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MELKSHAM WITHOUT PARISH COUNCIL
Clerk: Mrs Teresa Strange

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Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout-pc.gov.uk
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Tuesday 30th June 2026

To all members of the Council **Asset Management Committee**: Councillors John Glover (Chair of Council), David Pafford (Vice-Chair of Council), Alan Baines, Martin Franks, John Doel, Martin Haffenden and Tony Hemmings.

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 6th July 2026 at 7.00pm at St Barnabas Church, Beanacre Road, Beanacre, Melksham SN12 7PT** 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 7.00PM. This meeting is being held at a different venue without the council's camera and microphone equipment, we will endeavour to provide a zoom link and recording for YouTube but please be aware that we cannot guarantee either remote access or good quality images and sound.

Click link here:
https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=81583858545

Or go to 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. If you have difficulties accessing the please call (do not text) the out of hours mobile: 07341 474234

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

YOU CAN ACCESS THE AGENDA HERE

Yours sincerely

Teresa Strange, Clerk

Serving rural communities around Melksham

Site Visit prior to meeting - Beanacre Play Area
Committee members are invited to attend a site visit of Beanacre Play Area commencing at 6.00pm. **Members of the public are welcome to join the site visit from 6.15pm.**

The purpose of the site visit is to enable members of the committee to view the existing play area, present the initial proposals for replacement play equipment, and invite feedback from members of the public before the matter is considered by the Asset Management Committee.

No decisions will be made during the site visit, and any views expressed will be considered by the Asset Management Committee during the formal Asset Management Committee meeting commencing at 7.00pm at St Barnabas Church.

AGENDA

1. **Welcome, Housekeeping and Apologies**

2. **Chairman & Vice Chair of Asset Management Committee for 2026/27**

   a) To elect **Chair** of Asset Management Committee for 2026/27

   b) To elect **Vice-Chair** of Asset Management Committee for 2026/27

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 agenda items where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

5. **Public Participation**

6. **Council Assets:**

   a) To consider Report on condition of Council assets and recommend future action.

   b) To consider resident request to replace bench near to Kestrel Court Play Area due to poor condition

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

   a) **Beanacre Play Area**: To review the supplier concept designs and agree the preferred scope of works and specification for procurement.

   b) **Berryfield Play Area**: To consider initial thoughts

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 booking for the forthcoming season.
   b) To note latest pitch power assessment

c) To consider whether alcohol should be sold on the sports field

d) To approve quotation for annual ventilation service.

e) To consider extension to car park and cost implications

f) To approve quotation for Pavilion electrical inspection

g) To approve quotation to repair damaged drain

h) To approve quote for replacement goal post parts

i) To note the ongoing issue of unauthorised use of parish council goal posts by people who have not made a booking and consider any action

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 note dog sign has been removed from the gate of Briansfield allotments and consider any action

d) To note damage to boundary fencing at Briansfield and Berryfield Allotments, to consider quotations for repairs (if received), and to determine any action required.
e) To consider a request from an allotment tenant to install a temporary barrier, such as a pallet or picket gate, between adjacent plots to deter deer and dog access.
f) To approve quote to replace disposed of noticeboard at Briansfield allotments
g) To note the Internal Auditors observations around the allotments farm business tenancy agreement and consider any action

10. Shurnhold Fields:

a) To receive update on Shurnhold Fields and note report following site visit with Wiltshire Council contractor to discuss wildflowers
b) To note graffiti on shed in car park and consider any action
c) To consider quotation for the removal of Himalyan Balsam (note this is a joint project with MTC)
d) To note report from resident that cars are being parked in front of the gate to the field and consider action

11. Village Halls:

a) To receive update on Shaw Village Hall lease
b) To consider management of Shaw Village Hall as an asset and note latest minutes
c) To consider management of Berryfield Village Hall as an asset

12. Bridge:

a) To consider specification and quotations for replacement wooden bridge at the Bowerhill Sports Field

b) To consider update and way forward for bridge between Bowood View and Buckley Gardens.

13. **Bleed Kits**: To consider the provision of public access bleed kits within the parish

14. **Bus Shelter**:
    a) To consider not extending the bus shelter contract at its end (1 year contract) as Wiltshire council are now cleaning bus shelters (glass/metal ones) irrelevant of ownership
    b) To note that the council's insurers have successfully recovered the full cost of the Beanacre bus shelter damage from the third party and will reimburse the council's policy excess.

15. **Fingerposts**: To note receipt of funding from the Campaign to protect Rural England (CPRE) towards fingerposts and consider next steps

16. **Defibrillator:** To note defibrillator call out log.

17. **Policies:** To review the Biodiversity Policy

18. **Market Place Toilets:** To consider update on Toilets

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

20. To consider the Snowball accessibility app and whether it would be beneficial to promote accessibility information for parish council-owned facilities and wider

21. To consider commercial activity trails available for purchase for parish areas

22. **Bins:**

    a) To consider request from resident to replace Wiltshire Council bin in layby outside St Barnabas Church with a bigger one

    b) To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers- **None**

23. To agree specification for additional microphone (and possibly camera) functions in the parish council meeting room

Copy to: All Councillors

Melksham Without Parish Council

Allotments

ASSET REGISTER

10/06/2026

Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
OUTSIDE EQUIPMENT	1	N	Water troughs	Berryfield & Briansfield Allotments	///ready.flight.advancing	A	Satisfactory - trough at Briansfield on left hand side prone to overflowing as not level. As is furthest trough at Berryfield.
BRIANSFIELD SHED	270	N	Shed	Briansfield Allotments car park	///wove.tram.tangent	A	Good
OUTSIDE EQUIPMENT	382	n	Noticeboard	Berryfield Allotments	///telephone.florists.flinches	A	Good

Melksham Without Parish Council Office

ASSET REGISTER

10/06/2026

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
CHAIN OF OFFICE/CHAIRMAN'S BOARD	CIVIC REGALIA	12	N	Chain of office	Melksham Campus Offices	///isolating.button.shop	O	Satisfactory - Needs ~~regular~~ cleaning & engraving
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	23	N	1 large meeting table	Melksham Campus Meeting Room	///isolating.button.shop	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	47	N	Stationery	Melksham Campus Meeting Room	///isolating.button.shop	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	201	N	HP 250 G6 Intel Core i5 Laptop	Issued to Councillor Martin Franks- January 24		O	Assume Good as no issues reported - Note that it was purchased in ~~2020~~ 2018
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	202	N	Office Desks x 4no	Melksham Campus Offices	///isolating.button.shop	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	231	N	Lenova Intel Core i5 Desktop PC	Bowerhill Sports Pavilion Office		O	Being replaced
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	237	N	16 x black stackable visitor chairs	Melksham Campus meeting room	///isolating.button.shop	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	244	N	Fly 3 Mesh back stackable chairs x16	Melksham Campus Meeting Room	///isolating.button.shop	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	263	N	Tablet	Melksham Campus office	///isolating.button.shop	O	Satisfactory - Not used
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	272	N	Laptop	Councillor Alan Baines house		O	Assume Good - No issues reported Note purchased in 2020
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	273	N	Laptop	Councillor David Pafford house		O	"
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	274	N	Laptop	Issued to Councillor Chris Griffiths- May 2025		O	"
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	275	N	Laptop	Councillor John Glovers House		O	"
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	276	N	Laptop	Clerks Laptop & docking station	///isolating.button.shop	O	May need replacing in next year or so Some issues have occured and now 6 years old
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	277	N	Laptop	Parish Officer Laptop & docking station	///isolating.button.shop	O	Can be slow
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	278	N	Laptop	Finance & Amenities Officer Laptop & docking station	///isolating.button.shop	O	"

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	279	N	Perspex screen 700x1600mm	Melksham Community Campus offices	///isolating.button.shop	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	283	N	Perspex screen 700x787mm with bracket	Melksham Campus offices	///isolating.button.shop	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	300	N	Laptop	Councillor Richard Wood House		O	Assume OK - NO issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	301	N	Laptop	Issued to Councillor Tony Hemmings 16th May 2025		O	"
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	302	297	Laptop	Handed back to the office by Councillor Mary Pile -25.10.22 and re- issued to Councillor Peter Richardson		O	"
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	306	N	Laptop	Councillor Anne Sullivan house		O	"
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	307	N	Laptop	Councillor John Doel House		O	"
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	308	N	Laptop	Issued to Councillor Mark Blackham- May 2025		O	"
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	324	N	Jabra PanaCast 50 Video conference bar and remote controller	Melksham Community Campus Meeting Room	///isolating.button.shop	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	325	N	TV Screen 75inch	Melksham Community Campus Meeting Room	///isolating.button.shop	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	326	N	TV Screen 75inch	Melksham Community Campus Meeting Room	///isolating.button.shop	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	327	N	Dishwasher	Melksham Community Campus Meeting Room	///isolating.button.shop	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	328	N	Under Counter Fridge	Melksham Community Campus Meeting Room	///isolating.button.shop	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	329	N	Video Doorbell Intercom	Melksham Community Campus Outside Lobby	///isolating.button.shop	O	Good

ASSET REGISTER

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	330	N	Office phone- Parish Officer desk	Melksham Community Campus Office	///isolating.button.shop	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	331	N	Office phone- Clerk desk	Melksham Community Campus Office	///isolating.button.shop	O	Some dissicuity with phone - may be more to do with connectivity to teams rather than handset.
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	332	N	Office phone- Finance & Amenities Officer desk	Melksham Community Campus Office	///isolating.button.shop	O	//
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	333	N	Office phone-Meeting room	Melksham Community Campus Meeting Room	///isolating.button.shop	O	Not used.
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	352	N	4x Pop up 4 way power & Data pods for meeting table	Melksham Community Meeting room	///isolating.button.shop	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	367	N	Photocopier	Melksham Community Campus Office	///isolating.button.shop	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	372	N	Donated Laptop	Clerk's Home for use in the event of an emergency (13th May 24 Annual Council minutes min.19/24b)		O	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	OFFICE CONTENTS	374	N	Mobile phone (samsung galaxy A12)	Office		O	Satisfactory
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	379	n	Laptop	Issued to Councillor Martin Haffenden S/N: PF4J2XQZ		O	Assume OK - No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	383	n	Microwave	Melksham Community Campus meeting room	///isolating.button.shop	O	Good.

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	What3Words	Area	Rating
OUTSIDE EQUIPMENT	STREET FURNITURE	310	N	Speed Indicator device including a spare set of batteries	Various locations around Parish- Moved every 14 days		V	Good
OUTSIDE EQUIPMENT	STREET FURNITURE	334	N	Speed Indicator Device	Various locations around Parish- Moved every 14 days		V	Good

Marianne Rossi

From: Waind, Fiona <Fiona.Waind@wiltshire.gov.uk>
Sent: 02 July 2026 08:50
To: Marianne Rossi
Subject: RE: Bowerhill bench and Beanacre bin

Good morning Marianne

Just to confirm from a Streetscene perspective, there is no budget for the maintenance of benches. We can inspect and if deemed a health and safety issue we would advise the TC or Parish to see whether they would like to fund a repair/replacement as a local priority.

Alternatively, we would remove them.

Is this bench deemed as a hazard Marianne ?

Regards
Fee

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 01 July 2026 10:50
To: Waind, Fiona <Fiona.Waind@wiltshire.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Bowerhill bench and Beanacre bin

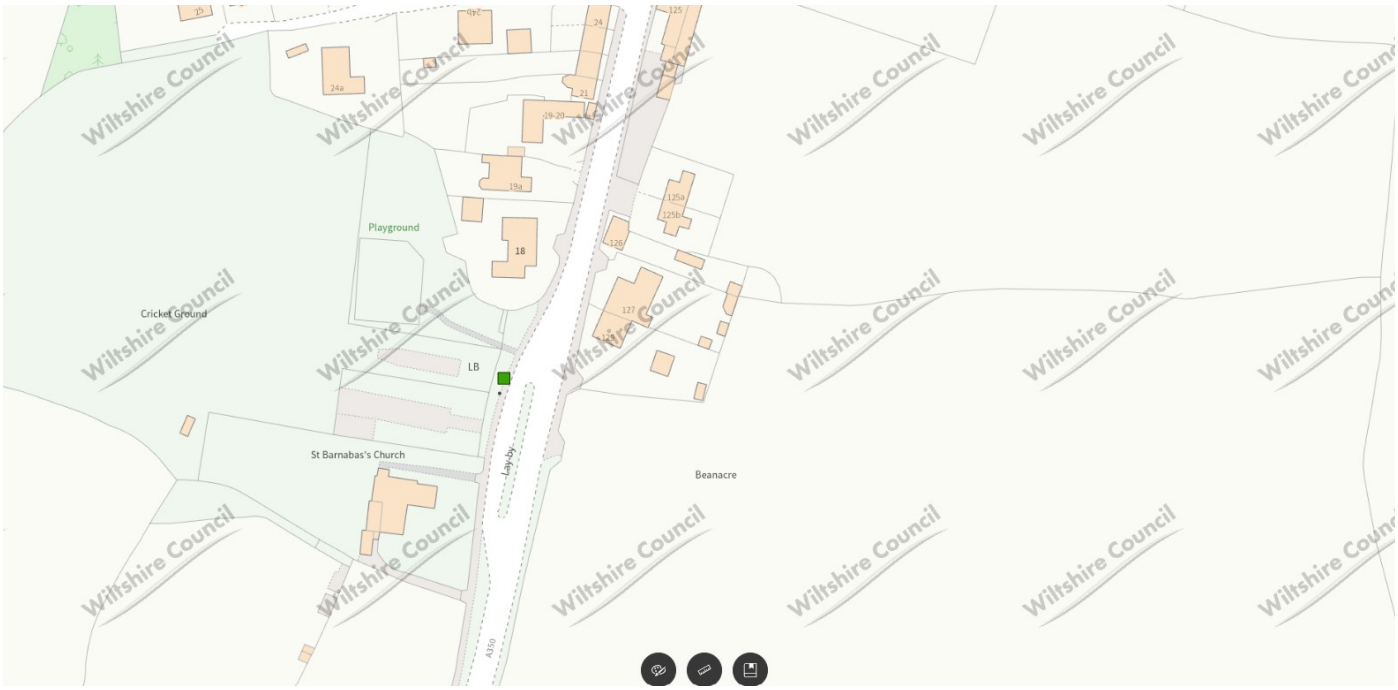
Hi Fiona,

I hope all is well?

I have a few queries which I wonder whether you can help me with, please?

1. A resident has reported to us that a bench on the path between Lincoln Grove and Cheshire Close is in a poor condition (photos attached). I have had a look at the parish council's asset register and can't see that it is one of ours, and it doesn't look like the style of bench we normally order (but appreciate we do have some older-style benches around the parish). I wonder whether you would be able to have a look to see whether this is one owned by Wiltshire Council, please? I have put a red flag on the location on the below map:

1. Secondly, a resident has contacted us about the bin in the layby outside St Barnabas Church overflowing constantly, in particular with rubbish from McDonald's, is this something Wiltshire Council might be able to look at replacing with a bigger bin?



Best Wishes,
Marianne

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

Want to keep in touch?
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On twitter: @melkshamwithout
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Bench between Lincoln Grove and Cheshire Close

Beanacre Play Area Refurbishment Project

Report to the Asset Management Committee Monday 6th July 2026

This meeting has been arranged at Beanacre so that you can look at the play area prior to considering this agenda item. In addition, members of the public were invited to the site visit prior to the meeting to provide feedback on the plans. As you will be aware following Full Council's approval of a budget of **£30,000 + VAT** and agreement to proceed with the refurbishment of Beanacre Play Area, the next steps is to look at supplier concept designs and agree the scope of works and specification to enable procurement to commence. Full Council have agreed to obtain specialist assistance with the specification, but we still need confirm the scope prior to us moving forward with a spec etc.

Full Council considered the report following the supplier site visits and agreed:

- To proceed with a targeted refurbishment, replace the two swing sets and the overhead climber
- A project budget of £30,000 plus VAT
- The recommended next steps in the report shown.

Please note that the breakdown of the £30,000 was as follows:

- £25,000 for equipment plus a £2,500 10% contingency
- Up to £2,500 for project manager to help with spec

To assist with this, some play equipment suppliers have produced concept designs illustrating different approaches to the refurbishment. The concepts are intended to help you determine the council's preferred specification for us to move forward with and get approved at the July Full Council.

Review of Supplier Concepts

Copies of the supplier concept designs are attached to this report. Members will note that only two concept designs have been included. These were prepared following the second round of site visits, by which stage we had reviewed the initial supplier concepts, and had concluded that a targeted refurbishment was the preferred approach. As a result, both designs focus on the replacement of the swing bays and the overhead climber, together with associated repairs and improvements.

Concepts received following the first round of site visits have not been included, as they were based on the potential redevelopment of the entire play area before the scope of the project had been refined. Including those earlier concepts could be misleading and may cause confusion, as they no longer reflect the council's agreed direction following the Full Council's decision to pursue a targeted refurbishment rather than a full refurbishment.

Items that we need to consider:

To enable preparation of the specification, we require direction on some matters

Swing Equipment

We need to determine:

- preferred configuration of the replacement junior swing;
- preferred arrangement of the basket swing;
- whether any parent and child or inclusive seats should be included.

Replacement Play Item for overhead climber

We need to identify a replacement for the overhead climber.

Materials

We need to determine the material specification, taking into account:

- Robinia hardwood;
- laminated timber;
- treated softwood;
- powder-coated steel; or
- hybrid construction.

Safety Surfacing

We need to agree the preferred approach to repairing the existing wet-pour surfacing and whether patch repairs should be used wherever practicable.

Gates

We need to confirm the preferred approach to:

- replacement of the main entrance gate;
- refurbishment or replacement of the secondary gate; and
- repair of the maintenance access gate and supporting post.

Specification Requirements

Are there any additional requirements you would like to see be included within the specification, including e.g.:

- ease of inspection and maintenance;
- availability of replacement parts;
- warranty periods;
- after-sales support;
- UK manufacture where appropriate;
- sustainability considerations.

Report on Bowerhill Sports Field Bookings:

Current teams booking:

Trowbridge and District league- Saturday Afternoons (Adult Teams):

- Pilot FC
- FOF FC (adults)- New team entering the league this season

Chippenham & Bath District league- Sunday Mornings (Adult Teams):

- Trowbridge Athletic- New team at the sports field this season

We currently have one space available for another adult team for the 2026/27 season.

Youth:

- FoF- Weekend Blanket booking (Youth Organisation part of Future of Football)
- Future of Football- Training and Holiday Camps

Report on current bookings:

It is currently the closed season, so no football matches are currently being undertaken. Booking forms have just been sent to the above teams for the new season. The closed season pitch maintenance is currently underway to get the pitches ready for the new season. The Trowbridge and District League is due to commence on Saturday 15th August, but the date hasn't been released yet for when the Chippenham & Bath League is due to start. Typically, this league normally starts in early September.

Future of Football FC hosted their tournament at the Bowerhill Sports Field across the weekend of 13th & 14th June, which was a great success. 160 Teams came from all over to compete, with 4,000+ Visitors in attendance across the two days. . Officers understand that the tournament ran smoothly, with no significant issues reported. Parking wasn't an issue due to FOF FC having use of Knorr Bremse car park for the event.

Photo from FOF FC Facebook page following the event

PITCHPOWER

FOOTBALL ASSESSMENT REPORT

QUEEN ELIZABETH II DIAMOND JUBILEE FIELD (MELKSHAM)

Wiltshire FA

Active Places Site ID

6011170

Report ID

25283

This report has been compiled for JH JONES & SONS and Wiltshire FA to provide information on the standard of the football pitches and outlines recommendations on how to improve the quality and maintenance of these pitches.

Inspection Window

1 Nov 2025 / 31 Mar 2026

Inspection Reason

Grounds Management Association

Report Completion Date

29 Apr 2026

This report looks solely at the Football pitches for JH JONES & SONS to see how support can be offered to improve the standard of Football pitches and level of maintenance across the area. Please note these recommendations are based on the information obtained and/or provided and are for guidance purposes only. Any works undertaken are the responsibility of the club/organisation.

QUEEN ELIZABETH II DIAMOND JUBILEE FIELD (MELKSHAM)

Site ID: 6011170

Date inspection submitted: 26/03/2026

Map Key	Pitch Name	PQS Score
1	Pitch 1 11v11 ›	Good - 59%
2	Pitch 2 11 vs 11 ›	Good - 56%
3	Pitch 3 9 vs 9 ›	Good - 72%
4	Pitch 4 9vs9 ›	Good - 72%
5	Pitch 5 7 vs 7 ›	Good - 77%
6	Pitch 6 7 VS 7 ›	Advanced - 74%
7	Pitch 7 5 vs 5 ›	Advanced - 79%
8	Pitch 8 5 vs 5 ›	Good - 49%
9	Pitch 9 5 vs 5 ›	Good - 74%

Ground Overview

Thank you for taking the time to carry out the Pitch inspection.

The priority maintenance activities to keep the pitch at good or above are below**. ITS GREAT TO SEE ALL THE PITCHES AT THE GOOD OR ABOVE PQS.**

Decompaction in the form of vertical deep tine aeration

An application of selective herbicide if weeds are present

Over seeding with a disk drill seeder and a winter sports turf dwarf rye grass mix

An application of controlled release spring and summer fertiliser

Top dressing to help surface levels and drainage. If funds allow

Deep slitters or linear decompaction should not be used after mid-January to avoid the ground cracking as the ground dries.

A medium scarification will remove any unwanted organic matter (thatch) to clean out the surface ready for over-seeding.

In an ideal would a second application of decompaction should be carried out at the end of the season in the form of deep tine aeration.

END OF SEASON RENOVATIONS

Depending on the water availability over seeding the pitches should be carried out of season but if no rain or irrigation is available this could wait until rain is forecast towards the start of the season. Alternately over-seeding could be split into two applications (see over-seeding in season) at half rates one around March or April and one at the start or in season as we are seeing dryer summers.

Application of a spring and summer NPK fertiliser will grow the pitch back in for the next season.

Followed by an application of selective herbicide 6 to 8 weeks after seed germination if required

If funds allow applying a suitable compatible sports turf dressing will help the surface levels and improve drainage. Regular top dressing with a suitable sports sand can also make the surface more uncomfortable for worms, because sand is abrasive to the skin, but this will take several yearly applications to take effect.

If the club had their own machinery, they could carry out the mowing and grooming themselves. The club may be eligible to up to 75% funding towards the machinery recommended in this report. I have added some machinery recommendations in case the club are interested in the machinery. funding. If you have any questions about this report, please feel free to contact me at **ahendrickx-nutley@thegma.org.uk** or by phone 07706 350 829 (working hours only) Ash Hendrickx-Nutley. South-West Regional Pitch Advisor.

https://footballfoundation.org.uk/grant/grass-pitch-maintenance-machinery-and-equipmentm

https://footballfoundation.org.uk/grant/storage-containers

Please update the machinery section and add as much detail as possible, pictures of machines can also be added. There have been several tractors stolen in the southwest so please make sure your security is upgraded.

Always buy a quality locks with a CEN rating of 5 or 6.

get a dealer fitted immobiliser isolator key or switch.

Use forensic marking and trackers to protect your machinery.

Using the equipment section in PitchPower is a perfect place to log all your machinery so you have a record of what equipment the club has, and it also helps the RPA recommend the correct kit for the club

Maintenance

Attention required in these areas:

- Mowing ›
- Surface Grooming ›
- Application of selective herbicide (weed treatment) ›
- Application of fertiliser ›
- Goal Mouth repairs (In season) ›
- Overseeding (In Season) ›
- Decompaction ›
- Goal Mouth repairs (Renovation) ›
- Overseeding (Out of season renovation) ›
- Deep Slitting ›
- Top Dressing (Renovation) ›

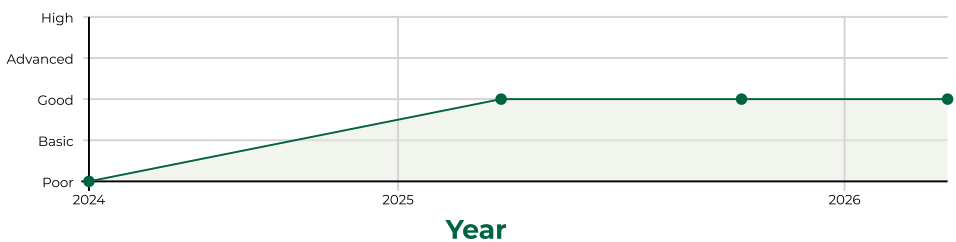
PITCH 1 11V11 FOOTBALL - ADULT FOOTBALL

Current PQS Score: ● Good - 59%

Area				PQS Grade
Grass height	50 ↓	45 ↓	40 ↓	2
Grass	90 —	70 —	80 —	2
Weed coverage	5 ↑	10 ↑	15 ↑	3
Topsoil depth	150 —	145 —	50 —	2
Surface debris	Standard —	Standard —	Standard —	2
Thatch depth	10 ↑	5 ↑	10 ↑	2
Root depth	70 ↓	145 ↓	110 ↓	3
Line markings	Above standard —			2
Drainage Following Rainfall	Slow drainage ↓			2
Surface evenness	Standard —			2
Goalposts	Compliant —			1

Grass cap: You received a score of Good therefore your overall PQS has been capped at Good

Overall pitch PQS tracked over time



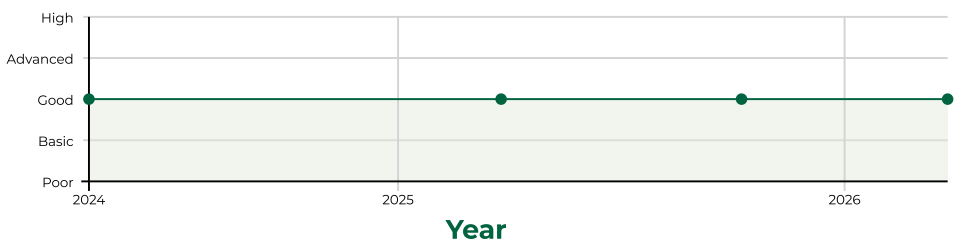
PITCH 2 11 VS 11 FOOTBALL - ADULT FOOTBALL

Current PQS Score: ● Good - 56%

Area				PQS Grade
Grass height	15 ↓	30 ↓	10 ↓	0
Grass	40 —	71 —	71 —	2
Weed coverage	15 ↑	9 ↑	5 ↑	3
Topsoil depth	140 —	180 —	150 —	3
Surface debris	Standard —	Standard —	Standard —	2
Thatch depth	5 ↑	5 ↑	5 ↑	4
Root depth	100 ↓	150 ↓	110 ↓	3
Line markings	Above standard —			2
Drainage Following Rainfall	Standing water —			0
Surface evenness	Standard —			2
Goalposts	Compliant —			1

Grass cap: You received a score of Good therefore your overall PQS has been capped at Good

Overall pitch PQS tracked over time



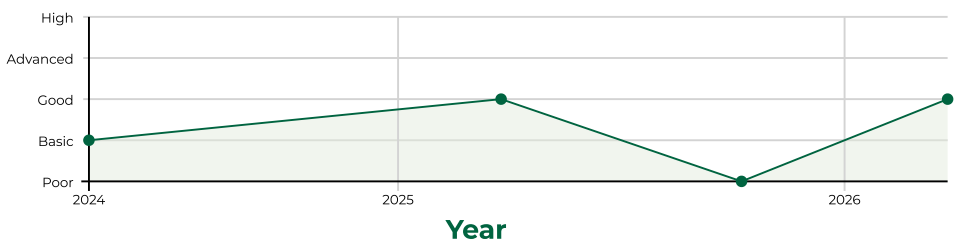
PITCH 3 9 VS 9 FOOTBALL - JUNIOR FOOTBALL 9V9

Current PQS Score: ● Good - 72%

Area				PQS Grade
Grass height	35 —	40 —	35 —	3
Grass	75 ↑	80 ↑	60 ↑	2
Weed coverage	5 ↑	10 ↑	10 ↑	3
Topsoil depth	150 —	150 —	150 —	3
Surface debris	Standard —	Standard —	Standard —	2
Thatch depth	5 ↑	5 ↑	5 ↑	4
Root depth	155 —	120 —	135 —	4
Line markings	Above standard —			2
Drainage Following Rainfall	Slow drainage —			2
Surface evenness	Standard —			2
Goalposts	Compliant —			1

Grass cap: You received a score of Good therefore your overall PQS has been capped at Good

Overall pitch PQS tracked over time



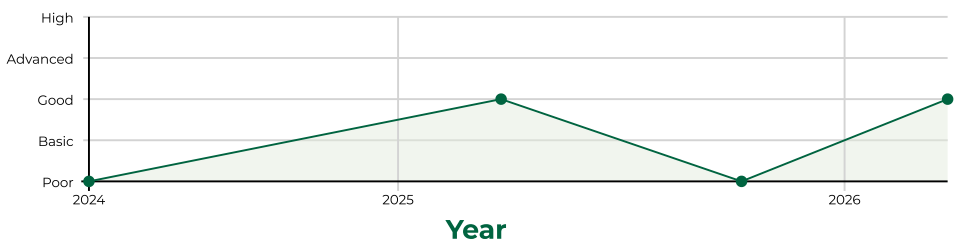
PITCH 4 9VS9 FOOTBALL - JUNIOR FOOTBALL 9V9

Current PQS Score: ● Good - 72%

Area				PQS Grade
Grass height	30 —	25 —	25 —	4
Grass	80 ↑	80 ↑	60 ↑	2
Weed coverage	10 ↑	15 ↑	10 ↑	3
Topsoil depth	180 —	135 —	150 —	3
Surface debris	Standard —	Standard —	Standard —	2
Thatch depth	5 ↑	5 ↑	5 ↑	4
Root depth	110 ↓	140 ↓	35 ↓	3
Line markings	Above standard —			2
Drainage Following Rainfall	Slow drainage ↓			2
Surface evenness	Standard —			2
Goalposts	Compliant —			1

Grass cap: You received a score of Good therefore your overall PQS has been capped at Good

Overall pitch PQS tracked over time



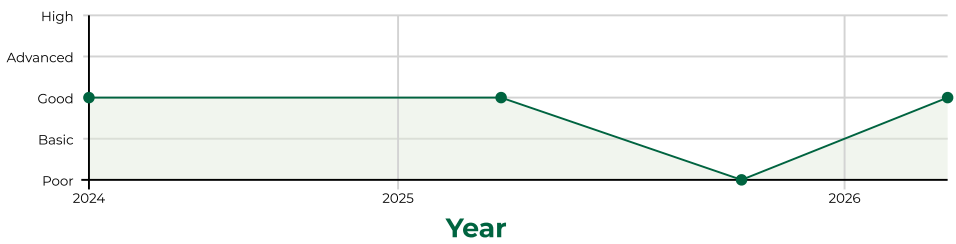
PITCH 5 7 VS 7 FOOTBALL - MINI SOCCER 7V7

Current PQS Score: ● Good - 77%

Area			PQS Grade
Grass height	25 ↑	30 ↑	4
Grass	70 ↑	75 ↑	2
Weed coverage	10 ↑	5 ↑	3
Topsoil depth	175 ↑	165 ↑	4
Surface debris	Standard —	Standard —	2
Thatch depth	5 ↑	5 ↑	4
Root depth	135 —	125 —	4
Line markings	Above standard —		2
Drainage Following Rainfall	Slow drainage —		2
Surface evenness	Standard —		2
Goalposts	Compliant —		1

Grass cap: You received a score of Good therefore your overall PQS has been capped at Good

Overall pitch PQS tracked over time

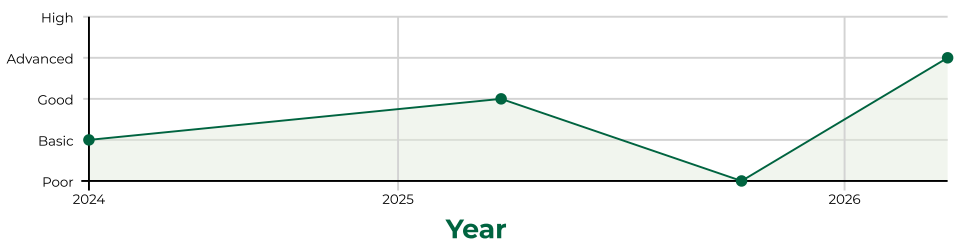


PITCH 6 7 VS 7 FOOTBALL - MINI SOCCER 7V7

Current PQS Score: ● Advanced - 74%

Area			PQS Grade
Grass height	30 ↑	15 ↑	4
Grass	85 ↑	75 ↑	3
Weed coverage	10 ↑	10 ↑	3
Topsoil depth	150 —	150 —	3
Surface debris	Standard —	Standard —	2
Thatch depth	5 ↑	5 ↑	4
Root depth	100 ↓	100 ↓	3
Line markings	Above standard —		2
Drainage Following Rainfall	Slow drainage ↓		2
Surface evenness	Standard —		2
Goalposts	Compliant —		1

Overall pitch PQS tracked over time

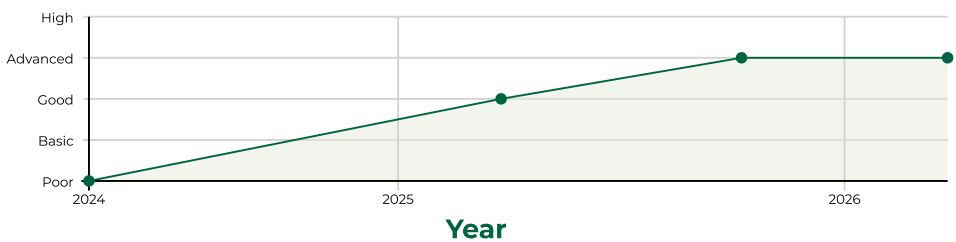


PITCH 7 5 VS 5 FOOTBALL - MINI SOCCER 5V5

Current PQS Score: ● Advanced - 79%

Area			PQS Grade
Grass height	30 —	25 —	4
Grass	90 ↑	65 ↑	4
Weed coverage	5 ↑	10 ↑	3
Topsoil depth	150 —	130 —	3
Surface debris	Standard —	Standard —	2
Thatch depth	5 ↑	5 ↑	4
Root depth	130 —	115 —	4
Line markings	Above standard —		2
Drainage Following Rainfall	Slow drainage ↓		2
Surface evenness	Standard —		2
Goalposts	Compliant —		1

Overall pitch PQS tracked over time



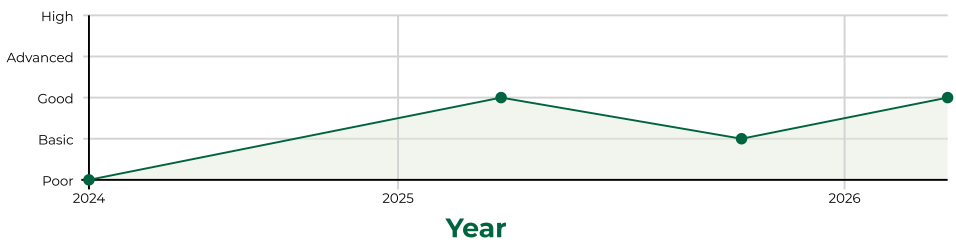
PITCH 8 5 VS 5 FOOTBALL - MINI SOCCER 5V5

Current PQS Score: ● Good - 49%

Area			PQS Grade
Grass height	15 ↓	10 ↓	0
Grass	75 ↑	70 ↑	2
Weed coverage	5 —	20 —	0
Topsoil depth	100 ↓	120 ↓	1
Surface debris	Standard —	Standard —	2
Thatch depth	5 ↑	4 ↑	4
Root depth	110 ↓	100 ↓	3
Line markings	Above standard —		2
Drainage Following Rainfall	Slow drainage —		2
Surface evenness	Standard —		2
Goalposts	Compliant —		1

Grass cap: You received a score of Good therefore your overall PQS has been capped at Good

Overall pitch PQS tracked over time



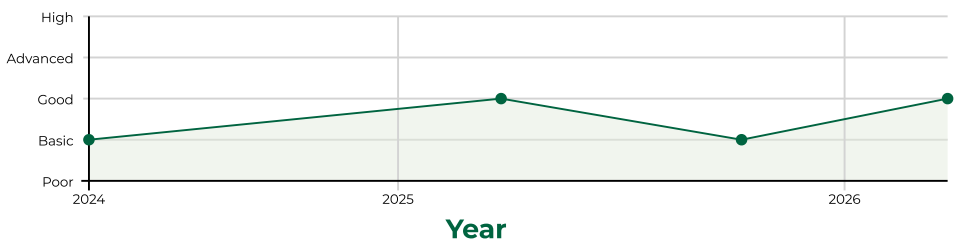
PITCH 9 5 VS 5 FOOTBALL - MINI SOCCER 5V5

Current PQS Score: ● Good - 74%

Area			PQS Grade
Grass height	25 ↑	25 ↑	4
Grass	75 ↑	60 ↑	2
Weed coverage	5 ↓	15 ↓	2
Topsoil depth	180 —	150 —	4
Surface debris	Standard —	Standard —	2
Thatch depth	5 ↑	5 ↑	4
Root depth	125 —	140 —	4
Line markings	Above standard —		2
Drainage Following Rainfall	Slow drainage —		2
Surface evenness	Standard —		2
Goalposts	Compliant —		1

Grass cap: You received a score of Good therefore your overall PQS has been capped at Good

Overall pitch PQS tracked over time



MAINTENANCE

These recommendations are in priority order

Mowing

Frequency:

As Required

Recommended for:

- Pitch 9 5 vs 5
- Pitch 1 11v11
- Pitch 3 9 vs 9
- Pitch 6 7 VS 7
- Pitch 5 7 vs 7
- Pitch 4 9vs9
- Pitch 7 5 vs 5
- Pitch 2 11 vs 11
- Pitch 8 5 vs 5

The playing area should be maintained at a playing height between 30-35mm during the growing season and increased to between 35-45mm during the autumn and winter months. There are exceptions to this, during drought periods height of cut should be increased to reduce stress on the plant and cutting avoided all together if growth has ceased.

To minimise build-up of surface debris careful consideration should be given as to the conditions in which mowing takes place. Quality of cut will be maximised if cutting can take place when the grass leaf is dry, however cutting should not take place during the heat of a warm day as this will cause stress to the turf.

No more than a third of the grass leaf should be mown during any one operation to minimise turf stress and reduce the build-up of grass clippings on the surface.

LEARN MORE ABOUT MOWING ›

Surface Grooming

Frequency:

Weekly

Recommended for:

- Pitch 9 5 vs 5
- Pitch 1 11v11
- Pitch 3 9 vs 9
- Pitch 6 7 VS 7
- Pitch 5 7 vs 7
- Pitch 4 9vs9
- Pitch 7 5 vs 5
- Pitch 2 11 vs 11
- Pitch 8 5 vs 5

If use of a combination grooming tool could be organised regular use of this to rake and brush the area during the growing season (not during seed establishment) and then to use the brush and surface slitter during the autumn and winter if the pitch is dry enough will help to relieve surface compaction, improve surface drainage and manage organic matter levels which can contribute to numerous turf problems.

These operations will also alleviate the conditions in which many weeds and diseases thrive.

Worm casts are unsightly and can smear and cover fine turfgrasses, regular use of the brushing attachment will help to disperse the worm casts effectively providing the soil is dry enough.

Grooming also helps with thatch build up, dew dispersal and help to break up any surface debris.

LEARN MORE ABOUT SURFACE GROOMING ›

Application of selective herbicide (weed treatment)

Frequency:

As Required

Recommended for:

- Pitch 9 5 vs 5
- Pitch 1 11v11
- Pitch 3 9 vs 9
- Pitch 6 7 VS 7
- Pitch 5 7 vs 7
- Pitch 4 9vs9
- Pitch 7 5 vs 5
- Pitch 2 11 vs 11
- Pitch 8 5 vs 5

Est Cost:

£2300

As part of an Integrated Weed Management programme application of a broad-spectrum selective herbicide may be required once per year if mechanical maintenance tasks are not adequately controlling the population within acceptable tolerances.

By way of an example a GOOD score for weed cover is for the pitch to have no more than 6-10% weed coverage.

Selective herbicides should be applied by a fully qualified professional with the appropriate equipment and paperwork. It should typically not be applied within 6-8 weeks prior to or after seeding (refer to product label).

Typically mowing should not take place for 3 days before and 3 days after application. (Do not apply in drought conditions it may damage the turf and will not treat weeds effectively).

Selective herbicides should be sprayed in the dry with little to no wind. Most selective herbicides are rain fast within 24 hours of application. If rain falls prior to this, it could affect the success of weed control.

Work with the contractor to ensure the selective herbicide chosen controls the weeds on site. Most good quality systemic selective herbicides should control common weeds such as Daisy, Dandelion, Greater Plantain, Clover etc.

LEARN MORE ABOUT APPLICATION OF SELECTIVE HERBICIDE (WEED TREATMENT) ›

Application of fertiliser

Frequency:

2 x per year

Recommended for:

- Pitch 9 5 vs 5
- Pitch 1 11v11
- Pitch 3 9 vs 9
- Pitch 6 7 VS 7
- Pitch 5 7 vs 7
- Pitch 4 9vs9
- Pitch 7 5 vs 5
- Pitch 2 11 vs 11
- Pitch 8 5 vs 5

Est Cost:

£8100

Application of controlled or slow-release granular fertiliser provides the best outcomes on pitches used for grassroots football.

As a rough guide these types of fertilisers provide a slow “drip” feed of nutrients avoiding excessive grass growth that can be difficult to keep on top of and susceptible to disease.

This release of nutrients can last for up to 4-5 months in certain products but more typically 3-4.

Granular fertiliser has increased in cost in recent years so it’s really important to make sure that what you are applying to the pitch is appropriate and nothing is being wasted.

A nutrient soil analysis that can usually be provided by your chosen supplier can help to make sure you’re using what’s most suitable for your site.

Typically, whatever the preferred supplier a suitable granular fertiliser can be selected for spring/summer and autumn/winter. Approx. 12 x 20kg bags per full size pitch. One application per year would be considered the minimum, but ideally twice, applied in spring and autumn.

LEARN MORE ABOUT APPLICATION OF FERTILISER ›

Overseeding (In Season)

Frequency:

As Required

Recommended for:

- Whole Ground

Est Cost:

£9250

In season over-seeding can be a viable option on sites where access to water is limited.

Seeding in early spring and early autumn when weather conditions are more helpful can help to reduce the risks of failed over-seeding often seen on sites that cannot be watered thoroughly when renovations are left until the off season and the risk of drought is higher.

If choosing this option, use of a disc seeder is crucial to make sure the grass seed is drilled into the pitch surface as this gives it some protection from play during germination.

High traffic areas such as goal mouths are likely to still require off season repairs.

Disc seed in 3 directions at a rate of 35 grams per square metre (approximately 10-12 x 20kg bags of Perennial Ryegrass seed for a full-size pitch).

If budgets are limited and over-seeding spring and autumn this can be done at half rate 18 grams per square meter per pitch, for those with limited budgets you could also consider only seeding the width of the box/es down the length of the pitch where most of the wear takes place.

LEARN MORE ABOUT OVERSEEDING (IN SEASON) ›

Goal Mouth repairs (In season)

Frequency:

As Required

Recommended for:

- Pitch 9 5 vs 5
- Pitch 1 11v11
- Pitch 3 9 vs 9
- Pitch 6 7 VS 7
- Pitch 5 7 vs 7
- Pitch 4 9vs9
- Pitch 7 5 vs 5
- Pitch 2 11 vs 11
- Pitch 8 5 vs 5

Est Cost:

£180

Hand fork the goalmouths and gently apply heave to the fork to relieve soil compaction, if the area is bare scratch the topsoil with a landscaping rake (plastic) to create a fine tilth.

Top dress using a pan shovel with a suitable material (sports sand or sand/soil mix) to return the area to desired surface level, work the dressing into the surface as you go by brushing or raking, taking care not to smother any grass cover.

If temperatures are warm enough i.e. over 10 degrees add some grass seed, water as required and cover with germination sheeting or scaffold netting if available.

LEARN MORE ABOUT GOAL MOUTH REPAIRS (IN SEASON) ›

Decompaction

Frequency:

2 x per year

Recommended for:

- Pitch 9 5 vs 5
- Pitch 1 11v11
- Pitch 3 9 vs 9
- Pitch 6 7 VS 7
- Pitch 5 7 vs 7
- Pitch 4 9vs9
- Pitch 7 5 vs 5
- Pitch 2 11 vs 11
- Pitch 8 5 vs 5

Est Cost:

£6400

Decompaction operations are essential to allow air, water and nutrients to pass into and through the soil profile increasing drainage and root depth/density and improving the breakdown of organic matter (Thatch).

Deep spiking should be carried out at least once annually, but ideally twice, spring and autumn using 18-24mm tines at 100mm spacings to maximum achievable depth.

You could consider swapping the autumn deep spike for linear decompaction which can work well prior to the wetter winter months.

If funds permit conduct further decompaction operations during the autumn/winter month's if ground conditions allow i.e. not too wet/cold.

LEARN MORE ABOUT DECOMPACTION ›

Goal Mouth repairs (Renovation)

Frequency:

1 x per year

Recommended for:

- Pitch 9 5 vs 5
- Pitch 1 11v11
- Pitch 3 9 vs 9
- Pitch 6 7 VS 7
- Pitch 5 7 vs 7
- Pitch 4 9vs9
- Pitch 7 5 vs 5
- Pitch 2 11 vs 11
- Pitch 8 5 vs 5

Est Cost:

£6300

Ideally repairs to damaged goalmouths should be made through the season to maintain surface levels and grass cover where possible, however, it may prove that these areas need totally renovating at the end of the season if dishing has become too severe. Should this be the case, they may require rotovating to completely break the soil profile up and additional sports sand or sand/soil mix worked in to restore levels prior to seeding. In extreme circumstances, particularly during times of the year where seed germination is difficult; there may be the need to returf damaged areas. New turf will need time to bed in so this can be a difficult operation in terms of timing due to fixtures so should be considered a last resort to get you through the season or until more suitable repair works are possible.

LEARN MORE ABOUT GOAL MOUTH REPAIRS (RENOVATION) ›

Overseeding (Out of season renovation)

Frequency:

1 x per year

Recommended for:

- Pitch 9 5 vs 5
- Pitch 1 11v11
- Pitch 3 9 vs 9
- Pitch 6 7 VS 7
- Pitch 5 7 vs 7
- Pitch 4 9vs9
- Pitch 7 5 vs 5
- Pitch 2 11 vs 11
- Pitch 8 5 vs 5

Est Cost:

£9250

If adequate access to water is available or rainfall is plentiful, end of season over-seeding offers a reliable means of reinstating grass cover for the following season.

Disc seed in 3 directions at a rate of 35 grams per square metre (approximately 10-12 x 20kg bags of Perennial Ryegrass seed for a full-size pitch).

If particular areas of the pitch/s are worn season end such as through the middle box to box, the amount of grass seed can be concentrated appropriately to target these areas if budgets are limited.

LEARN MORE ABOUT OVERSEEDING (OUT OF SEASON RENOVATION) ›

Deep Slitting

Frequency:

More than 4 x per year

Recommended for:

- Pitch 9 5 vs 5
- Pitch 1 11v11
- Pitch 3 9 vs 9
- Pitch 6 7 VS 7
- Pitch 5 7 vs 7
- Pitch 4 9vs9
- Pitch 7 5 vs 5
- Pitch 2 11 vs 11
- Pitch 8 5 vs 5

As long as soil conditions allow (i.e. not too wet or too dry) slitting provides aeration in the soil encouraging improved water, air and nutrient circulation in the soil.

It is a quicker and less invasive method of aeration in comparison to deep spiking or linear decompaction and should take place more routinely as part of a routine maintenance schedule. Typically slitting would take place to a depth of between 150-220mm soil conditions allowing.

Due to the slits created it can be particularly useful in the autumn when trying to improve the drainage of the soil prior to the wetter winter months. However, as it creates lines of weakness in the soil it is not recommended on clay soils beyond the winter due to the risk of encouraging cracking during drought periods.

LEARN MORE ABOUT DEEP SLITTING ›

Top Dressing (Renovation)

Frequency:

As Required

Recommended for:

- Whole Ground

Est Cost:

£10450

Application of sports sand can help to reinstate surface levels and improve surface drainage and the quality of the topsoil over time.

This can be done by bulk application using specialised equipment as part of end of season renovations. Typically, the aim is to apply approximately 9-16kgs/ m2 /year (This equates to between 60-100tonnnes) for a full-size pitch eg (100x68m).

The type of sand used is important to avoid creating issues, you can make sure any materials used are compatible with your soil type/drainage by having a Particle Soil Distribution analysis undertaken by a suitable sports sand supplier.

Always keep sand dry prior to and during application and brush/drag matt in thoroughly when dry in several directions.

The report budget provided is for 30 tonnes.

LEARN MORE ABOUT TOP DRESSING (RENOVATION) ›

Estimated budget to carry out recommendations

Please note, the costs provided above are indicative and may vary dependent on quantities and frequency. This estimated budget should be used to help plan and prioritise work, but is not linked to the amount of grant funding you may receive. Following the recommended works should help you achieve the GOOD pitch standard, or if already at that level, sustain it.

TRAINING

As well as undertaking the maintenance activities as described above, we would also recommend attending the following training courses to further develop your skills and understanding of grass pitch maintenance.

Learn more about our training courses at:
https://www.thegma.org.uk/learning/courses/

Recommended Training

Organisation Training

Introduction to Football Pitch Maintenance

READ MORE ›

Required Completions: 2

Safe use of machinery

Required Completions: 2

Want to apply for funding?

FOOTBALL FOUNDATION FUNDING APPLICATION PORTAL

You could be eligible for a grant to help you carry out the recommendations in this report. Click 'Apply here' and you could be on your way to securing a grant and being a part of our mission to transform this country's grassroots game.

Report ID: **25283**

To apply for funding visit

apply.footballfoundation.org.uk

Training Courses

Further information on any training courses you're recommended to complete can be found on the Grounds Management Association website.

VISIT THE GMA ›

The Groundskeeping Corner

Join a community of experts on the Football Foundation Groundskeeping Corner, our Community for grassroots groundskeepers. It's a place to connect, share knowledge and receive expert advice regardless of your ability or expertise.

VISIT THE GROUNDSKEEPING CORNER ›

Find out more about the Football Foundation's plan to transform the country's grass pitches

Visit our website, which has lots of information about other resources and funding opportunities we're offering organisations involved in the grassroots game.

FOOTBALLFOUNDATION.ORG.UK ›

Selling of Alcohol at the Bowerhill Sports Field

We recently received a request from a hirer seeking permission to sell alcohol at their football presentation evening taking place on the sports field in July.

The request was received too late to be considered by Full Council and any decision at this meeting would have to be ratified by the July Full Council which would be after the event. As there are currently no delegated authority permitting officers to approve such requests, and the current sports field conditions of hire do not address the sale of alcohol, the request could not be approved. The hirer has therefore been advised that the council is unable to permit the sale of alcohol for this event. The pavilion conditions of hire already state that alcohol is not permitted within the pavilion; however, as per the above there is no mention of this in the sports field terms and conditions.

It's important to be aware that under the licensing Act, any sale of alcohol would need to obtain the appropriate licence or Temporary Event Notice (TEN), where required. Even where the appropriate licensing is in place, the parish council, as landowner, would need to decide whether it wishes to permit the activity on its own land.

Considerations you need to take into account:

- Whether alcohol sales should be permitted on the sports field at all.
- Whether permission should be considered on a case-by-case basis rather than giving a blanket approval.
- If you feel it should be permitted whether appropriate conditions should be included within the conditions of hire, such as evidence of the relevant licence, public liability insurance and compliance with licensing legislation.
- Whether authority to approve future requests should be delegated to a committee or the Clerk, subject to an agreed policy that the council put in place.

Marianne Rossi

From: Tom Birtle <Tom.Birtle@wacservices.co.uk>
Sent: 12 June 2026 10:43
To: Marianne Rossi; Sarah Wheadon
Cc: Teresa Strange
Subject: RE: Annual Air Con Service Reminder

Hi Marianne,

Yes it does include those

Kind regards,

Tom

Operations Manager
UKES/WAC
Mobile/Whatsapp: 07389787907
Office: 01249474117

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 11 June 2026 16:55
To: Sarah Wheadon <sarah@ukenergyservices.com>
Cc: Tom Birtle <Tom.Birtle@wacservices.co.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Annual Air Con Service Reminder

Hi Sarah,

Thanks for the below, can I double check that the below quote includes the following:

- To Inspect and Service the Lossnay LGH-65RX5-E in the games room to include replacing the filters for this unit)

- To Inspect and service of extraction fans in the changing rooms

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

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From: Sarah Wheadon <sarah@ukenergyservices.com>
Sent: 11 June 2026 15:48
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Cc: tom.birtle@wacservices.co.uk
Subject: Annual Air Con Service Reminder

Dear Bowerhill Sports Pavilion,

Our records show that your air conditioning system may be due for its annual service.

As you are aware to maintain the manufacturer's warranty, an annual AC service is required.

We can service your system for **£987.60**.

If you would like to arrange a convenient date and time for our visit, please do not hesitate to contact us.

Warmest wishes - Sarah

UK ENERGY SERVICES
Sustainable Cooling & Heating Solutions

WAC

Sarah Wheadon
Administrator
UK Energy Services

Unit 10, Glenmore Business Park
Vincients Road, Bumpers Farm
Chippenham, Wiltshire
SN14 6BB
Phone: +44(0)1249 474 117

Bowerhill Sports Field car park report:

For Asset Committee: Monday 6th July 2026

In 2025, the Asset Management Committee considered whether the Bowerhill Sports Field car park should be extended to provide additional parking capacity. The council acknowledged that parking issues already existed, particularly during football matches, and noted that the introduction of double yellow lines on sections of Westinghouse Way would reduce the amount of available on-street parking.

Following discussion, the council felt that extending the car park would likely be a significant capital project that would provide only a relatively small number of additional spaces. It was therefore agreed that the matter should not be progressed at that time, but instead be revisited if proposals for a 3G pitch at Bowerhill Sports Field came forward, as additional parking would be required to form part of any such provision Since that decision was made, discussions regarding the provision of a 3G pitch have continued; however, as discussed at the Full Council last week the sports field is not the preferred location for a 3G facility. As a result, it is less likely that any future parking improvements at the site will now be delivered as part of this project.

In the meantime, parking at the sports field is causing an issue, during the summer months in particular. Weekday evening youth football training regularly results in the existing car park reaching capacity, with vehicles parking along both sides of Westinghouse Way and Swift Way. On occasions, we have received reports that vehicles have been parked in positions that could be considered hazardous, and neighbouring businesses have reported difficulties with large goods vehicles accessing their premises. Similarly, during weekends throughout the football season, the combination of youth and adult football fixtures regularly fills the existing car park, resulting in significant overspill parking onto surrounding roads. The introduction of additional double yellow lines on sections of Westinghouse Way will reduce the amount of available on-street parking, potentially meaning that vehicles will be parked further into the industrial estate and exacerbating existing parking issues.

Although the council previously agreed not to investigate an extension to the car park, we consider that the circumstances have changed and it would be worth revisiting the issue. Whilst the parish council is not responsible for the actions of individuals who choose to park inconsiderately or dangerously, the existing car park may no longer be sufficient to meet the level of use generated by the sports field. As the site continues to develop and user organisations grow, demand for parking is likely to increase even further. It is estimated that the sports field currently provides approximately 12 parking spaces. Officers have not yet undertaken any detailed work on the potential for additional parking; however, as part of the ongoing discussions regarding 3G provision, the Clerk has asked Wiltshire FA/ the Football Foundation to advise on the recommended level of parking provision for the sports field taking into account the current number of pitches. We are still waiting for this information, but it could help inform the council should you wish for officers to investigate this further.

Officer note: Electrical Installation Condition Report (EICR) at the Bowerhill Sports Pavilion

As the members of the Finance Committee will be aware on of the reasons the council was unable to obtain an alternative quotation for the parish insurance was because the pavilion has never had an electrical inspection undertaken since it was built back in 2015. It is recommended that these inspections should be undertaken every 5 years.

As this had come up when we were trying to obtain quotes for the insurance, I have had a look at the Operation and Maintenance (O&M) manuals to see what we should be doing. While the council has arrangements in place for the servicing and inspection of a number of things, including the gas boiler, water heaters, fire alarm, emergency lighting, fire extinguishers, ventilation and Legionella, we have not undertaken a EICR since the building was constructed.

Why we need to undertake this inspection:

An EICR is a periodic inspection which tests the fixed electrical installation within the building. It assesses whether the installation remains in a satisfactory condition for continued use and identifies any deterioration, damage, defects or non-compliance with the current requirements for electrical Installations.

While there is no legislation advising on how often this type of inspection should take place, the council has duties under the Health and Safety at Work etc. Act 1974 and the Electricity at Work Regulations 1989 to maintain electrical systems so far as is reasonably practicable to prevent danger. It is currently recommended that commercial and community buildings have periodic inspection and testing, at least every five years, or more frequently where required. As the pavilion is over ten years old and no record of any subsequent EICR being undertaken, we wanted to bring this to your attention for consideration in order for you to meet your responsibilities as the owner of the building.

We will also need to look into this for our village halls that we own and speak to those management committees.

Quotations:

I have contacted five contractors to provide us with a quotation to undertake this inspection and only two have responded. The quotes for this are included in your agenda pack. The contractors were asked to provide a quote for a full Electrical Installation Condition Report (EICR), including provision of the completed report and certification with identification of any remedial works required. All contractors contacted are NICEIC (National Inspection Council for Electrical Installation Contracting) approved contractors

In terms of budget in place for this, as we were not aware that these inspections need to be undertaken the council had not budgeted for this provision at budget setting for the current year. We do have the sports field maintenance reserve in place where this expenditure can come from.

Marianne Rossi

From: Tony Jones <tony.jones@jonesdevelopments.co.uk>
Sent: 02 July 2026 10:09
To: Marianne Rossi
Subject: Fw: Bowerhill Pipe Replacement

Did you get this yesterday?

Michelle Turner-Bayly
Operations Manager
J H Jones & Sons Limited

From: Tony Jones
Sent: 01 July 2026 17:02
To: Marianne Rossi
Subject: Bowerhill Pipe Replacement

Officer note:
The contractors made us aware that the drain had dropped and a hole had appeared in the field They undertook an temporary emergency repair to make it safe, but it needs a full repair. (photo below of issue)

Hi Marianne

As promised...

Reference - Bowerhill Playing Field

- To excavate to remove broken pipe
- To supply and replace broken section as required
- To make good around pipe and backfill

Total - £ 1, 257.36 + VAT

M x

Michelle Turner-Bayly
Operations Manager
J H Jones & Sons Limited

1

J.H.JONES & SO

Marianne Rossi

From: jacob.foster@live4soccer.co.uk
Sent: 11 June 2026 14:34
To: Marianne Rossi
Cc: Teresa Strange
Subject: RE: Replacement goal post bolts

Hi Marianne,

Thank you for your email and sorry for the late reply with this. We would be able to supply replacement parts for these, and I have included prices below along with a link to them on our website. If you would like a formal quote putting together, please let me know the delivery address and I will put this together for you.

Square Head Goalpost Bolts (Pack of 25) - £24 - https://www.live4soccer.co.uk/product/square-head-goalpost-bolts-pack-of-25/
8ft Net Support (Set of 4) - £160 - https://www.live4soccer.co.uk/product/net-support-portable-goal/
Shipping - £13.90

If you have any questions, please do not hesitate to contact me.

Kind Regards

Jacob Foster
Customer Services

Tel: 01302 723024
Fax: 01302 725588
Email: jacob.foster@live4soccer.co.uk
Web: www.live4soccer.co.uk
Address:Unit 28 & 29 Carcroft Enterprise Park, Station Road, Carcroft, Doncaster, South Yorkshire, DN6 8DD

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From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 09 June 2026 14:48
To: sales@live4soccer.co.uk
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: FW: Replacement goal post bolts

Good Afternoon,

I contacted you back in the middle of May with regard to requesting a quote for some parts for our goal posts, are you in a position to send it through to me, please?

Kind Regards,
Marianne

Unauthorised use of goal posts

Members will be aware that the parish council's 11 aside movable goal posts are stored at the side of the sports field near to the 11 aside pitches. The goals are secured using chains and a padlock, with the access code only being provided to the hirers who have booked the facility.

Despite these arrangements, there have been several occasions where the goal posts have been found moved onto the playing field by individuals who have not booked the equipment and subsequently left unsecured after use. The padlock has had to be replaced on a number of occasions due to damage; however, there have also been occasions where the padlock has remained intact, suggesting that the access code may have been shared with unauthorised users.

When issuing booking information for the forthcoming football season, all hirers have been reminded that access codes are confidential and must not be shared with any other person or organisation. The access code will also be changed prior to the start of the new season as some of the home teams last season are no longer using the field this year. We have been made aware that some of our home teams may also be using the field/ goal posts for training sessions without booking the facilities too.

There are some concerns which comes with the unauthorised use of the goal posts:

- **Health and Safety**: Hirers receive the council's safety guidance as part of their booking, including the requirement that a minimum of four adults should be used to move the goal posts safely. Unauthorised users will not have received this information, increased the risk of injury whilst moving or positioning the equipment.
- **Damage to the Equipment**: Incorrect handling or misuse may result in damage to the goal posts. You will note that replacement parts have already been required, as per the above agenda item, and unnecessary damage increases the council's maintenance and replacement costs.

Officers will continue to monitor the situation during the new season, but we just wanted to draw this issue to your attention.

Allotment Report for Asset Management Meeting

Monday 6th July 2026

Vacant Plots:

We currently have **NO** vacant plot on both sites.

Update on letting of severely overgrown plots:

All of the previously identified severely overgrown plots have now been re-let and most of the new tenants have made a positive start in clearing and cultivating their plots. In accordance with the council's previous decision, the following plots have been let free of charge for the remainder of the current allotment year:

Berryfield: 5A, 9A, 10B, 13A, 14B , 16B

Briansfield: 7, 8, 16A, 19, 25, 31, 32

As per the agreement the above plots will be chargeable for the next allotment year starting from 1st October 2026.

Waiting List:

There are currently 4 people on the waiting list for the allotments.

Allotment plot inspections:

Following approval of the allotment inspection and notice procedure, the Allotment Warden has completed two inspections. As a result, six tenants were contacted because their plots were either in poor condition or showed little or no evidence of cultivation.

Four of the six tenants have responded and are taking steps to improve their plots. In accordance with the approved procedure, all plots will be inspected again during W/C 20th July 2026, and any tenants who have not made satisfactory progress will move to Stage 2 of the process.

Shed/ greenhouse requests

Under delegated powers the following sheds/ greenhouses have been approved since the last meeting:

- 29 Briansfield- 8' x 8' shed
- 10b Berryfield- 6ft x 4ft shed

Issues reported at allotments:

1. **Dogs and access:**
   The dog sign which prohibits dogs from entering the allotment located on the gate at the entrance to Briansfield Allotments has been removed. I have arranged for temporary laminated signs to be installed whilst the situation is monitored before considering whether we replace with a permanent metal sign again.

   An allotment tenant also reported that the barbed wire adjacent to the entrance gate had been repeatedly moved, apparently to allow animals access through the boundary. The Allotment Warden has since confirmed that the wire has now been removed entirely, allowing access through. (photo attached below)

2. **Boundary fencing around the allotments:**
   At the entrance to Briansfield Allotments, the barbed wire fence adjacent to the access gate has been repeatedly moved. The lower strand of the three-strand barbed wire fence has been pushed upwards on several occasions, apparently to create a gap beneath the fence. The Allotment Warden has repeatedly repositioned and re-secured the wire; however, it has subsequently been untied and, has now been removed altogether. It is suspected that this may be to allow dogs access through the fence. Our

contractor has gone to have a look at the fence; however, he reports that there is still two wires in place as you can see from the above photo. There is obviously still a gap in place where the third wire should be. The Allotment Warden has installed laminated signage in that position to try and deter people from bringing dogs through to the allotments.

In addition, a gap has been identified in the boundary fence at the far end of Briansfield Allotments (a tenant has requested that we repair this), and damage has been identified to fencing adjacent to the access track at Berryfield Allotments. It is understood that people have been using this gap to walk through the allotments and is where cows entered the allotments last year.

I have looked into this matter further and do not believe that the fencing issue is the parish council's responsibility. A plan is attached to this report for showing you where the issue is. The cattle were located in the field left to the parish council-owned land, which is leased to the farmer. They then entered the land MWPC lease to the farmer and accessed the allotments through a gap in the fence and entered down the access track. The Allotment Warden has also reported that members of the public have been using this gap as an informal access route through the allotments, despite there being no public right of way across the site. The access through the allotments is a matter you may wish to consider, both in terms of site security and preventing unauthorised access into the allotments

.

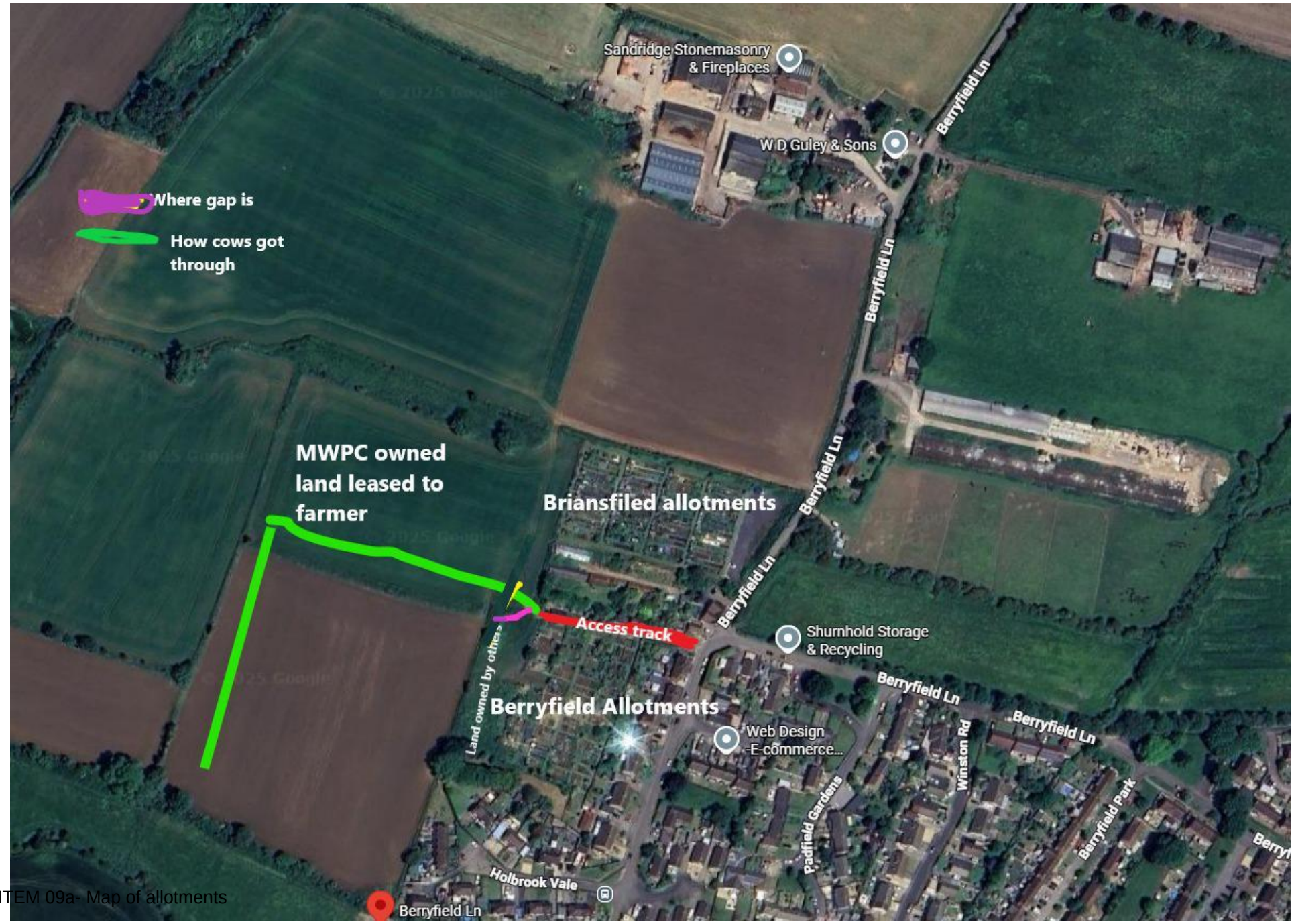
Fence at far end of Briansfield allotments:

Gap at Berryfield allotments

3. **Stolen produce:**
   A tenant has reported that all of the strawberries from her allotment plot were stolen last week. They understand that there isn't anything we can do so this is just for you to note.

4. **Reports of tenants attaching hosepipes to troughs**:

   A few weeks ago, an allotment tenant contacted me to report that they had witnessed, on at least three occasions, individuals connecting pumps and hoses to the water troughs and using large quantities of water. Members may recall that, following receipt of a significantly higher-than-expected water bill last year, the parish caretaker inspected the water troughs and identified evidence suggesting that hoses had previously been connected to the troughs and used to fill large containers. At that time, all allotment tenants were reminded of the appropriate use of the troughs. Since then, the Allotment Warden has continued to monitor the situation during his regular visits to the allotments. He has confirmed that he has not personally witnessed any tenants connecting hoses or pumps to the water troughs. A reminder about the appropriate use of the water troughs will be included in the rent notices for the new allotment year.


Where gap is
How cows got through
MWPC owned land leased to farmer
Briansfiled allotments
Access track
Land owned by other
Berryfield Allotments
Sandridge Stonemasonry & Fireplaces
W D Guley & Sons
Shurnhold Storage & Recycling
Web Design -E-commerce...
Berryfield Ln
Winston Rd
Padfield Gardens
Berryfield Park
Holbrook Vale

Request from Allotment Holder for deer/ dog deterrent between pathway on plot

For Asset Management meeting Monday 6th July 2026

Background info:
An allotment tenant has contacted the council to report damage to their apple trees which they believe to be caused by deer. They have also raised concerns about dogs accessing plots. Images have been provided showing damage to fruit trees within the plot (shown below). The tenant has advised that an allotment holder on a neighbouring plot has witnessed deer on their plot. For information the tenant has two plots next to them on Briansfield allotments, 10 and 11 (plot layout included below). I have attached the correspondence with the allotment holder to the report.

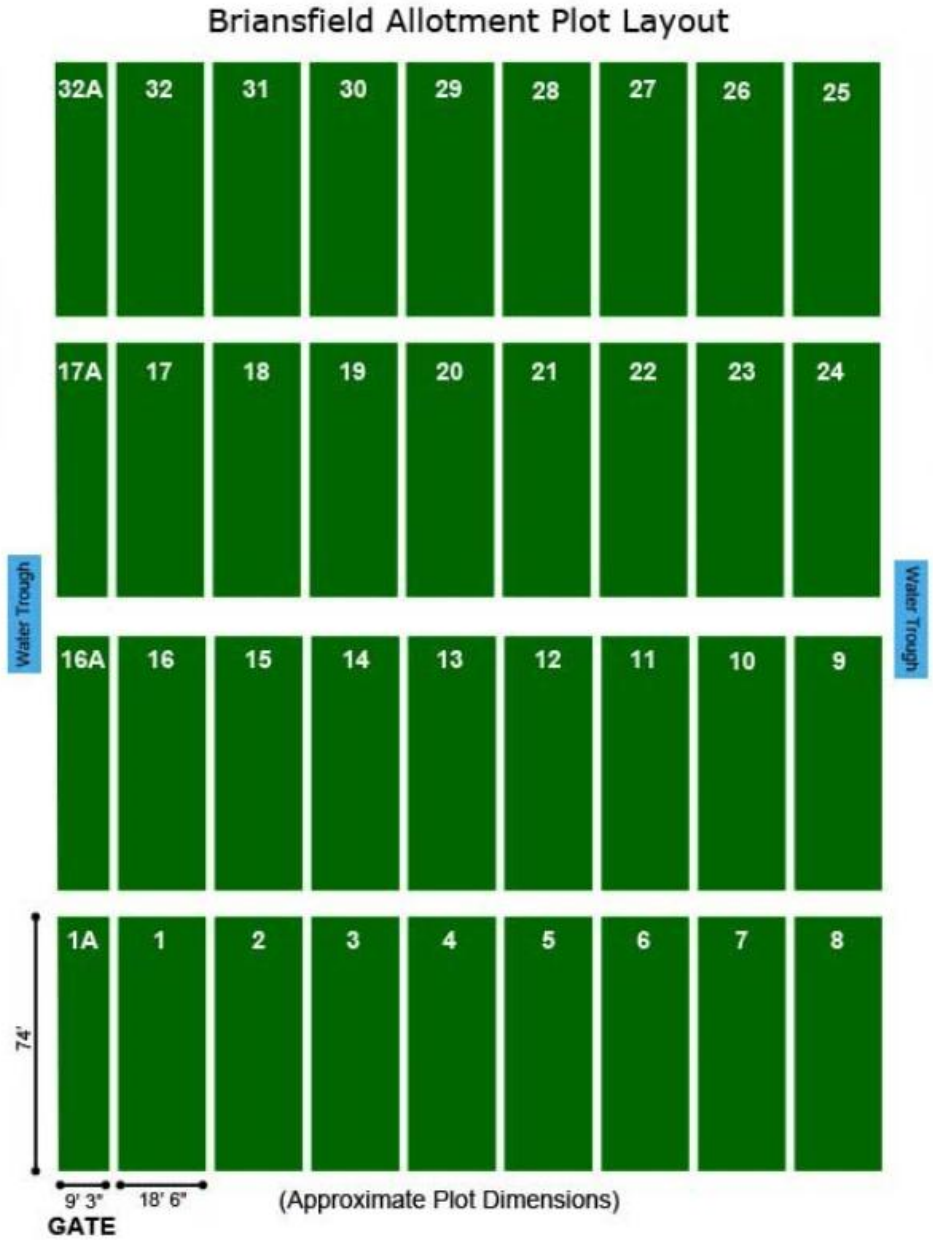
Request:
Due to these issues, the tenant has asked whether a temporary deterrent, such as a pallet or low picket gate, or similar easily opened barrier, may be installed on the pathway between their two plots to help discourage deer and dog access. This would still allow pedestrian access on the pathway between the plot where required.

Issue for Consideration:

Clause 5l in the tenancy agreement states the following, *'The Tenant **shall not obstruct or permit the obstruction of any of the paths** on the Allotments set out for the use of the tenants of the Allotment Gardens. The Tenant **shall maintain the existing paths between allotments'**.* You need to consider whether a barrier such as the one suggested by the tenant would be contrary to the requirements set out in the tenancy agreement to keep allotment paths unobstructed and maintained, and whether given the circumstances around the request permission can be granted.

Things you need to consider:

1. Whether temporary barriers may be permitted between plots for wildlife and dog deterrence.
2. If so, what forms of barrier, would be acceptable.
3. Whether any conditions should apply (e.g. height restrictions, gate access, maintenance requirements).


Briansfield Allotment Plot Layout
32A
32
31
30
29
28
27
26
25
17A
17
18
19
20
21
22
23
24
16A
16
15
14
13
12
11
10
9
1A
1
2
3
4
5
6
7
8
Water Trough
Water Trough
74'
9' 3"
18' 6"
GATE
(Approximate Plot Dimensions)

Arien Signs Ltd
Excel Arien House, Station Road, Cheddar, Somerset, BS27 3AH

Telephone: 01934744656
Email: sales@ariensigns.co.uk
Website: www.ariensigns.co.uk
VAT Number GB 468310585

Customer Melksham Without Parish Council (MEL001)

Reference Marianne

Number SQ-1550
Created 16/06/2026
Expires 16/07/2026

Invoice Address
1st Floor Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES

Delivery Address
J H Jones & Sons - 01225 703295
Park Farm, Bath Road
Atworth, Melksham
Melksham, Wiltshire
SN12 8HT

Description	Qty/Hrs	Price/Rate	Net	% VAT	VAT	Total (£)
OPTION 1 A1 tradition noticeboard - plexichoc glazing, zintec backing for use with magnets, Shaped Header panel with vinyl cut lettering side mounted colour coded posts (G)	1.00	944.00	944.00	20.00	188.80	1,132.80
OR (G)	1.00	0.00	0.00	20.00	0.00	0.00
OPTION 2 A1 tradition noticeboard - plexichoc glazing, zintec backing for use with magnets, back mounted round posts and shaped header panel with cut vinyl lettering (G)	1.00	970.00	970.00	20.00	194.00	1,164.00
Delivery Charge (Delivery)	1.00	195.00	195.00	20.00	39.00	234.00

Total Net 2,109.00 (£)
Total VAT 421.80 (£)
Total 2,530.80 (£)

VAT Rate	Net (£)	VAT (£)	Total (£)
Standard 20.00%	2,109.00	421.80	2,530.80

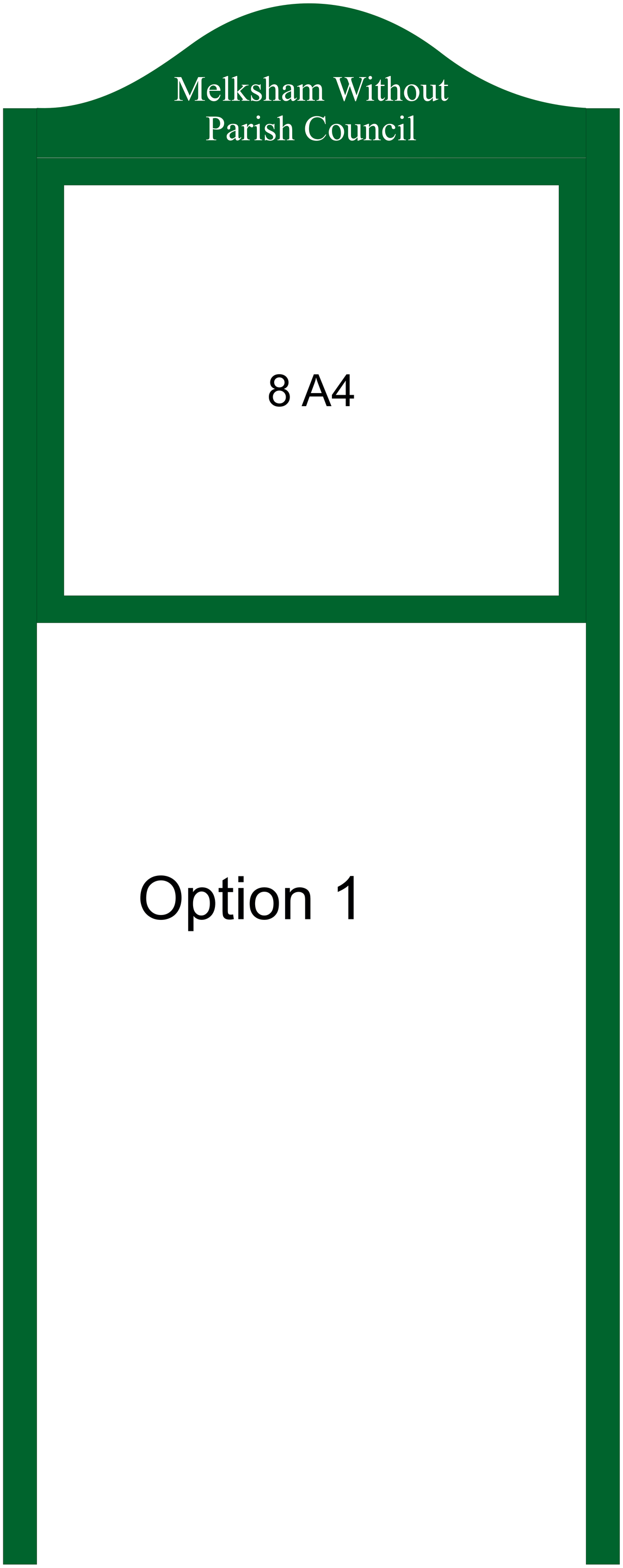
Notes
Bank Details
Arien Signs
30 90 28
6576 9868

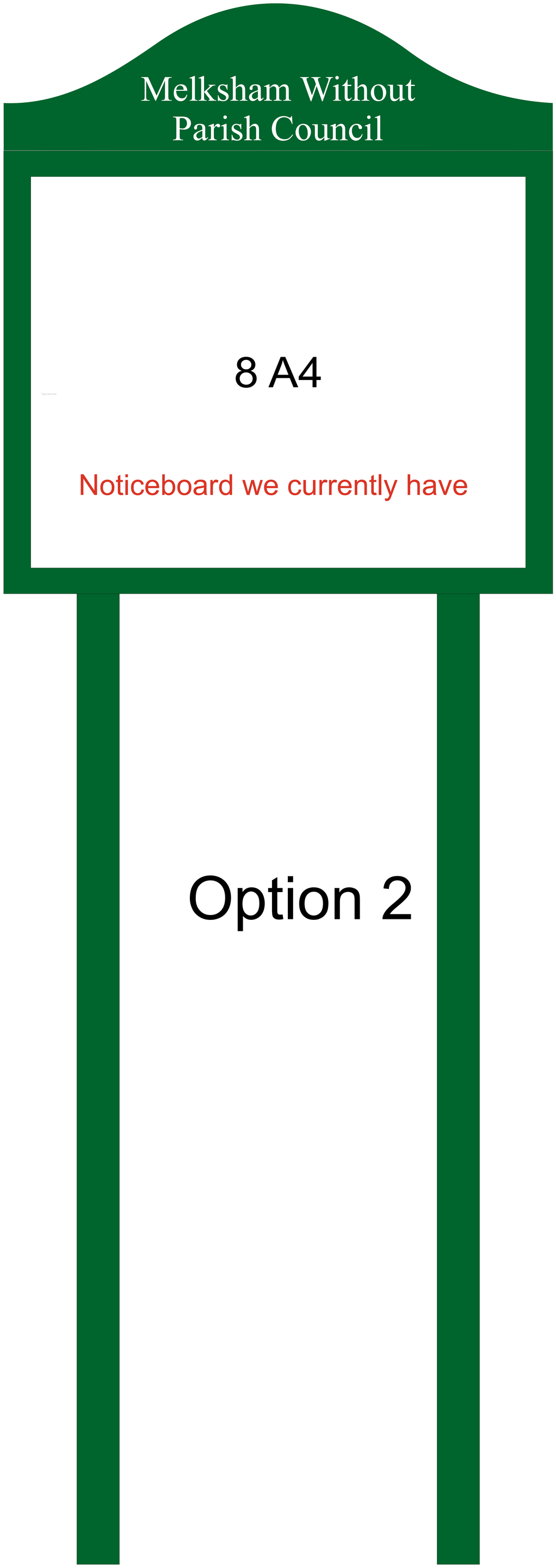
At a Finance Committee earlier on this year the council approved the disposal of the Briansfield allotment noticeboard which had blown down in the wind and had fell apart We have obtained a quote for its replacement, the supplier has provided us with a quote for two options:

Terms and Conditions
50% deposit upon placement of order

Option 1- Is their new style noticeboard which comes with come with side mounted posts and headers

Option 2 - is the noticeboard the council normally purchase


Melksham Without
Parish Council
8 A4
Option 1


Melksham Without
Parish Council
8 A4
Noticeboard we currently have
Option 2

Shurnhold Fields Wildflower site meeting- Friday 12th June 2026:

Attendees:

Sean (WC Contractor)

Donna Lambert (Friends of Shurnhold Fields)

Terry (Melksham Town Council)

Marianne Rossi (Melksham Without Parish Council)

Notes:

The hedge near the entrance has died due to the weather conditions experienced during the works. To compensate, 1.5m standard beech will be planted within the area.

The rest of the field should be cut in late spring rather than in Autumn as we are currently doing.

Brightseed is where the wildflower seeds came from: https://www.brightseeds.co.uk/product-category/native-wildflower-seeds/wildflower-meadow-seeds-8020/

Contractor mentioned that Brightseed was due to put together an information board about the mixes but there has been a delay with this. This will be sent to us in due course.

Ply wood can be used to kill off some of the grass in the wider field and the meadow mix can be planted to get a bit of colour in the area.

SITE MANAGEMENT SUMMARY FOR WILDFLOWERS

Area	**Seed Mix**	**Establishment Management (Year 1)**	**Long-Term Management**	**Notes:**
Flood Bund	Meadow mix (This mix will spread)	WC contractor to undertake a high strim of the wildflower area once the flower heads have died back at the end of the growing season. The cut material will be left in situ to allow seed to disperse naturally	No additional management is required beyond allowing the meadow to naturally reseed and develop. Can be left as wind will knock the flower heads off itself.	There is around 25% of the seed mix still available so contractor will give that to us in case of any bare areas so that they can be planted next year. Some of the mixes include: Poppy Cornflower

				Daisy
Second row next to bund	Wetland mix	Not established yet but should start to do in the next 4 weeks	Nothing required	Yellow flagged area. Seeds only sown W/C 1st June 26 due to weather but this mix is specialist for wet areas.
Grass seeded area	Grass seed	Cut in late spring and autumn	Cut in late spring and autumn	Grass shorter out of the wildflowers to allow the new wildflower seeds to dissipate in the areas in late spring (as soon as the wildflowers come up)
Wildflowers near entrance to field and some flowers dotted around next to grassed area	Meadow mix	Same as flood bund	Same management as for the flood bund	Grass cutting to be around areas where the wild flowers have been planted.

Grass seeded area:

Wetland mix

Meadow mix

Graffiti at Shurnhold Fields on shed:

Officers have been made aware that the shed at Shurnhold Fields has been scratched with graffiti (photos below). The Clerk had asked a mobile paint specialist who takes scratches out of cars etc to have a look to see whether it could be sanded off and then painted. Following inspection, the mobile paint specialist lightly sanded the affected areas in an attempt to reduce the visibility of the scratches which has improved the appearance. Some areas of the shed are now slightly shinier where the surface has been sanded.

The specialist has advised that the scratches appear to be superficial and have not penetrated through the paint coating to the underlying metal. As such, there is no immediate concern regarding corrosion or rusting. The graffiti was reported to the police for awareness. Unfortunately, when officers attended Shurnhold Fields a few weeks ago for a site visit the graffiti/ scratches were back on the shed as highlighted by a volunteer from the ‘friends’. This again was reported to the police; however, without any CCTV footage there isn’t anything that can be done.

We can continue monitoring this issue, but you may wish to undertake other security measures, such as CCTV.

Marianne Rossi

From: Marianne Rossi
Sent: 26 June 2026 10:40
To: Marianne Rossi
Subject: FW: Supporting Sustainable Community Projects Across Wiltshire
Attachments: Marlec Engineering Solutions(2).pdf

From: Neringa Gudukaite <neringa.gudukaite@marlec.co.uk>
Sent: 29 May 2026 14:03
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Andy Etherton <andy.etherton@marlec.co.uk>
Subject: Supporting Sustainable Community Projects Across Wiltshire

Good afternoon Teresa,

I hope this email finds you well.

I wanted to reach out as part of our ongoing work supporting the Society of Local council clerks.

Marlec Engineering are one of the world oldest renewables companies providing remote off grid solutions for almost 50 years,

Throughout our history we have supported local, town and parish councils delivering a range of solutions including:

Green Column - Remote solar and hybrid off-grid street lighting
Solar Bus stop and shelter illumination kits
PRISMA - Solar highways signage lighting kits
Off-Grid Variable message speed signs in partnership with Elan Cite.
CCTV / ANPR Camera systems.

We care about improving public safety through sustainable carefully planned projects.

If you are currently tackling issues like speeding, dangerous junctions, anti-social driving, problem areas for vandalism and anti-social behaviour we can help.

I hope this message is well timed and that a conversation may be of interest.

Kind regards,

Marianne Rossi

From: Tony Jones <tony.jones@jonesdevelopments.co.uk>
Sent: 26 June 2026 12:29
To: Marianne Rossi
Cc: Teresa Strange
Subject: Re: Himalyan Balsam

HI Marianne

Tony has now seen the Himilayan Balsam requirement and has said that for the removal of this it will be a cost of £ 840.00 + VAT

Let me know if you are happy to proceed and I will schedule in for you.

M x

Michelle Turner-Bayly
Operations Manager
J H Jones & Sons Limited

From: Tony Jones
Sent: 12 June 2026 16:56:13
To: Marianne Rossi
Cc: Teresa Strange
Subject: Re: Himalyan Balsam

HI Marianne

Marianne Rossi

From: Marianne Rossi
Sent: 30 June 2026 09:19
To: Marianne Rossi
Subject: FW: Parking in front of gate Shurnhold.

From: [redacted]
Sent: 29 June 2026 20:31
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Subject: Parking in front of gate Shurnhold.

Hi Teresa/Hayley
The car park at Shurnhold has had no problems since it opened. But the last couple of days cars have started to park in front of the gate. I took
This one just after a car had left. It takes away about 5 spaces as it effectively cuts off the area to the left in this picture and to the right as cars can't manoeuvre.
I think a large sign should say no paring in front of this gate.
I'll leave it with the two of you to think about it.

Sent from my iPhone

Mr Patrick Hunt, Secretary
Shaw Hill Playing Field and Village Hall Trust Management Committee
The Beeches, Shaw, Melksham SN12 8EP

Minutes of the Shaw Hill Playing Field and Village Hall Trust Management Committee Meeting 5-26 held on Tuesday May 19th 2026 at 7pm at the Head Shed, Whitley, SN12 8RL

Attendees:

Mike Booth (MB) Chair, CAWS representative and Trustee

Patrick Hunt (PH) Secretary and Trustee

Kieran Powell (KP) Field Coordinator

Rebecca Coles (RC) Grants and funding manager

Anni Beveridge (AB) Parochial Church Council Rep, Trustee and minute taker

Joan Boorer (JBo) Treasurer and Trustee

Jo Bishop) JBi) Ore- School representative and Trustee- attending on MS Teams

1. **Welcome-**MB welcomed all present to the meeting. He explained that Stewart Harrison had popped into this meeting earlier to give his apologies as he had another commitment, but would, be joining the committee as a new volunteer. Mike also mentioned Bill Ryans who had sent his apologies as he was unwell, but would also be joining this committee as a new volunteer**.**

2. **Apologies received-**

Pete Jonik (PJ) Maintenance Manager

Martin Franks (MF) MWPC (Melksham Without Parish Council) representative

Stewart Harrison

Bill Ryans

3. **Matters arising from previous meeting unless raised under agenda items below**

3.1. **Minutes from previous (Teams) meeting held on 21.4.26 –** The minutes were approved after Rebecca Coles asked for a small correction at point 4.3 which should read that RC had "applied to Waitrose for some grant money *which had been approved by them , but that we would need to reapply between October and November."*

Mr Patrick Hunt, Secretary
Shaw Hill Playing Field and Village Hall Trust Management Committee
The Beeches, Shaw, Melksham SN12 8EP

4. Finances:

4.1 Treasurer's update- JBo stated that she would provide a written report for the minutes later in the week. Meanwhile she read out a summary of the receipts and payments made since the last meeting. She added that we are still waiting for the £9,000 grant awarded to the hall which is in the pipeline and should be in our account by the end of the week. She stated that our insurance is rather costly. PH stated that he thought that we may need to have two insurance packages next year to cover re-build costs since a local village hall, which burnt down, had not been fully covered for re-build costs and had not been able to cover this expenditure. JBo felt that we should be due a reduction of our insurance costs since the installation of the new alarm system.PH thanked JBo for her summary. ***Post meeting note- a full report has since been sent- see below.***

Treasurer's Report 1st January to 22nd May 2026

Account balances on 1st January were as follows:
Business Account: £9415; Treasurer's Account £1145. Total £10560

Account balances on 19th May are as follows:
Business Account: £4282; Treasurer's Account £61. Total £4343.

To date I have transferred a total of £5150 between accounts.

Main expenditure has been:
Aquasafe £2220 (£2160 2025)
Insurance £1399 (£1281 2025. A cheaper provider will be sought for 2027)
Field Maintenance to date: £1920. This includes an additional £400 for ground treatments.
Due to the bad weather, income from field hire has been only £600. Total income in 2025 was £2490.
Alfa Rod £288 to unblock waste pipe
Phil Alford £520. Various plumbing jobs including replacing kitchen tap.
PAT £177
Change of cleaner mid-February resulted in an average monthly bill of £344. New cleaner's monthly bill will average approx £300, plus a 4 to 6 weekly deep clean totalling £80.
Due to a major water leak last year the monthly water bill is still £251.

Mr Patrick Hunt, Secretary
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Main receipts have been:
Regular hall hire £3370 (Preschool, Whist, Pilates, Line Dancing)
Ad-hoc bookings £1423
Field hire £600

Charges from 1st June 2026:

Regular hire:
Pre-school £60 per session.
Line dancing £30 per session
Whist Club and Pilates £16 per hour.

General hire:
Weekdays: £20 per hour.
Weekends: £20 per hour before 7pm; £25 per hour 7pm-10.30pm
Children's Party Package: £60 for 3 hours plus ½ hour before and after to clear up. (4 hours total)

MB asked about the cleaning costs as these looked rather high. JBo explained that there had been a bit of an overlap with the new cleaner starting and Kelvin finishing which explains the extra outgoings for cleaning. JBi said that the new cleaner is cleaning regularly and is doing a good job. This cleaner is also doing a fairly frequent deep clean which is costing a bit more. PH and MB queried the need for this frequency. PH flet that a deep clean every six weeks should be adequate. JBi said that the new cleaner is also cleaning the windows quite regularly and this does enhance the environment. Jbi added that the level of cleaning is excellent.

At this point MB felt it would be appropriate to review the booking charges since this had been agreed at the last meeting. He had done a recent research into the hire fees charged by other local halls and found the SVH to be generally charging quite a lot less by comparison. After some discussion it was agreed to make changes to our hire costs to the following effect:

£20 per hour to hire hall and to include use of the outside space if required. £60 for event hiring which is for three hours and some clear up time.

An adhoc evening rate 7-10pm would be £25 per hour

Pre- school charges were discussed with JBi . She stated that, as a Charity, she had always tried to keep her own charges as low as possible. However she added that she felt that a rise in charges at this point was a fair suggestion. Eventually it was agreed that pre-school hire rates would be £60 per session. She added that this would need to be approved by the Pre-school Trustees. MB asked if the new charges could commence from 1.6.26. This was approved.

JBi also made a request to be permitted to leave the pre-school equipment out on a Monday and a Wednesday afternoon/evening. This was agreed unless/until there were any evening bookings for these week days. JBi agreed to this. JBi then also asked if she could have more control over the heating system as the group often did not need the heating on at certain times. This was agreed but, at the moment the thermostat is inaccessible. It was thought that PJ had already been looking at a remote thermostat. It was agreed that PJ could purchase such a thermostat after finding the best price. PJ had previously seen one which was £400 so it was hoped that he might be able to find one at a better price.

4.2 Other grant bids- KP said that our Football Foundation grant is £3,200. PH said that we had received all the grants we had requested to date.
RC said that her bid to the Swindon and Wiltshire Community Fund had not been successful. She wanted to put a questionnaire in the connect magazine to find out what activities the local community would be most interested in and would therefore support. RC also said that she has been applying to various other organisations for grants. She has created a spreadsheet for these applications. The Community Lottery bid is also being launched and MB showed all present a poster to be distributed to advertise this. He urged all present to promote this as far afield as possible. Various committee members took posters to display wherever appropriate.

4.3 Expenditure Requests from Committee- No requests made

5. Hall and Field Facilities Maintenance-

5.1 Hall maintenance update- A dripping tap has been fixed. This seemed to have taken quite a while to get sorted.PH said that JBi could always call a plumber(Phil Alford) herself if Pete Jonik is away, and get small plumbing jobs finished quickly to avoid wasting water. However, to avoid unnecessary expenditure, PJ should always be contacted first to ensure that he has the opportunity to do any similar jobs if he can.

5.2 Field maintenance update- KP reported that five extra games had been played in April and May but otherwise it had been rather a poor year due to prolonged periods of wet weather. As the weather has now improved it was expected that Tony Jones and son would be able to start on the work he had hoped to do earlier in the season. KP added that there is potential third team wanting to book the field. PH suggested that this booking should be for a trial period of a year. KP agreed with this.
KP has agreed to repaint the changing room floor and walls. He wants to add a resin to this to improve durability. He will also use up the remaining paint to paint the radiators. This paint was bought using a £250 grant from Brewers. As there had been a few complaints from hall users about the strong smell after painting, it was suggested that a humidifier might help if placed in the area afterwards. This would reduce drying time as well. **ACTION: KP to finish painting changing rooms and use a humidifier afterwards**
5.3 Tree Report- A tree survey had recently reported on all large trees on the site.PH read out each individual tree report of those tress around the field. One needs felling, some need some branches trimming, and ivy removed but critically no trees show any signs of Ash Dieback. A neighbour of the hall had written to PH to say two trees had this disease. Luckily this is not the case. It was recommended that some trees are monitored. MWPC are responsible for some of the work that needs doing, PH to contact them about this. **ACTION: PH to contact MWPC regarding tree works required.** JBi reported that a hall neighbour had trimmed the overhanging branches of an apple tree.

6. Hall Programme Management-

6.1 Bookings update-MB reported that adhoc hire was going well. One lady had contacted him about doing some baking/cake stall to raise funds for the hall but concerns were raised during the meeting about Food Hygiene/Safety certification and so this is unlikely to be pursued.

6.2 New Policies- PH said that he would work through this as soon as he could **ACTION: PH to work through Policies asap**

7. Committee and Hall administration-

7.1 Committee membership- PH said that he was delighted to welcome two new members to the committee- they are Stewart Harrison and Bill Ryans. Unfortunately, neither were able to attend this meeting. Bill had sent his apologies and Stewart had popped in before the meeting to offer his apologies in person.

Mr Patrick Hunt, Secretary
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7.2 Feedback from MWPC meetings- Nothing to report since Martin Franks was unable to attend

8. Future meetings:

Tue 16th June 2026 - Teams Meeting
Tue 14th July 2026 -Full Meeting
Tue 11th August 2026 - Teams Meeting
Tue 15th September 2026 -Full Meeting
Tue 13th October 2026 - Teams Meeting
Tue 10th November 2026 -Full Meeting
Tue 8th December 2026 - Teams Meeting

9. **Actions review**- Everyone present was happy to keep reviewing all actions from the previous minutes at each subsequent meeting

ACTIONS from last meeting-

1. PH to review best weekdays with each member for committee meetings to take place-ongoing
2. KP is painting changing rooms- ongoing
3. PH will put an article in local paper about the SVH 50th anniversary
4. MB to jog Stefano's memory regarding installing the CCTV camera

10.AOB- JBi asked for an override key for the kitchen window shutter. However, the shutter is not dropping down when alarm is activated. PJ has the only key. The shutter will have to stay down until it is working properly.

ACTION: PJ to be asked to get some extra keys cut

MB reminded all that we have a booking from 5-11pm in the hall for Gaz Brookfield – folk singer on the 22nd July. He added that it would be ideal if we could find a licensed pub/bar, or other, to provide a bar at this event. MB wondered about the Whitley Community shop as they are licensed**. ACTION: Anni to contact the shop committee to ask if they would like to provide a bar on this date.**

SVH car park- Sue Evans, Deputy Chair of Shaw School Governors, had met with Teresa Strange, Melksham Without Parish Councillor, regarding the road safety meeting held at Shaw school on the 30th April. Sue Evans is leading the recently completed travel plan for the school. One of their plans is to look at improving parking for parents. Anni had attended this meeting to represent SVH. Several ideas on how to improve road safety

and families walking to school had been discussed at this meeting. The meeting was informed that SVH had hoped to extend their car park but grant bids for this had not been very successful so far, apart from an Area Board grant up to £10,000 which, as the most recent quote for this work is £25,000, is not enough. There is another Governors meeting in July to discuss the plans further.

The meeting ended at approximately 8.40pm

Bowerhill Sports Field Footbridge Replacement

As members are aware, the existing footbridge at Bowerhill Sports Field is approaching the end of its serviceable life and has required repairs to ensure it remains safe for use. The council previously agreed that the bridge should be replaced and officers met with a specialist bridge supplier to discuss the project and obtain an indicative quotation and specification.

An initial indicative quotation was received for the replacement of the existing footbridge with a 6-metre steel bridge.

As the estimated cost was higher than originally anticipated, officers sought to obtain comparable quotations from alternative contractors. . One contractor advised that the specification appeared to be larger than they would normally expect for a bridge of this type and questioned whether it was proportionate to the site's requirements. Although this contractor is not a specialist bridge supplier, they are familiar with the local area and were therefore reluctant to provide a like-for-like quotation based on the specification provided. Officers could approach a further specialist bridge supplier to undertake a site visit and prepare an alternative design and quotation, but it has been difficult to get site visits from specialist contractors.

You therefore need to consider whether you wish for us to continue seeking an alternative specification or proceed on the basis of the existing specialist design and obtain some more quotes on this basis.

Bleed Kits:

Purpose of Report

To provide members with updated information on Community Bleed Control Kits following further investigations and to consider:

1. Whether the council wishes to install Community Bleed Control Kits at appropriate parish council sites within the parish
2. Whether the council wishes to support community facilities, particularly parish council-owned village halls, in obtaining Community Bleed Control Kits.

Background

As some members will be aware, the council previously considered the provision of Community Bleed Control Kits within the parish. At that time, members expressed concerns regarding whether members of the public would require training before using the kits, where they could be appropriately located, and the associated installation costs. It was also understood that the kits could not be accommodated within the council's existing defibrillator cabinets and would instead require separate cabinets, increasing the overall cost. As this was a few years ago, we have looked into this further and additional information has now become available which addresses many of these concerns and may assist members in reconsidering the provision of Community Bleed Control Kits within the parish.

Further Investigations

Further enquiries have been undertaken with HeartSafe, a Bristol-based organisation which supplies NHS-approved Community Bleed Control Kits. HeartSafe works in partnership with Avon & Somerset Police, Wiltshire Police and the South Western Ambulance Service to provide a long-term management solution for community bleed kits. Bleed Kit Homepage | HeartSafe®

It should be noted that Wiltshire Council has recently placed an order for 105 Community Bleed Control Kits, to install in their sites which shows an increasing adoption of these kits across the county.

Ongoing Maintenance

One of the key developments since we last considered this matter is the partnership between HeartSafe and Wiltshire Police.

Under the Police Legacy Funding Scheme:

- registered kits are monitored through HeartSafe's management system;
- if a kit is used during an emergency or vandalised, the medical kit will be replaced at no additional cost to the council;
- all registered kits are recorded on the national Community Bleed Kit Map, which is accessible to the South Western Ambulance Service. During an

emergency, ambulance control can direct callers to the nearest available bleed kit where appropriate.
- Although when speaking to HeartSafe they mentioned that the local PCSO may check the bleed kit from time to time, we would have to have volunteers in place to check the kits are still there, like with the defibs.

This reduces the ongoing maintenance responsibilities previously associated with installing community bleed kits.

Installation

The recommended product by HeartSafe is the Standalone Model 2 Community Bleed Control Kit.

These units are designed as standalone dispensers and can be mounted on walls, buildings, railings or lamp posts using a pole adapter, which makes them suitable to be installed in a wide range of locations. To comply with NHS guidance, the kits must be visible and accessible to the public 24 hours a day and therefore remain unlocked. This would be different from the defibrillators we have around the parish which are locked and have a code to access them.

Training

Members previously expressed concerns regarding the level of training required before members of the public could safely use the kits. HeartSafe has advised that these kits have been specifically designed for use by members of the public without prior medical training. Each kit contains colour-coded equipment alongside a simple NHS-approved body mapping instruction sheet, enabling users to identify the correct equipment for different areas of the body.

In addition, HeartSafe has produced three educational training videos, approved by NHS partners and the South Western Ambulance Service, which are freely available and can be promoted through the council website. A community presentation package is also currently being developed to support local awareness sessions.

Costs

The current cost of the Standalone Model 2 Community Bleed Control Kit is **£229 + VAT** per unit.

This includes:

- standalone dispenser with NHS and Police branding;
- complete medical kit, including trauma wound dressing, haemostatic dressing, tourniquet and protective equipment;
- registration on the national Community Bleed Kit Map;
- ongoing management and replacement support through the Police Legacy Funding Scheme.

HeartSafe confirmed that there is no financial advantage to placing a bulk order, as each kit requires individual registration, mapping and ongoing support regardless of order size.

Village Hall Interest

At the most recent meeting with reps from the village halls and community buildings within the area, bleed kits were discussed with Bowerhill Village Hall, Berryfield Village Hall and Shaw Village Hall all expressing an interest in the initiative. Additionally, some representatives from community buildings within the town had also expressed an interest. There had been some discussion as to whether there was any economy of scale of placing one order for a number of village halls but as per the above this would not be the case.

It was recognised that, whilst bleed kits are often associated with knife-related incidents, they could also prove invaluable in responding to serious injuries resulting from road traffic collisions, sporting injuries, agricultural accidents and DIY incidents, particularly within rural communities. The possibility of seeking grant funding through the Melksham Area Board or Health & Wellbeing Group was discussed, together with the potential for a coordinated approach across community venues at the meeting. The Clerk had contacted the Area Board to see whether grant funding could be obtained through these methods; however, it has been confirmed that bleed kits would not be considered to be a capital item and they would not meet the current Area Board criteria.

Considerations

Members may wish to consider two separate aspects of this:

1. Community Bleed Control Kits at Parish Council Sites

The council may wish to consider whether Community Bleed Control Kits should be installed at suitable parish council locations where there is a high level of public use or an increased likelihood of serious injury.

Potential locations could include:

- Bowerhill Sports Field- Where sporting activities are taking place on the field, additionally, this area is located on an industrial estate with a number of businesses. This would provide a publicly accessible bleed control kit serving both the sports field and the surrounding business community.
- Shaw Playing Fields- due to its regular use for organised football and other recreational activities, providing a publicly accessible bleed control kit for players, spectators and other visitors to the site.

2. Supporting Community Facilities

Members may also wish to consider whether the council should support community facilities, particularly parish council-owned village halls, in obtaining Community Bleed Control Kits, if they wish to pursue further.

Financial Implications

The purchase cost is currently **£229 plus VAT per kit**.

Future maintenance costs are expected to be limited due to the ongoing management and replacement arrangements provided through HeartSafe's partnership with Wiltshire Police.

Delivering Bleed Kits To Communities Across Avon and Somerset

Supported By...

NHS

HeartSafe®
Saving Lives In The Community

LEARN MORE

and many more partners in our community & the UK...

Our Mission Statement

What is the Avon & Somerset Bleed Kit Partnership

Avon and Somerset Police have joined up with HeartSafe and NHS England South West to provide emergency bleed kits in public spaces across local communities.

These kits are easily accessible to help anyone respond quickly in life-threatening situations involving severe bleeding, such as from traffic accidents, falls, stabbings, animal bites, or other injuries.

With 24/7 availability, these kits empower the public to act in the crucial first moments after an injury, potentially saving lives before emergency responders arrive.

Kingswood, Bristol

Did You Know?
On average, you have as little as 3-4 minutes to stop a catastrophic bleed.

Our Guiding Principles

- Immediate Availability: Our kits are kept in unlocked dispensers, making them instantly accessible in an emergency.
- Simplicity: Make kits easy to find, understand, and use during emergencies.
- Up-to-date mapping: Share up to date locations of kits to boost community awareness and engagement.
- Affordability: Multiple options of dispensers and cabinets makes it more affordable for a range of communities and businesses.
- Drive Visibility: Highly visible kits raise awareness within communities
- Long-term Solution: Our legacy funding means we have a comprehensive management system for the kits which includes registration, mapping, and ongoing support for repairs and replacements.
- National Reach: Our hope is that this easy provision model can be rolled out across police forces and communities nationally.
- Branding Opportunities: Kits can feature branding from charities, community groups, or businesses to show support (see pg. 17).
- Be everywhere: Reach as many communities as possible.
- Grow the partnership: **More kits = more opportunity to save lives.**

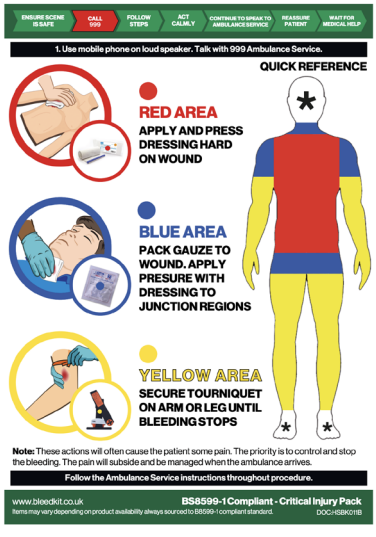
Bath

Bath

SWASFT Collaboration

South West Ambulance Service Joins The Partnership to Improve Emergency Response

South West Ambulance Service (SWASFT) have become a key partner in the bleed control kit initiative, offering vital support and advice. SWASFT has endorsed the kits for being straightforward in an emergency and the only appropriate solution of their kind.



Through collaboration with SWASFT we have adapted the body mapping card contained within all bleedkits which has now been endorsed by medical professionals as best practice.

<- NHS Approved Instructions

Control Room Ready

How We Are Helping Save Lives...

Police and Ambulance Command & Control rooms have now gone live with a mapping system which provides real time plotting of bleedkit sites, meaning members of the public can be told the exact locations when they call 999 and then be told how to use them. **This is the first collaboration of its kind in the UK.**

Why is all of this important?

Recently, a young person was stabbed in central Bristol.

Despite a bleed kit being just yards away, bystanders did not know it was there, and the victim had to be carried over a mile to hospital.

Thankfully, they survived.

This situation highlights the importance of SWASFT's involvement. With the new mapping system, the public will be promptly directed to nearby bleed kits in emergencies.

City Centre, Bristol

We are now working with key stakeholders such as SWASFT to scale the model nationally as best practice and the best solution to respond to catastrophic bleed incidents.

Where are they needed?

Bleed control kits are vital in managing emergencies involving severe bleeding, this can occur in a range of environments and situations.

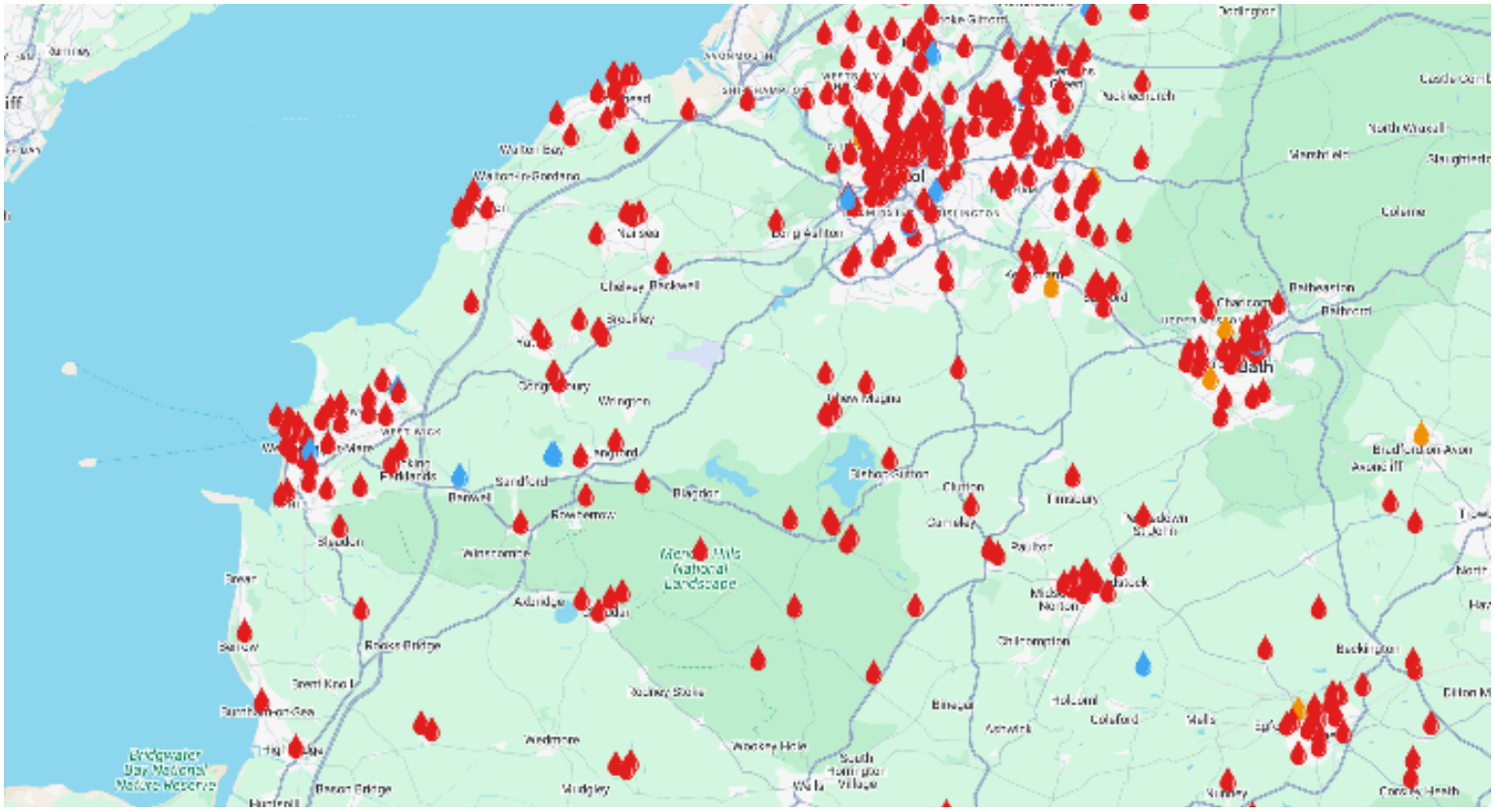
For example:

- Workplaces: Especially in industries such as construction, manufacturing, and hospitality, where sharp tools and machinery are used.
- Crime: Injuries caused by a knife/violent offences, etc.
- Schools and Universities: In the event of an accident in classroom, during sports, or unfortunate incidents of violence.
- Highways and Roads: For use in traffic accidents, where timely medical intervention can save lives before emergency services arrive.
- Rural and Remote Locations: Areas where access to immediate medical care is limited, making it vital for travellers or residents to manage emergencies independently.
- Outdoor Activities: Hiking, camping, and hunting, where cuts, falls, or animal attacks can cause severe bleeding.
- Home Use: Household accidents, such as cuts from kitchen knives or power tools, where immediate action is required to stop bleeding.
- Industrial Facilities: Where machinery or hazardous materials can cause serious injuries.
- Agricultural Operations: Farms and processing plants have risks from machinery and tools.
- Forestry and Logging: High-risk of cuts or punctures from chainsaws, equipment and falling trees.

And more…

Goblin Combe, North Somerset

The Grand Pier
Weston-Super-Mare



The Map

Containing the locations of all installed and upcoming bleed kit locations in Avon and Somerset

= Installed Kit **= Coming Soon** **= Restricted Access**

HeartSafe have created an interactive public facing map to mirror the success of their AED Locator map used to familiarise communities with the location of the nearest defibrillator.

The Bleed Kit map now shows all locations and is updated daily with any newly registered kits.

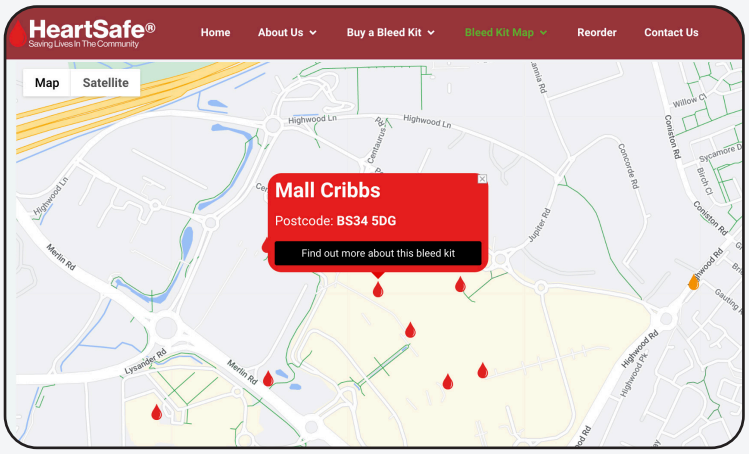
Locations are added via a simple web form, we also add 'coming soon' and 'restricted access' locations to show where we are expanding the scheme. The map also has a search feature so people can easily identify the closest bleed kits by entering an address.

It's so simple, just follow 'register your bleed kit' and leave the rest to us.

Kit Location Details

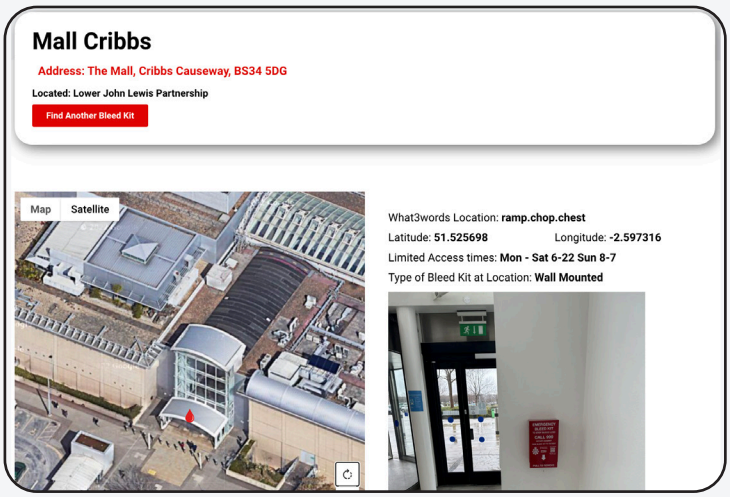
The attention each kit gets...

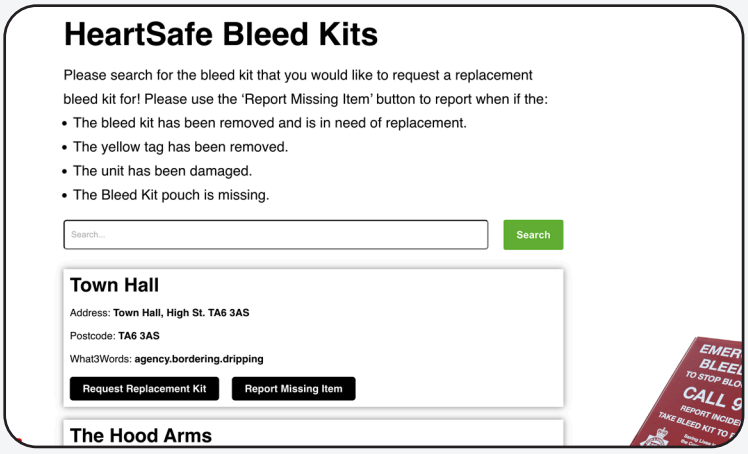
Each bleed kit has a dedicated location page, this shows a detailed map and an image of the kit. This allows real community engagement and drives ownership and care for local bleed kits



Detail Popup on Map

Click through to dedicated detail page for each location





Easily re-order or report kits missing

Legacy Fund - Future Kit Management

Avon and Somerset Police have agreed a legacy fund for the ongoing, **free** management and replacement of these Bleed Kits in their region

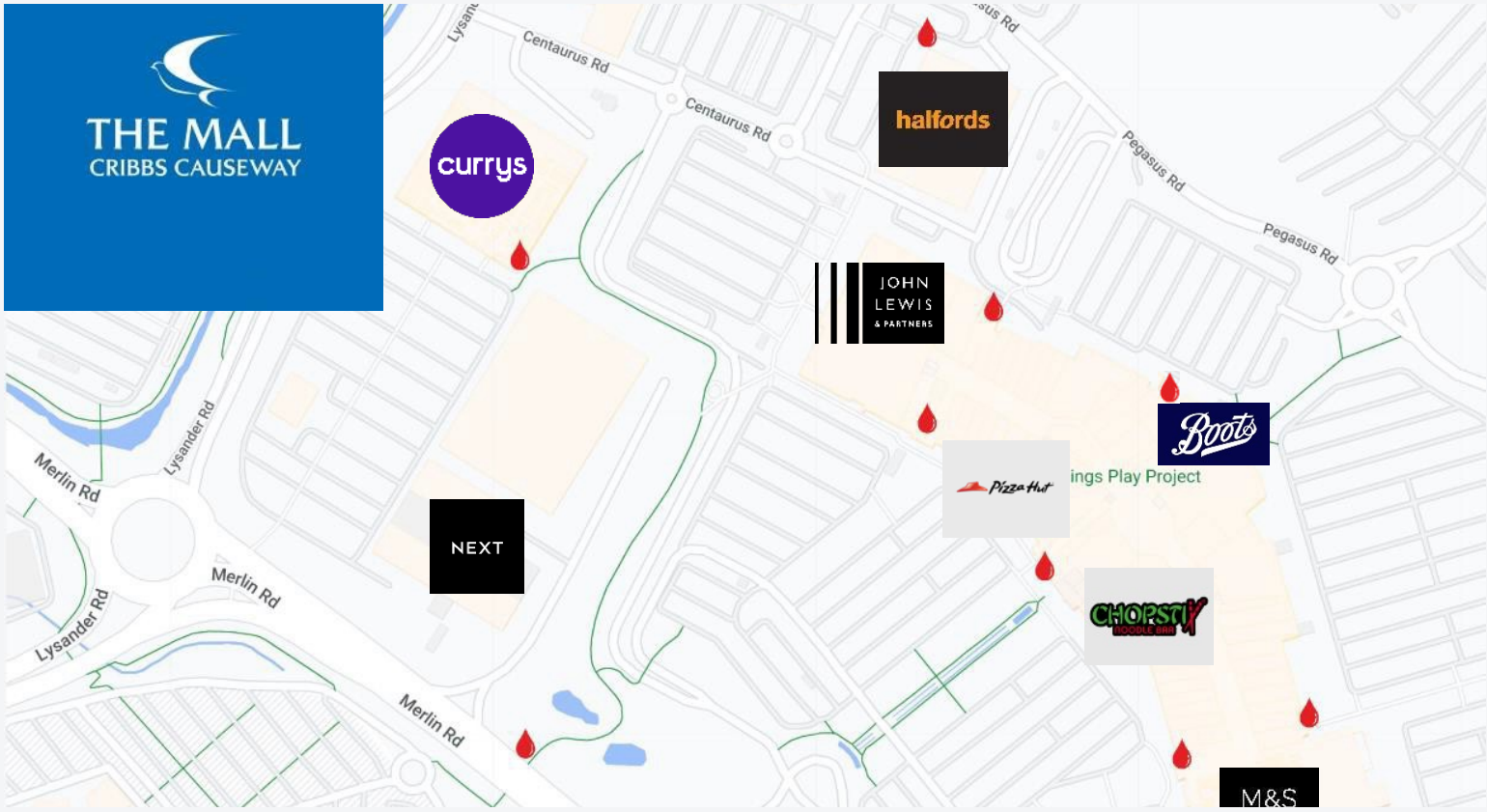
The ongoing management scheme incorporates:

- Regular checking of all sites on local policing patrols.
- A system with HeartSafe which notifies when items in each kit with expiry dates need to be replaced.
- A system with HeartSafe to alert local policing teams when a kit has been used.
- A simple QR scan system to allow replacement kits to be reordered in the event of usage, theft or damage.
- Free installation if required, however self installation and registration instructions are provided to enable a more timely delivery and installation'

Avon Road, Bristol

Avon Road, Bristol

Farrington Gurney, Somerset



Businesses Like Yours...

The Mall, Cribbs Causeway

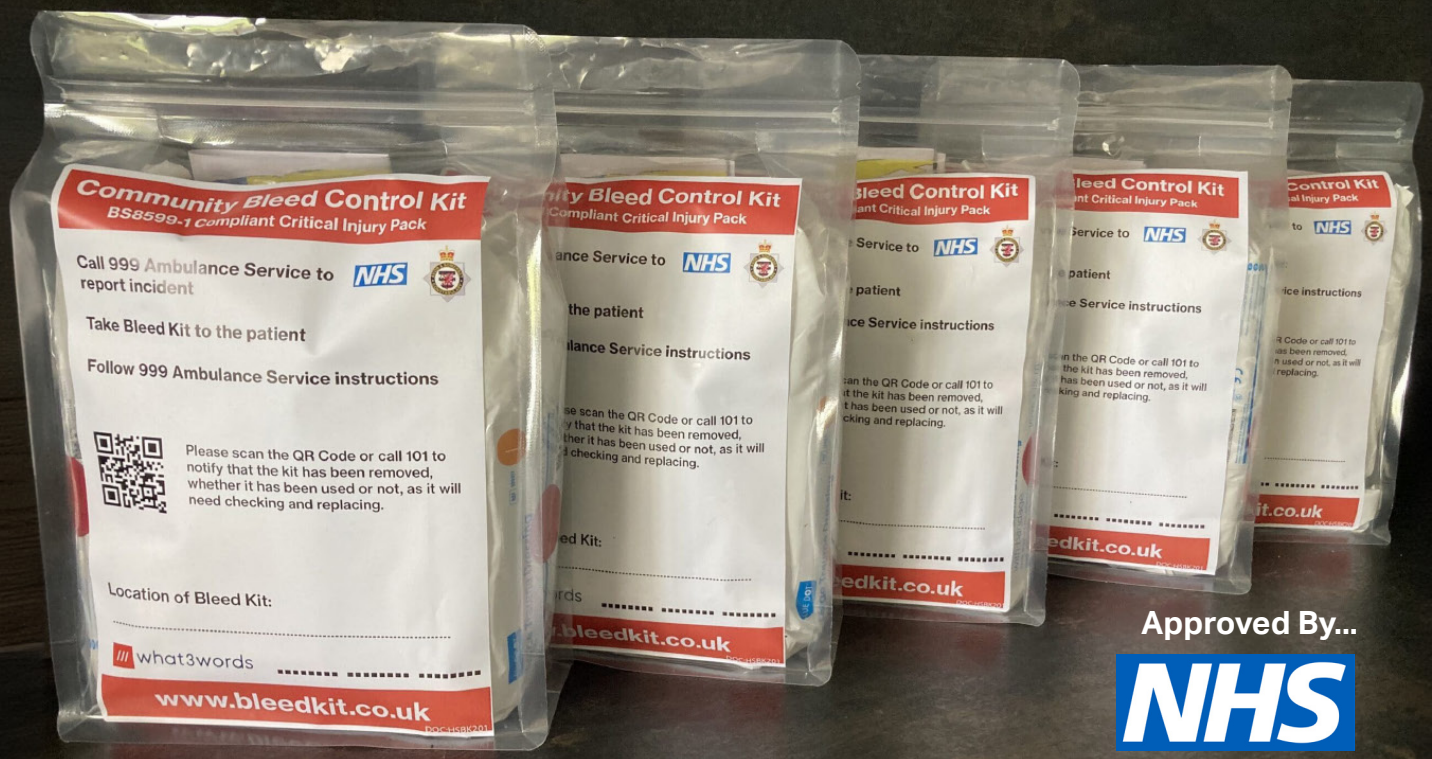
The Mall is the largest regional shopping and leisure hub in the South West of England. Through our partnership, they were looking to help safeguard their site. We have been able to supply 10 bleed kits across their site. All of these kits were funded and will be managed continuously by the Mall.

This is one of several partnerships we have created with organisations like yours. You can see some of our other partners below...

Mikey's World Registered Charity 1207939
Bridgwater & Taunton College
Lifeskills Learning for Living
TGS
AVON
NHS South Western Ambulance Service NHS Foundation Trust
We Do Your Group
Rotary Club of Dronfield
Avon & Somerset Police & Crime Commissioner
Hull City Council
Bath & North East Somerset Council
Bristol City Council
Bristol Property Agents Association
Safer Cornwall Kernow Salwa
Yeovil Town Council
Knives Take Lives

OUR PARTNERS

See pages 21 and 22 for some examples or visit the HeartSafe website for our full gallery.



Approved By...

NHS

Critical Trauma Pouch

(Bleed Control Kit)

Meets requirements of BS8559-1

Compliant Critical Injury Pack

The core of our mission. A simple, easy to understand kit of life-saving essentials designed for use under 999 guidance to help treat a catastrophic trauma patient until emergency services arrive.

Developed with the support of the NHS and 999 emergency services, this kit is designed to include essentials for use by untrained members of the public.

These kits are stored in unlocked, 24/7 Bleed Kit Dispensers, making them easily accessible to everyone at any time.

> *"NHS ambulance crews and trauma teams do a great job when confronted with a patient who's losing a lot of blood, but we wanted to go further in those crucial minutes when an ambulance was still on its way..."*

- Dr Michael Marsh

NHS, South West Medical Director

Instructions

The first instruction is to call 999, so any intervention is supported by a call handler with the kit aimed to help control the bleed in the few minutes before an ambulance arrives.

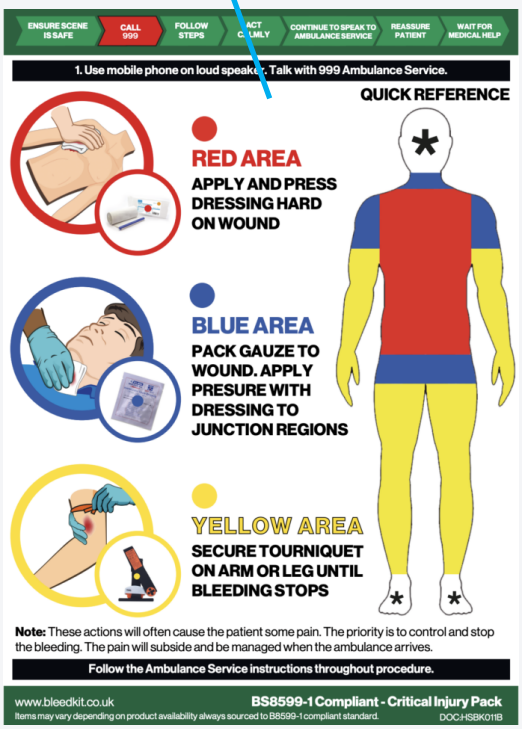
Printed Instruction Card with Quick Reference

Front Page

Simple step-by-step instructions. 999 call is prioritised.

Colour-coded pack contents correspond to use depending on location of injury

Guidelines for use of pack contents under 999 supervision



Back Page

QR Code to allow re-order of new pack after use. Full ongoing end-to-end management and replacement system provided by the partnership in the Avon and Somerset region

© Copyright Heartsafe / Heart Safe trading as AED Locator (E.U.) Ltd

Together with HeartSafe we have created a set of instructions that are clear and encourage best practice for use by someone who is likely to be in a state of panic.

Simply follow the coloured dots that allows for easy identification of all contents when opened and quick application of what is needed to best help the patient.

Inside The Bleed Kit

NHS South Western Ambulance Service Approved BS8559-1 Compliant Critical Injury Pack

Working together with HeartSafe, we devised a community Bleed Kit that can be used by any untrained member of the public with 999 operator assistance.

Given that most members of the public will likely not have any training we prepared simple colour coded steps so that the instructions are clear and easy to use when someone is in a critical situation.

Printed Instruction Card

Nitrile Gloves x 2

Emergency Thermal Blanket

Whistle

Tourniquet

Medical Shears

Trauma Wound Dressing x 2

Haemostatic Dressing x 2

Approved By...

NHS South Western Ambulance Service NHS Foundation Trust

Items shown represent contents included in the Community Bleed Kit Pouch and may change depending on availability.

Bleed Kit Dispenser
‘Limpet’ Model 1

£229 +VAT

Fits directly to the side of the many thousand HeartSafe AED Cabinets across the UK. (Will also fit many other types of similar AED cabinets)
Immediate 24 Hour Access, easy to follow “Pull to Remove” instructions.

Each Kit Contains:

1 x ‘Limpet’ Bleed Kit Dispenser
(Pull to Remove Feature)
1 x Installation Kit (Template, Drill, Fasteners and Security seals)
‘Emergency Bleed Kit Available Here’ directional Label
1 x BS8599-1 Compliant – Critical Injury Pack
Sealed Community Bleed Kit Pouch Containing:

- 2 x Trauma Dressings
- 2 x Haemostatic Dressings
- 1 x Tourniquet
- 2 x Individual Pair of Nitrile Gloves
- Safety Medical Shears
- Foil Blanket CPR Face Shield Whistle

SCAN TO PURCHASE

Memorial Stadium, Bristol

Bleed Kit Dispenser
‘Standalone’ Model 2

£229 +VAT

Can be installed anywhere. Indoor or outdoor, wall mounted and registered to the HeartSafe Bleed Kit Map.
Immediate 24 Hour Access, easy to follow “Pull to Remove” instructions.

Contains:

1 x ‘Standalone’ Wall Mount Bleed Kit Dispenser
(Pull to Remove Feature)
1 x Installation Kit (Template, Drill, Fasteners and Security seals)
‘Emergency Bleed Kit Available Here’ directional Label
1 x BS8599-1 Compliant – Critical Injury Pack
Sealed Community Bleed Kit Pouch Containing:

- 2 x Trauma Dressings
- 2 x Haemostatic Dressings
- 1 x Tourniquet
- 2 x Individual Pair of Nitrile Gloves
- Safety Medical Shears
- Foil Blanket CPR Face Shield Whistle

SCAN TO PURCHASE

Model 2 Dispenser Mounting Kit

Pole/Railings Attachment

£39.50 +VAT

Some people have difficulty with listed buildings, where community bleed kits are needed most. For this reason, we have designed a new adaptor, a Standalone Model 2 Bleed Kit dispenser, around poles of different diameters, from 75mm up to 200mm, so a street sign type posts up to a telegraph or CCTV pole. It will also work on railings.

Contains:

1 x Pole/Railings Attachment Kit For The Model 2 Dispenser

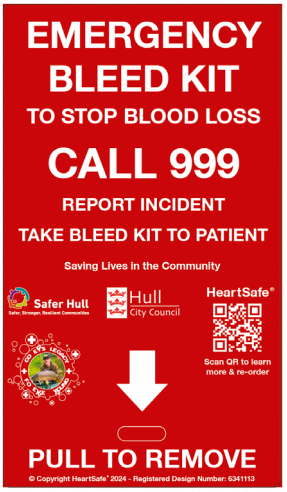
SCAN TO PURCHASE

Easy Customisation

for your business

We can apply your businesses logo on orders of 10 or more cabinets giving your local community the knoledge that your business has been responsible for helping to safeguard communities.

MANUFACTURED IN THE UK



Logos can be added to the livery for any business

Successful Deployments Of Bleed Kits

See all our good news stories on our Facebook page.

Avon and Somerset Bleed Kit Partnership
November 27, 2024 ·

🚨 Bleed Kit used 🚨

We have been made aware that one of our bleed kits that was funded by **Knife Angel North Somerset** located in Weston Super Mare town centre has been used. Key equipment from the kit including the shears, gauze dressing and trauma dressings were used to assist the patient by controlling a bleed 🩸

The use of the kit has been reported to us and a replacement has been arranged.

Thank you to those quick thinking members of public who were aware of its location and quickly utilised it to assist the patient, who we wish a speedy recovery 💗

This emphasises the importance of knowing where your nearest bleed kit is 🗺️
https://www.heartsafe.org.uk/bleed-kit-map/

We now have over 450 kits installed and accessible to the public, with a vision of having many more across the Avon and Somerset area.

If you wish to fund a bleed kit for your community then please visit https://www.heartsafe.org.uk— with **Knife Angel North Somerset** and **North Somerset Neighbourhood Policing**.

38 3 comments 15 shares

Avon and Somerset Bleed Kit Partnership
March 14 at 6:16 PM ·

🆘 ‼️ BLEED KIT USED 🆘 ‼️

We have been notified by **South Western Ambulance Service NHS Foundation Trust** that one of our bleed kits was successfully used to help treat a patient with a serious head injury in the Keynsham area today.

The bleed kit, which was one of 125 funded by **Avon & Somerset Police & Crime Commissioner** in 2024, was identified by the emergency medical dispatcher on their mapping system and a member of pubic was guided to the kits location (same street) and it was then used to control a serious bleed until the arrival of the Ambulance 🚑

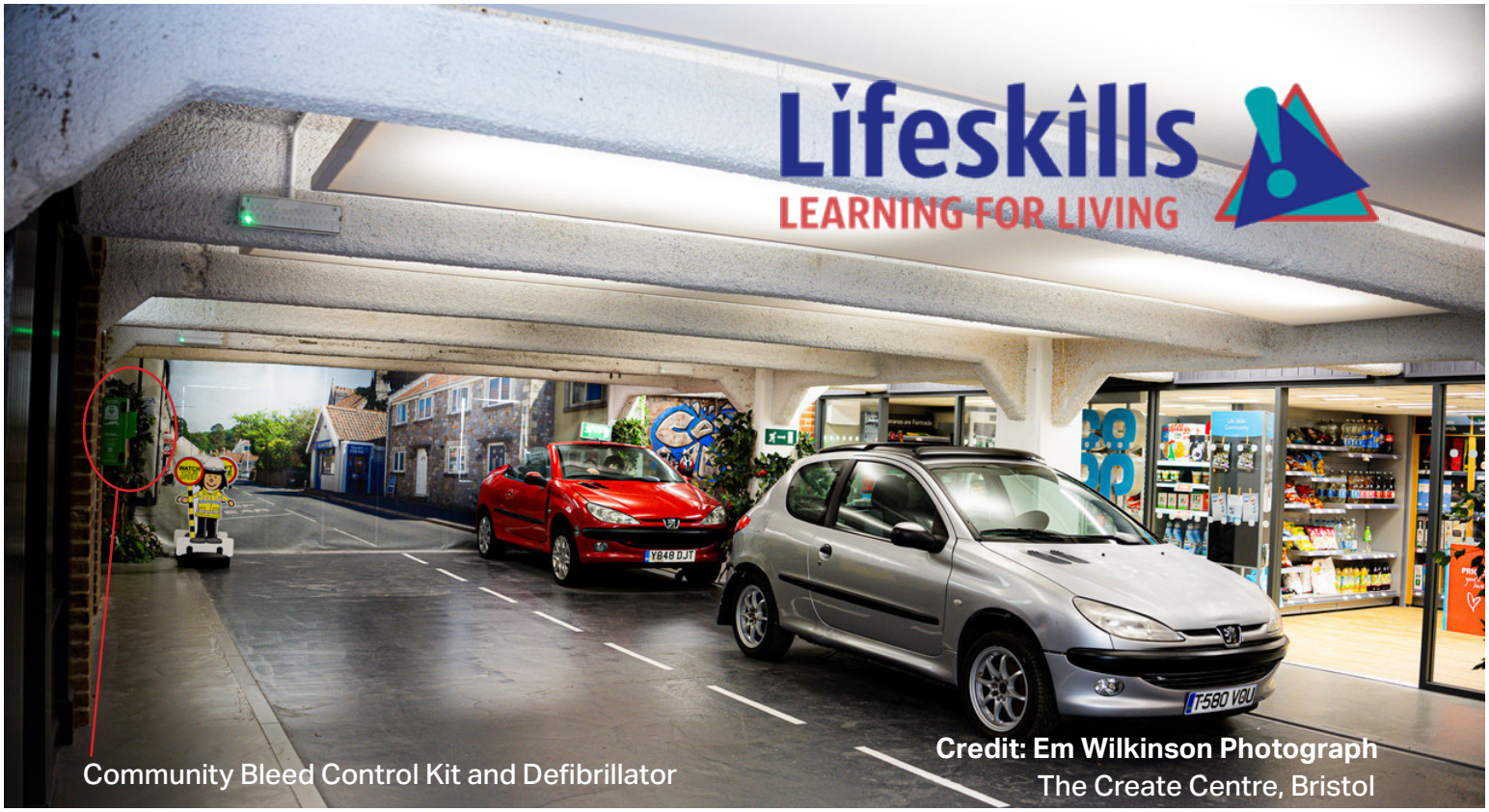
We are also grateful to the guardian of the kit also contacting us to provide the same information and to request a replacement, which has been arranged.

💗 We wish the patient a speedy recovery 💗

Stories like this show the importance of knowing where your nearest accessible bleed kit is and the need for ongoing investment to ensure they are readily available. We are proud to now have 530 kits in our community - with more coming soon 🩸

https://www.heartsafe.org.uk/bleed-kit-homepage/— with **Keynsham Town Council** and **Bath and North East Somerset Neighbourhood Policing**.

You, Jody Morrow and 35 others 1 comment 13 shares



Community Bleed Control Kit and Defibrillator

Credit: Em Wilkinson Photograph
The Create Centre, Bristol

New Partnership Benefit

Year 6 Knife Crime Education Scenario

We have now launched a brand-new innovative knife crime education scenario at the **Lifeskills** centre in Bristol.

This new scenario will teach Year 6 students about the dangers of carrying knives as they prepare for the important transition into secondary school. None of this would have been possible without the incredible collaboration with **Avon Metals**, to take surrendered weapons and knives that are placed in one of **Avon and Somerset Police** surrender bins, smelting them down and transforming them from metal into money to fund this new vital educational resource.

By turning weapons into life-saving tools and knowledge, this partnership is making our communities safer and empowering our children to make smart choices.

During our event also celebrated everyone who has come together under our partnership, which has distributed hundreds of emergency bleed kits across the region to save lives in trauma situations.

Safer Hull By Hull County Council

The Partnership Expands Across The UK

We're proud to share that our life-saving bleed kit initiative is expanding across the UK — reaching more communities, in both small and large quantities, with vital emergency resources.

A significant milestone has just been reached with 100 bleed kits being installed throughout Hull. These kits are strategically placed to provide immediate first aid in the event of an accident, workplace injury, violent incident, or other emergency — giving people the tools they need to act quickly when every second counts.

SAFER CORNWALL
Kernow Salwa

Along with Safer Cornwall who have had over 20 recent Bleed Control Kit installations & growing.

But this is just the beginning.

We're now calling on **investors, private businesses, councils, charities, and community groups** to join us in driving this mission forward. Your support can help place bleed kits in more public spaces, schools, transport hubs, and workplaces — potentially saving lives in your area.

National Reach: Our hope is that this easy provision model can be rolled out across police forces and communities nationally.

SCAN ME

Don't let your community be left behind.
Be part of the movement. Help us bring bleed kits to every corner of the UK by scanning the QR code.

Memorial Stadium Bristol

St Pauls, Bristol

The Downs, Clifton, Bristol

Waterside, Bristol

SS Great Britain, Bristol

Bristol

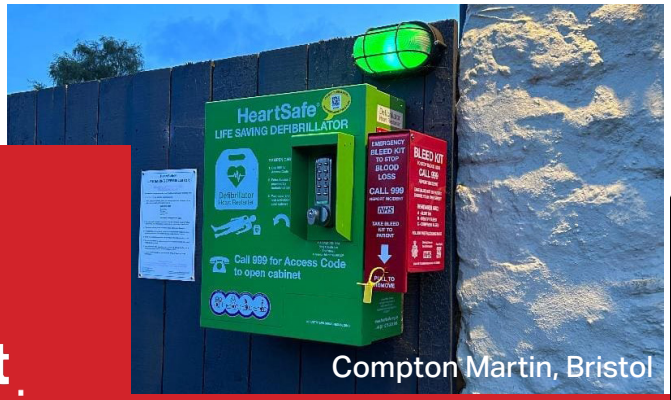
North Town Primary School, Taunton

Longwell Green, Bristol

City Centre, Bristol

Clifton, Bristol

City Centre, Bristol



Compton Martin, Bristol

The Grain Cafe Bar, Frome

Bleed Kit Partnership

HeartSafe® Saving Lives In The Community

NHS

Help make a difference in your Community

SCAN ME

GET INVOLVED

CommunityBleedKit@avonandsomerset.police.uk

www.bleedkit.co.uk

HSBKB105

Bleed Kit Partnership

THE BLUE LIGHT SHOW

Delivering Bleed Kits To Communities Across Avon and Somerset

Supported By...

NHS

HeartSafe®
Saving Lives In The Community

and many more partners in our community & the UK...

DOWNLOAD BROCHURE

www.heartsafe.org.uk/bleed-kit-homepage

© HeartSafe t/a AED Locator (E.U.) Ltd

Our Guiding Principles

- Immediate Availability: Our kits are kept in unlocked dispensers, making them instantly accessible in an emergency.
- Simplicity: Make kits easy to find, understand, and use during emergencies.
- Up-to-date mapping: Share up to date locations of kits to boost community awareness and engagement.
- Affordability: Multiple options of dispensers and cabinets makes it more affordable for a range of communities and businesses.
- Drive Visibility: Highly visible kits raise awareness within communities
- Long-term Solution: Our legacy funding means we have a comprehensive management system for the kits which includes registration, mapping and ongoing support for repairs and replacements.
- National Reach: Our hope is that this easy provision model can be rolled out across police forces and communities nationally.
- Branding Opportunities: Kits can feature branding from charities, community groups, or businesses to show support (see pg. 14).
- Be everywhere: Reach as many communities as possible.
- Grow the partnership: **More kits = more opportunity to save lives.**

Saving Lives, Building Trust: The Community Bleed Kit Partnership Model

Bleed Kit Partnership

The Avon and Somerset Bleed Kit Partnership stands as a transformative model of community-driven, cross-sector collaboration that is directly saving lives. Born from a vision to tackle rising knife crime and trauma incidents, this initiative brings together Avon and Somerset Police, HeartSafe, NHS England South West, and the South Western Ambulance Service to put vital emergency response tools into the hands of everyday people.

At its heart is a simple but powerful idea: provide the public with accessible, easy-to-use Bleed Kits that can control catastrophic bleeding in the critical minutes before professional help arrives. These cost-effective kits—strategically placed in public locations and fully mapped for emergency services—are already making a difference, with over 700 kits deployed and many more on the way.

Inspired by lessons from the 2018 Kerslake Report on the Manchester Arena bombing, the initiative doesn't just react to emergencies—it prepares for them. By prioritising accessibility, simplicity, open data mapping, and public ownership, the Bleed Kit Partnership has created a scalable, sustainable system for community resilience.

Key innovations—like affordable kit dispensers, lamppost-mounted units, and a volunteer-led installation model—have helped overcome barriers and fuel rapid growth. The campaign's transparency, public trust, and ethical business involvement have driven unprecedented engagement, with demand from councils, schools, businesses, and charities surging across the region.

The impact is clear: more than 700 kits in place, hundreds more in progress, and a blueprint that any UK community can adopt.

The Bleed Kit Partnership isn't just a response to violence or accidents—it's a proactive movement for community empowerment, public health, and shared responsibility. It's proof that when agencies unite around a common purpose and invite the public to be part of the solution, lives are saved—and communities grow stronger.

It's not just a local success story. It's a national model ready to be replicated across the UK.

Will your community be next?

enquiries@heartsafe.org.uk

CONTACT US

SWAST Collaboration

South West Ambulance Service Joins The Partnership to Improve Emergency Response

South West Ambulance Service (SWAST) have become a key partner in the bleed control kit initiative, offering vital support and advice. SWAST has endorsed the kits for being straightforward in an emergency and the only appropriate solution of their kind.

Through collaboration with SWAST we have adapted the body mapping card contained within all bleed kits which has now been endorsed by medical professionals as best practice.

> *NHS ambulance crews and trauma teams do a great job when confronted with a patient who's losing a lot of blood, but we wanted to go further in those crucial minutes when an ambulance was still on its way...*
>
> - Dr Michael Marsh
> **NHS, South West Medical Director**

Marianne Rossi

From: Gregory, Courtney <cgregory@dacbeachcroft.com>
Sent: 30 June 2026 08:37
To: Marianne Rossi
Subject: FW: Parties - Melksham Without Parish Council v Soloman PEGDEN - Our ref - ZMC606-2457343
Attachments: Police email RE Beanacre bus shelter.pdf

Good Morning,

We would like to inform you that we have now made a recovery in this matter.

Please can you provide us with your BACs details in order to return the policy excess.

Furthermore, please can you provide us with the best contact number to allow us to verbally confirm the BACS over the phone as per our security procedure.

We look forward to hearing from you.

Kind regards,

Courtney Gregory
Paralegal – Property Recoveries (Small Claims)
DAC Beachcroft Claims Limited

Pronouns: She/Her

All Correspondence to:
DAC BEACHCROFT
Sovereign House, Imperial Way, Newport, South Wales, NP10 8UH
T: +44 (0)1633657733
cgregory@dacbeachcroft.com

We are working in an agile manner across all our offices under our new Flex Forward Scheme where colleagues can 'Glide their Time'.

I am working in a Hybrid mode whereby I work remotely and in the office. My core hours are 8am – 4pm, Tuesday to Friday. Under our Flex Forward Scheme, I will be exercising Gliding my Time, so please note I may not always be available via telephone.

dacbeachcroft.com

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 29 April 2026 10:36
To: Gregory, Courtney <cgregory@dacbeachcroft.com>

Marianne Rossi

From: CPRE Admin <admin@cprewiltshire.org.uk>
Sent: 08 June 2026 14:17
To: CPRE Admin
Subject: The Campaign to protect Rural England - Wiltshire - Centenary Grant Payment

Good afternoon,
I am writing to let you know that your £250 Centenary grant has been successfully paid into your account.
I hope this funding helps you towards the successful completion of your project.
Once your project is finished, it would be lovely if you could provide us with a brief summary and a photo. We would love to feature your story as an article in our Voice Newsletter or eNewsletter.
Thank you, and best of luck with your project.

Kind Regards
Geraldine White | Office Manager
CPRE Wiltshire
T 01380722157
E admin@cprewiltshire.org.uk
W www.cprewiltshire.org.uk

The office is manned Monday, Wednesday and Thursday 09:30 -15:30.
Join us and help the countryside Join Here

100 YEARS CPRE Campaign to Protect Rural England Wiltshire

This email is confidential and may also be legally privileged. If you have received this email in error, please notify the sender immediately by reply and delete it from your system. Views expressed in this email are those of the sender and may not necessarily reflect the views of the Campaign to Protect Rural England (CPRE) – Wiltshire. CPRE Wiltshire is registered as a charity number 1134677 and limited liability company with charitable status, company number 07127100 England and Wales.

Defibrillator out of service log- Includes when defib has been deployed

Reference	Location of defib	Date taken out of service	Reason	Circuit system logged	Date returned to service	Days out of service
1	Bowerhill Sports Pavilion	12 February 2026	Device stating that battery low and needs replacing as soon as possible.	YES- Out of service- MR logged this on the system	02 April 2026	49
2	Outside Bowerhill Village Hall	19 February 2026	Informed by the Circuit that the defib may have been used and needs checking.	Yes- The ambulance service took it off of service	20 February 2026	1
3	Pathfinder Way	07 March 2026	Informed by the Circuit that the defib may have been used and needs checking.	Yes- Ambulance service took it offiline	09 March 2026	2
4	Whitley Reading rooms	11 March 2026	Informed by the Circuit that the defib may have been used and needs checking.	Yes- Ambulance service took it offiline	11 March 2026	0
5	Pathfinder Way	18 March 2026	Informed by the Circuit that the defib may have been used and needs checking.	Yes- Ambulance service took it offiline	19 March 2026	1
6	Pilot	25 March 2026	Informed by the Circuit that the defib may have been used and needs checking. Informed at 5.38pm by email on Weds 25th March.	Yes- Ambulance service took it offiline	26 March 2026	1

7	Shaw Village Hall	19 April 2026	Informed by the Circuit that the defib may have been used and needs checking.	Yes- Ambulance service	20 April 2026	1
8	Pilot	23 May 2026	Informed by the Circuit that the defib may have been used and needs checking.	Yes- Ambulance service took it offiline	25 May 2026	2
9	Pilot	31 May 2026	Informed by the Circuit that the defib may have been used and needs checking.	Yes- Ambulance service took it offiline	01 June 2026	1

Briefing Note to accompany Biodiversity Policy Review

Subject: Biodiversity Net Gain and biodiversity offsetting — opportunities for local land in the parish

Suggestion from Clerk

The Clerk suggests that, as part of the review of the Biodiversity Policy, the council considers whether there are opportunities to identify land within the parish for biodiversity enhancement, particularly where developers or infrastructure providers are unable to deliver all of their Biodiversity Net Gain or biodiversity offsetting requirements on site.

This could include land owned by the parish council, Wiltshire Council-owned land, or land managed by community groups. In some cases, areas described as wildflower or nature areas may currently be managed mainly by reduced mowing, rather than active habitat creation or long-term meadow management.

The council's Biodiversity Policy already provides a basis for this, as it refers to considering biodiversity net gain in planning applications, managing council land with biodiversity in mind, supporting local organisations and residents, and working in partnership with other organisations to protect and enhance biodiversity.

Background

Biodiversity Net Gain is now a requirement for most developments, with developers normally required to deliver at least 10% BNG.

Where this cannot all be achieved on site, developers may look to off-site biodiversity units. As a last resort, they can buy statutory biodiversity credits from government. However, statutory credits do not come directly to the parish or the local area. The opportunity for the parish is therefore to help identify local sites where biodiversity enhancement could be delivered, so that developers or infrastructure providers can potentially support local off-site habitat creation rather than offsetting elsewhere.

Any formal off-site BNG site would need ecological assessment, landowner agreement, legal security, registration, funding, and long-term management, normally for at least 30 years. Simply leaving grass to grow is unlikely to be enough on its own, as the biodiversity value must be measured from the existing baseline and show a genuine uplift.

Local parish examples

Shurnhold Fields — a local example is the biodiversity offsetting required by planning condition for Wessex Water's mains drainage works and new pumping station at Westlands Lane. A wildflower meadow is to be created at Shurnhold Fields as part of that biodiversity offsetting. This demonstrates that local biodiversity offsetting can be secured within the parish where suitable land is available and appropriate conditions or agreements are put in place.

Hornchurch Road Public Open Space — this land is owned by Wiltshire Council, with grass cutting undertaken by the parish council. Parts of the site regularly flood, so there may be scope to consider a specialist wet ground meadow seed mix, similar to that proposed at Shurnhold Fields.

Bowerhill wildflower areas — some areas appear to have been allowed to grow long rather than actively managed as meadow habitat. There may be potential for more active enhancement, such as seeding, plug planting, meadow management, or different cutting regimes.

BRAG area off Brabazon Way and the bridleway/picnic area managed on Wiltshire Council land — these may not all be suitable for formal BNG, but could still offer opportunities for biodiversity enhancement, community involvement, or Local Nature Recovery Strategy delivery.

Suggested action

The council could ask Wiltshire Council's ecology, estates and/or climate teams whether any Wiltshire Council-owned land in Melksham Without has been assessed for:

off-site BNG potential;
habitat banking;
Local Nature Recovery Strategy delivery;
wet ground meadow or flood-tolerant seed mixes;
enhancement of existing Bowerhill wildflower areas;
or other local biodiversity projects.

Suggested wording to Wiltshire Council:

Melksham Without Parish Council is reviewing its Biodiversity Policy and is keen to understand whether land within the parish could help deliver local biodiversity enhancement, particularly where developers or infrastructure providers are unable to achieve all of their biodiversity requirements on site.

We are aware of Wiltshire Council-owned land in the parish which has been identified or managed as wildflower/nature areas, but in some cases this appears to be limited to reduced mowing or allowing areas to grow long, rather than active habitat creation or meadow management.

Possible local examples include Hornchurch Road Public Open Space, the existing wildflower areas across Bowerhill, the BRAG area off Brabazon Way, and the bridleway/picnic area managed on Wiltshire Council land. Could Wiltshire Council advise whether any of these, or other sites in Melksham Without, have been assessed for off-site BNG, habitat banking, Local Nature Recovery Strategy delivery, or other biodiversity enhancement opportunities?

Conclusion

There is a potential opportunity for the parish council to encourage more local delivery of Biodiversity Net Gain and biodiversity offsetting, but this would normally

be through identifying and supporting suitable local enhancement sites, rather than receiving statutory biodiversity credits directly.

The next practical step would be to identify possible land parcels and seek advice from Wiltshire Council and/or an ecologist on whether they could deliver genuine, measurable biodiversity uplift.

Does the policy need amending?

The current policy broadly covers this already, but it may be useful to add a short additional paragraph to make the opportunity more explicit.

Suggested additional wording:

The Council will, where appropriate and proportionate, work with landowners and partner organisations to explore opportunities for local habitat creation and enhancement, including potential off-site Biodiversity Net Gain or biodiversity offsetting projects within the parish.

This may include land owned or managed by the Council, Wiltshire Council, community groups or other landowners, subject to landowner agreement, ecological advice, funding, public access considerations and long-term management requirements.

Biodiversity Policy

For review by Asset Management Committee Monday 6th July 2026

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Background

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

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

Diversity

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

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

Aims and Objectives

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

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

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

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

Commented [MR1]: How?

Actions

Planning applications

The Council will:

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

Land and property management

The Council will:

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

Commented [MR2]: We haven't done this but, we have put an email in your packs that offer packages but the first level starts at £2k. Is this something you want to look at? If not we will need to change the wording in the policy because at the minute its saying you will do something that you are currently not doing. I have suggested some wording in track changes

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- Consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

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

Partners

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

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations. Where appropriate, the council will have regard to relevant Local Nature Recovery Strategies when making decisions affecting its land.

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Commented [MR3]: We don't do this, is this something you would like us to do OR I have implemented some suggested wording under this

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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. Progress against this policy will be reviewed periodically by the Asset Management Committee as part of the council's management of its land and assets. The council will report on significant biodiversity initiatives through committee reports, and other public communications where appropriate.

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Commented [MR4]: This hasn't been done yet- I have suggested some wording

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

Marianne Rossi

From: Teresa Strange
Sent: 07 April 2026 12:49
To: Marianne Rossi
Subject: FW: Biodiversity Audit For Your Council - Clear Outputs with High Value Information

Maybe for asset committee?
We need to look at the biodiversity policy we have, I think it has stuff in it that we said we would do, and might not be!

From: Info @ <info=acquagarden.co.uk@hubspotstarter.eu1.hs-send.com>
Sent: 02 April 2026 11:27
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Biodiversity Audit For Your Council - Clear Outputs with High Value Information

Dear Sir / Madam,

Most town, parish and community councils want to do the right thing for biodiversity and nature. But with limited time, tight budgets, and no in-house ecologist, knowing where to start is the real barrier.

That's where we come in.

Green Council Biodiversity Solutions provides straightforward, affordable biodiversity audits designed specifically for local councils like yours. No jargon. No open-ended bills. Just a clear picture of what you have, what matters most, and what to do next.

Why Audit Before You Plan?

Whether you're installing new planters, restoring a pond, creating a wildflower meadow, or applying for a grant to upgrade your recreation ground – an audit tells you what's already there.

Without one, you risk:

Wasting money – planting trees where protected species live

Breaking the law – disturbing a bat roost or destroying a priority habitat

Losing grants – most funders now require a baseline survey

Project delays – discovering constraints after you've started

Audit first. Then plan, budget, and deliver with confidence

Our Biodiversity Audit Packages

Audit Type	Price	What You Get
Base Biodiversity Survey	£2,000	One site visit to your priority green spaces. Full report: key habitats, notable species, quick wins, and risks
Standard Asset-Wide Audit	£4,000 – £6,000	All green spaces covered. Site visits, GIS mapping, habitat condition scoring, and a 5-year action plan.
Comprehensive Detailed Audit	£8,000 – £12,000	As Standard, plus: full Phase 1 habitat survey, protected species screening (bats, great crested newts, birds), Biodiversity Net Gain baseline, and a fully costed Nature Recovery Plan aligned with emerging Local Nature Recovery Strategy requirements. Essential for major capital projects or land management contracts.

All reports include a prioritised action list – so you know exactly what to do in Year 1 versus Year 5, and which projects are safe to proceed.

What You Can Do With a Biodiversity Audit

Plan projects – orchards,, community gardens, ponds, tree planting – know where they can and cannot go.
Save money – Spot costly problems early (e.g. Japanese knotweed, unsafe trees).
Unlock grants – Many funders (National Lottery, DEFRA, community funds) require a baseline audit.
Reduce risk – Protected species on your land carry legal liabilities.
Build community pride – Evidence for residents that you're taking nature seriously.
Future-proof – Biodiversity Net Gain is coming to small sites soon. Be ready.

What Our Council Clients Say

'We wanted to install a new picnic area and a community orchard. The audit showed us a badger sett we didn't know existed. We redesigned the layout, avoided a legal nightmare, and still got our grant.'
— Parish Clerk, Oxfordshire

Next Steps

Reply to this email for a no-obligation 15-minute call. We'll clarify your needs and recommend the right audit level.

Arrange a date for a no cost visit by us to assess the assets to be audited

We will then provide our proposal for your consideration

About Green Council Biodiversity Solutions

Green Council Biodiversity Solutions is a specialist provider that directly delivers local biodiversity projects and consultancy services to Councils across the UK.

We manage the entire process—from design to execution—for targeted initiatives like Community Gardens, Orchards, Wildflower Meadows and Woodlands.

This provides a turnkey solution to advance your Climate and Biodiversity Action Plans without adding to your team's workload.

And our website can be viewed at www.greencouncilsolutions.org

We look forward to hearing form you and hopefully meeting you person soon.

Kind regards,

Jonathan

Jonathan Martin
CEO
GC Biodiversity Solutions Limited

Tel +44 (0) 7880 257321
Email: jonathan@greencouncilsolutions.org

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Marianne Rossi

From: Marianne Rossi
Sent: 01 July 2026 14:58
To: Marianne Rossi
Subject: FW: Helping Build More Accessible Communities with Snowball
Attachments: Dragons-Den-Snowball-app.jpeg.avif

From: Simon Sansome <simon.sansome@snowball.community>
Sent: 12 May 2026 14:53
To: Simon Sansome <support@snowball.community>
Subject: Helping Build More Accessible Communities with Snowball

Snowball
Everyone deserves everywhere

Dear Councils

I hope you are keeping well.

As a former elected councillor myself, I understand just how important local authorities are in shaping stronger, more inclusive communities. The decisions made at council level genuinely impact people's everyday lives, and that is one of the reasons I wanted to contact you personally.

Since appearing on Dragons' Den last October, Snowball has grown significantly and is now one of the largest disability accessibility apps in the world — while remaining completely free to use.

Our mission is simple: helping disabled and neurodiverse people access their communities with confidence. The app allows users to discover accessible places they may never have known existed, while also helping them navigate practical everyday challenges such as:

- Accessible toilets
- Blue Badge parking bays
- Changing Places facilities
- Step-free access
- Accessible hospitality, retail, and leisure venues

  And the best part is the app will actually direct you to the location of where you want to go to via Google or Apple maps.

Following Dragons' Den, we were approached by Google and are now working in partnership to help build a large-scale accessibility database. The exciting part is that this is no longer just about reviews — it is about data-driven community insight. We are also working with a number of universities and a number of local authorities across the UK.

The information being generated through Snowball helps identify where investment in accessibility infrastructure is most needed. Whether it is a village high street, a town centre, or a major shopping destination, accessibility reviews allow us to see patterns, identify barriers, and highlight where improvements could have the biggest impact.

As I'm sure you will agree, when you make somewhere accessible for disabled people, you improve it for everyone.

Although you may not immediately see the wider reporting behind the platform, if you explore the map section within the app you will quickly see the accessibility reviews people are leaving and gain a clearer picture of accessibility within your own area.

This is where I hope you may be able to help.

As community leaders and elected representatives, you are in a unique position to encourage local engagement. I would genuinely appreciate it if you, your fellow councillors, and members of your community could download the Snowball app and begin leaving accessibility reviews for local venues and services.

The app is completely free to use, and users can add and review any location in the world.

In the attached image of Soho, for example, you can clearly see which businesses are currently inaccessible. There is still a significant amount of red across areas such as Carnaby Street, and our hope is to work alongside councils and businesses to help turn those areas green in the future. In many cases, simple and affordable changes — such as portable ramps — can make a huge difference.

Accessibility improvements are not only socially important; they also encourage repeat visits, increased footfall, and stronger local economies.

I have also attached:

- A short demonstration video showing the difference accessibility can make between neighbouring businesses

- A link to our Dragons' Den episode on BBC iPlayer, where we received offers from all five Dragons
- A selection of photos that may be useful should you wish to feature Snowball in a newsletter, council update, or local press release

  Also attached is a copy of the other services we provide to which large number of local authorities and businesses have signed up to including Santander, Barclays and Merlin Group to name a few.

If you have any questions at all, please do not hesitate to get in touch. While responses may sometimes come from my support team, I wanted to personally reach out to you directly because I genuinely believe local councils can play a major role in helping create more accessible communities for everyone.

Thank you very much for your time and consideration. I look forward to hearing from you.

Kind regards,
Simon Sansome
Founder & CEO, Snowball
"Everyone Deserves Everywhere"

BBC iPlayer - Last pitch - https://www.bbc.co.uk/iplayer/episode/m002lh5x/dragons-den-series-22-episode-14

Video - https://www.facebook.com/share/v/1Cy9mirgMq/

Snowball App links...

Apple:
https://apps.apple.com/gb/app/snowball-community/id1624679548

Android:
https://play.google.com/store/search?q=snowball+community&c=apps&hl=en&gl=US

Snowball
Everyone deserves everywhere

Back
Soho
Filter by category
Search this area

High St Safari

FAMILY TRAIL EVENTS · 2026

Family trails that bring places to life.

Interactive family trails that drive footfall, dwell time and participation across town centres, parks and attractions.

- No app download
- Short, walkable routes
- Fast to start
- Sticker rewards

High St Safari

HOW IT WORKS

Simple for families. Fun to complete.

A quick-to-join, satisfying-to-finish shared mission — built around five clear beats. Manageable single trip, 7-10 stop, 25 minute walking trails.

1

Find the trail

Families follow the route using clearly placed markers around the location.

2

Scan and play

Each stop opens straight in the mobile browser — no app to download.

3

Meet the characters

Players unlock themed characters, stories and on-screen interactions.

4

Collect the stops

A simple mission keeps families moving around the route together.

✓

Finish and win

A sticker, badge or small reward encourages completion.

High St Safari

THE PRINCIPLE

Designed for participation, not just novelty.

The best family trails are simple, quick to start and satisfying to finish. High Street Safari is built around that principle.

Short and walkable

Compact routes feel manageable for families.

Fast first engagement

Families understand the activity quickly.

A clear mission

Collect-them-all mechanics work across age groups.

A real reward

Physical prizes like stickers and badges help motivate completion.

Built to reduce drop-off and increase completion from the first scan to the final reward.

High St Safari
THE VALUE EXCHANGE

Good for hosts.
Good for families.

Commercial value on one side. A brilliant shared family experience on the other.

FOR HOSTS

Commercial value

- Drives family footfall
- Encourages movement around the location
- Increases dwell time and exploration
- Creates a visible event atmosphere
- Supports tenant engagement

FOR FAMILIES

A shared experience

- Free, high-quality activity
- Easy to access and simple to use. No app needed.
- A fun way to explore a place
- Memorable moments along the route
- A satisfying reward at the end

High St Safari

DELIVERY MODEL

Easy to run.
Proven to deliver.

We do the heavy lifting so hosts can focus on the location, promotion and visitor experience.

WE HANDLE

High Street Safari

- Trail concept and structure
- Digital platform setup
- Character AR, artwork and trail assets
- Route and stop guidance
- Launch and delivery support

YOU HANDLE

The host

- Confirm the route or locations
- Local permissions and coordination
- Install markers or boards
- Promote the event locally
- Manage rewards on site

Window markers

Correx boards

The delivery model adapts to the location — whether the trail runs across venues in a town centre or fixed points in a park or attraction.

High St Safari

DIFFERENTIATION

More than a trail.
A complete family event.

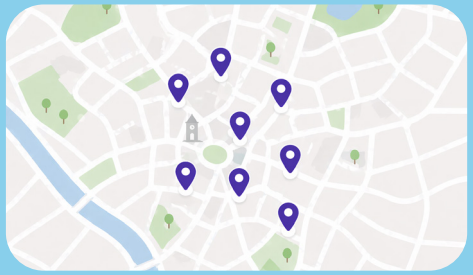
Simple mobile access, themed storytelling, physical exploration and real rewards — joined up.

Low-friction to join

QR scan, mobile browser, no app.

Built around completion

Compact routes, clear mission, rewards.



Broad age appeal

Simple artwork interactions for preschoolers. Digital engagement for primary school age.

Flexible across host types

The format works across towns, shopping centres, parks and attractions.

PROOF OF SCALE

A proven format across places and audiences.

Platform totals across High Street Safari campaigns since 2020:

1M+
PLAYERS

1,000+
STORY TRAILS

400+
LOCATIONS

250K+
SELFIES TAKEN

TRUSTED BY 400+ HOSTS INCLUDING:

- Oxford City Council
- Your Bromley
- Northampton Town Centre BID — For the businesses by the businesses
- Old Sacramento Waterfront
- Meadowhall
- Landmark Forest Adventure Park
- Houghton Hall Park
- SEA LIFE Trust

→ Detailed case studies available by host type and campaign.

BUILT FOR REALITY

Built for real locations, not ideal conditions.

Public spaces, changing weather, mobile signal and accessibility needs — all thought through.

Simple to access

Quick to start and easy to understand from the first stop.

Practical to install

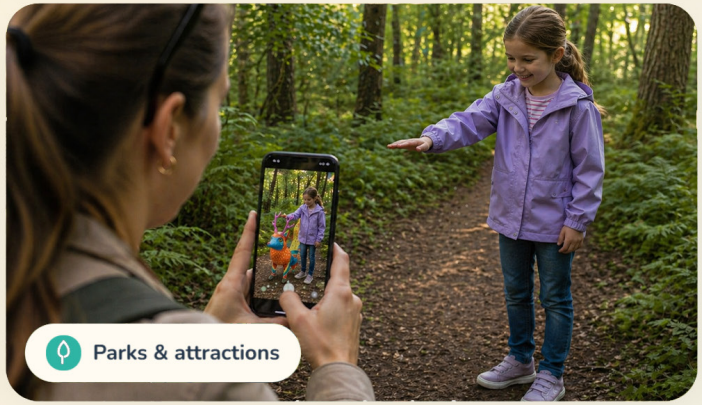
Window markers in towns, fixed boards in parks and attractions.

Accessible by design

Marker placement and route spacing are considered throughout.

Resilient in the real world

Simple photo check-in fallbacks keep families moving even if WIFI signal drops or signage goes missing.



High St Safari

FLEXIBILITY

Two delivery formats. One family experience.

The core format stays consistent. The setup adapts to the host and environment.

TOWN CENTRE FORMAT

Town centres, BIDs & shopping

- Venue-based route
- Window markers
- Wider-area exploration
- Seasonal activation

DESTINATION FORMAT

Parks, attractions & leisure

- Fixed trail points
- Correx boards
- Contained environment
- Higher dwell time

The format adapts to the location without changing the core family experience.

High St Safari

PROGRAMME 2026

A national programme of family trails across the year.

A coordinated calendar. Hosts can join one campaign or build a repeat programme across seasons.

SUMMER 2026

Summer Football Trail

June — July 2026

High-energy summer campaign that drives footfall during the busiest outdoor season.

Best for: summer holidays, sports energy, high participation.

AUTUMN 2026

The Cat in the Hat

October — November

Character-led trail. Strong recognition with a high-participation format.

Best for: autumn family engagement, literacy/storytelling.

WINTER 2026/27

The Grinch Christmas Trail

November — January

Flagship festive campaign. Maximum visibility across town centres, parks & attractions.

Best for: flagship Christmas footfall campaign.

BEYOND

Ongoing campaigns

Year-round

Additional seasonal trails, licensed campaigns and bespoke concepts.

Best for: bespoke and repeat campaigns.

SEE THEM ALL

High St Safari

JUNE- SEPTEMBER

A high-energy family event for the summer holidays

QUICK LOOK

Summer of Football: Champions Quest

Available June - September

- 7-STOP FAMILY TRAIL
- £999 + VAT
- NO APP DOWNLOAD
- MAY EARLY BIRD: 20% DISCOUNT

ABOUT

An Immersive Family Experience

A sporty, high-energy family trail designed to coincide with summer football fever. Families follow a compact 7-stop route, scan each marker to unlock short interactive AR football challenges, spot hidden letters on the artwork, complete their trail sheet and claim a reward at the finish.

Built for BIDs, shopping centres, parks and attractions.

HOW TO PLAY

What Families Will Do

1. **Scan the marker**
   Families scan the QR code at each marker to open the experience instantly in their mobile browser
2. **Play the AR challenge**
   Each stop unlocks a quick interactive football moment, from goal catches and keeper reactions to power kicks, celebrations and trophy lifts
3. **Spot the hidden letter**
   Each artwork includes a hidden letter to find and mark on the trail sheet, so younger children can still take part even without using a phone
4. **Finish and claim a reward**
   Families complete all 7 stops, unscramble the word, claim a prize sticker and unlock a free digital activity pack

A timely, easy-to-run summer activity that helps hosts capitalise on football excitement without creating a complex live event.

JUNE- SEPTEMBER

Summer of Football: Champions Quest

INCLUDED IN THE PACKAGE

- 7 x A3 window stickers or correx boards
- 1,000 printed trail sheets
- 500 prize stickers
- Digital trail setup
- 7 interactive AR football challenge stops
- Downloadable print-at-home trail sheets
- Free digital activity pack for completing families
- Full marketing toolkit: press release, social media directory, images
- Post-campaign analytics report

MAXIMISED EXPOSURE

Mirror Zones

Need to include more businesses or locations?

Hosts can add a second duplicated 7-stop route, allowing up to 14 businesses or locations to take part.

Families still complete one compact 7-stop route. They simply choose Zone A or Zone B. The Mirror Zone duplicates the trail rather than creating a longer 14-stop route.

REVENUE SOURCE

Badge Resales

Hosts with a gift shop, café, visitor centre or customer service desk can buy collectible badges from High Street Safari for £2 each and sell them for £3.

This creates a simple optional souvenir for families and a way to recover part of the campaign cost.

PRESTIGE POSITIONING

Regional Exclusivity

No competing hosted Summer of Football trail within a 20-mile radius, subject to location type and existing agreements.

TRACK RECORD

Proven Format

Built around High Street Safari's compact trail format: short routes, clear missions, physical trail sheets and rewards. Previous campaigns using this approach have achieved completion rates as high as 90% among families who start the experience.

High St Safari

NEXT STEPS

Simple to scope. Straightforward to launch.

Once the campaign and format are agreed, we shape the trail around your location.

STEP 01

Choose the campaign

Select theme, timing and event type.

STEP 02

Define the location

Confirm venues, site points or destination route.

STEP 03

Shape the setup

Agree route, markers, rewards & delivery.

STEP 04

Prepare for launch

Finalise assets, route plan and promotion.

GO LIVE

Launch the trail

Give families a reason to visit and explore.

Let's get Summer 2026 on the calendar.

Booking now for June–July. Autumn & Christmas campaigns also open.

Book Summer Football

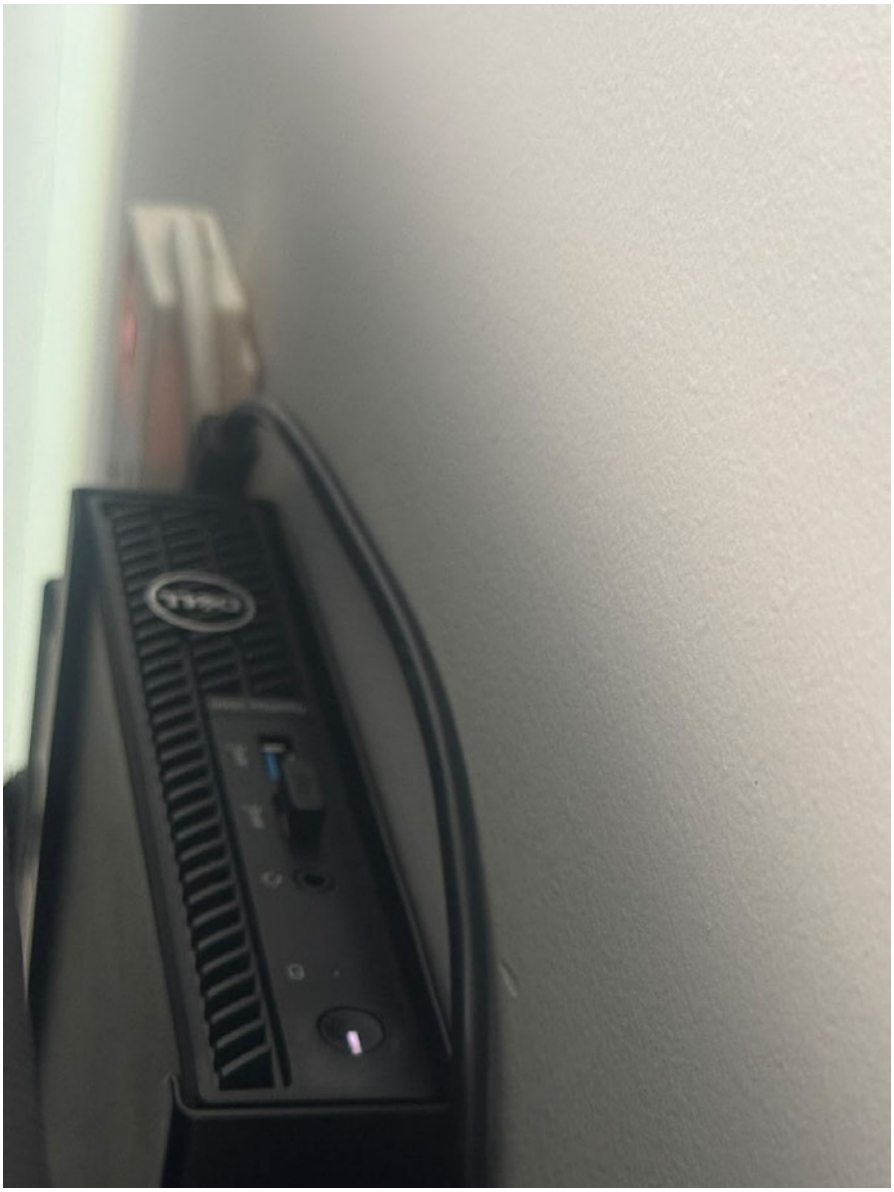
Book a 20-minute scoping call

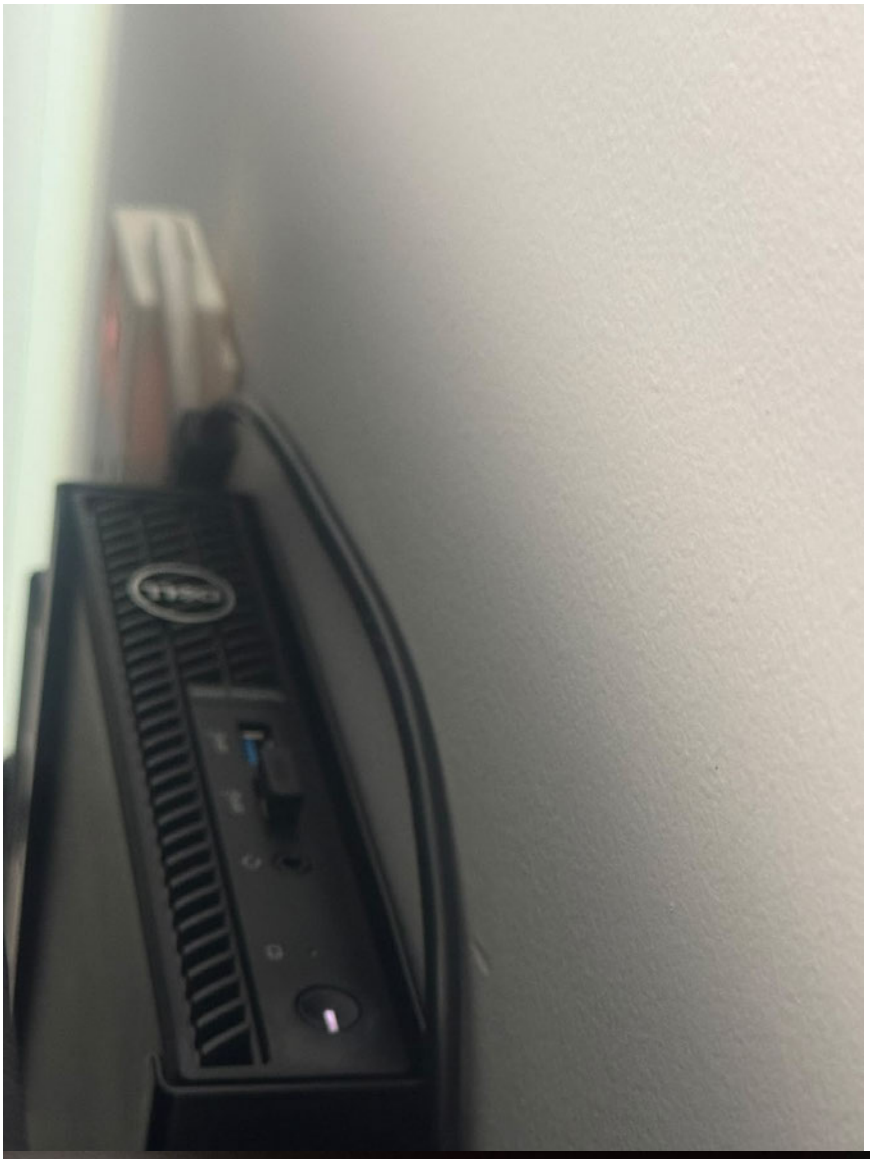
Marianne Rossi

From: Marianne Rossi
Sent: 01 July 2026 16:45
To: [redacted]
Cc: Teresa Strange
Subject: RE: Melksham Without Unifi System

Hi Stefano,

Many thanks for coming back to us, please see photos below. If you need any different ones, please let me know.
Teresa has asked me to ask you whether an Owl type solution for the meeting table would integrate with what we have which could then be taken offsite to remote meetings?





Best Wishes,
Marianne

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

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

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We do not guarantee that any email is free of viruses or other malware.

From: [redacted]
Sent: 24 June 2026 08:22
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: Re: Melksham Without Unifi System

Good morning,

Sorry for the slow response on the VC/Microphone questions.

If I recall correctly it an 'all in one' unit used for the Video Conferencing, fixed under the main screen at one end of the room, and connected to a small PC which is located behind the screen on the wall.

If you could take a quick photo or two of the unit on the wall, I can see what is available in terms of remote/table mics.

Logi have somewhat overtaken the small Meeting Room market with their 'Rally' products, but there are still plenty of options. It may require running a cable from behind the screen to the floor box under the table to get something wired in, as wireless options are usually quite unreliable...

Stef

On 22/05/2026, 09:18, "Teresa Strange" wrote:

Hi Stefano
Many thanks for doing that, really appreciative of you keeping an eye on it.
The parish council re more than happy that you remain on our account, but we will follow up with some paperwork for data protection etc. as you have access to the images.

Would you be able to offer us some advice on a microphone for the meeting table please – the tv screens and the Jabra works really well, but everyone looks to the Chair to speak, and so they voice is going the opposite way to the microphone so if you are on zoom (and then watching on youtube) its hard to hear sometimes and a bit muffled – John and I are clear as we face towards the mic, and yet are further away from it. Not sure if a camera is worthwhile there too – or it just makes you feel sea sick if it spins to the speaker! (and someone making a cuppa!).

Many thanks for your help as always,
Teresa

From: [redacted]