenger data and other factors.

With many thanks,

Teresa

---

**From:** Gosling, Laura <[Laura.Gosling@wiltshire.gov.uk](mailto:Laura.Gosling@wiltshire.gov.uk)>

**Sent:** 13 June 2024 11:42

**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>

**Cc:** Holder, Nick <[Nick.Holder@wiltshire.gov.uk](mailto:Nick.Holder@wiltshire.gov.uk)>; Rose, Martin <[martin.rose@wiltshire.gov.uk](mailto:martin.rose@wiltshire.gov.uk)>

**Subject:** RE: Real Time Information in bus shelters in Melksham Without

Hi Teresa,

Sorry for the delay in getting back to you on this. We are in the midst of drafting a new Bus Service Improvement Plan for 2024 at the moment; as part of that, our revised approach to RTPI is set out below:

#### Real-Time Passenger Information

The provision of additional RTPI information at stops will be defined when setting new standards for stops. When Real Time passenger Information was initially installed in the south of Wiltshire it was on the basis of provided displays at every bus stop in the scheme area. Since then, times have changed and many people now have web-enabled devices which can receive real time bus information, so our focus for expansion of the display network has changed from "whole route" to provision where passengers will benefit the most. This will include:

- Locations with high numbers of boardings
- Locations where passengers are likely to interchange between routes/modes

- 
- Locations where RTPI will allow passengers to make informed decision on whether to catch the imminent 'all stops' bus or wait for the fast/express bus, due a little later
  - Locations where travel choices from/to new developments (residential and other) can be influenced from initial occupation, by RTPI.

We also consider applications from town and parish councils, based on their local knowledge and requests from their residents. Usually, these requests are made on the basis of match-funding from Wiltshire's Local Highway and Footway Improvement Group.

I hope this helps.

Laura

**Laura Gosling**  
**National Bus Strategy Manager**  
Passenger Transport  
Highways and Transport

**Wiltshire Council**

01225 713481

[laura.gosling@wiltshire.gov.uk](mailto:laura.gosling@wiltshire.gov.uk)

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**From:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Sent:** Thursday, June 6, 2024 5:23 PM  
**To:** Gosling, Laura <[Laura.Gosling@wiltshire.gov.uk](mailto:Laura.Gosling@wiltshire.gov.uk)>  
**Cc:** Holder, Nick <[Nick.Holder@wiltshire.gov.uk](mailto:Nick.Holder@wiltshire.gov.uk)>  
**Subject:** RE: Real Time Information in bus shelters in Melksham Without

Dear Laura

Melksham Without Parish Council are very pleased to see that the first RTPI in the parish has now been installed at Mitchell Drive.

As you know its been a long held ambition of the parish council for some years.

When we met at the end of January you said you would be able to send me the passenger data and criteria you use for prioritising bus stops for RTPI, and we are really keen to progress this.

It was raised under the LHFIG item at the recent Area Board by a councillor, and Wiltshire Councillor Nick Holder has asked to be kept in the loop on this, as its currently holding us up progressing ordering more RTPI units for other bus stops/shelters in the parish.

We look forward to hearing from you shortly.

With kind regards, Teresa

Teresa Strange  
Clerk & Responsible Financial Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
01225 705700  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

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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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---

**From:** Teresa Strange  
**Sent:** 09 February 2024 15:40  
**To:** 'Gosling, Laura' <[Laura.Gosling@wiltshire.gov.uk](mailto:Laura.Gosling@wiltshire.gov.uk)>  
**Cc:** Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>  
**Subject:** RE: Real Time Information in bus shelters in Melksham Without

Hi Laura

I just wanted to follow this up as the parish council are keen to move to the next stage, and the LHFIG meeting last night was promising. We need to move to the next stage now and confirm which bus stops/shelters we want to put RTPI in.

If you are able to share the information/criteria you use to prioritise bus stops and data for the stops in Melksham and Melksham Without that would be very useful.

With kind regards,

Teresa

---

**From:** Teresa Strange  
**Sent:** 24 January 2024 18:18  
**To:** Gosling, Laura <[Laura.Gosling@wiltshire.gov.uk](mailto:Laura.Gosling@wiltshire.gov.uk)>  
**Subject:** FW: Real Time Information in bus shelters in Melksham Without

Hi Laura

It was good to meet you yesterday, thought you might be interested in this email correspondence where you can see we have been trying to have RTI in the parish since at least 2019.

We look forward to receiving info from you in due course about how you prioritise which bus stops/shelters receive RTI etc. The fact we don't have to have them a certain height, or with electricity supply is revolutionary for us!

Kind regards, Teresa

Teresa Strange  
Clerk & Responsible Financial Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
01225 705700  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

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