

AGENDA Asset Mangement Committee 7th July 2025- FIN _____	3
AGENDA ITEM 06- Officer note to accompany council asset report _____	7
AGENDA ITEM 06- Asset rating explanation _____	9
AGENDA ITEM 06- Allotment Asset checklist _____	10
AGENDA ITEM 06- Beanacre asset check _____	11
AGENDA ITEM 06- Berryfield asset check _____	14
AGENDA ITEM 06- Bowerhill asset check _____	17
AGENDA ITEM 06- Caretakers store _____	26
AGENDA ITEM 06- Office asset check _____	27
AGENDA ITEM 06- Sandridge asset check _____	33
AGENDA ITEM 06- Shaw and Whitley asset check _____	34
AGENDA ITEM 06- Shurnhold Fields asset check _____	39
AGENDA ITEM 07b- Update on Davey Play Area adoption _____	41
AGENDA ITEM 07ci-Email complaint about grass cutting inside of Kestrel Court Play Area_Redacted _____	43
AGENDA ITEM 07ci- Complaint posted on Social Media following grass cutting inside Kestrel Court Play Area _____	45
AGENDA ITEM 07ci- Parish Council grass cutting contractors RISK ASSESSMENT _____	49
AGENDA ITEM 07ciii- Officers note- Complaint about weedspraying inside of parish play areas _____	61
AGENDA ITEM 07cii- Complaint regarding contractor interaction with child due to health and safety concerns _____	64
AGENDA ITEM 07d- Basketball nets _____	67
AGENDA ITEM 07e- St Barnabas - Cricket club request _____	69
AGENDA ITEM 08a- Report on Bowerhill Sports Field Bookings Asset Management 7th July 2025 _____	72
AGENDA ITEM 08a- DRAFT pitch layout for the 2025-26 season _____	74
AGENDA ITEM 08b- Pitch Power assessment _____	75
AGENDA ITEM 08d- Car park provision- Bowerhill Industrial Estate _____	99

AGENDA ITEM 08e & f- Officer Note for pavilion taps and showerheads	103
AGENDA ITEM 08h- Recycling	104
AGENDA ITEM 09a- Allotment Report for Asset Management Meeting Monday 7th July 2025	112
AGENDA ITEM 09a- Dogs on allotments	114
AGENDA ITEM 09c- Report on Vacant plots and clearing options	119
AGENDA ITEM 09d- Note RE Cherry Tree	123
AGENDA ITEM 09d- Cherry tree allotments	124
AGENDA ITEM 09e- request to cut back hedge at entrance to Briansfield allotments	126
AGENDA ITEM 09f- Email from Councillor Franks RE request for mirrors at exit of Briansfield allotments	128
AGENDA ITEM 11a- Latest from Insurers following bus shelter claim	131
AGENDA ITEM 12a- Update on Shaw Lease	132
AGENDA ITEM 12b- Shaw Village Hall meeting minutes	134
AGENDA ITEM 12c- Amount to charge back to Berryfield Village Hall for building insurance	146
AGENDA ITEM 12d- Terrorism (Protection of Premises) Act 2025_ Scope (events) - GOV	147
AGENDA ITEM 13- Note on parish defibs	154
AGENDA ITEM 13- Notification from Community Heartbeat Trust about defibs needing to be registered on the Circuit system	155
AGENDA ITEM 13- Difference between the Webnos system and the Circuit	156
AGENDA ITEM 16a- Request to empty bin at Evergreen Meadow_Redacted	160
AGENDA ITEM 16b- Extract from Road Safety Working Party minutes RE r- eplacement bin	166



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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

Email: clerk@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

Tuesday 1st July 2025

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, Anne Sullivan, Martin Haffenden and Tony Hemmings.

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 7th July 2025 at 7.30pm at Bowerhill Sports Pavilion, Westinghouse Way, Bowerhill, SN12 6TL** to consider the agenda below.

TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7.30PM. 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=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09&omn=82318000182>

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.

Yours sincerely

Teresa Strange, Clerk

YOU CAN ACCESS THE AGENDA HERE



Serving rural communities around Melksham

AGENDA

To follow councillor site visit of Bowerhill Sports Field and Pavilion at 6.30pm

1. **Welcome, Housekeeping and Apologies**
2. **Chairman & Vice Chair of Asset Management Committee for 2025/26**
 - a) To elect **Chair** of Asset Management Committee for 2025/26
 - b) To elect **Vice-Chair** of Asset Management Committee for 2025/26
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:** To consider Report on condition of Council assets and recommend future action.
7. **Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:**
 - a) To consider quotations for play area quarterly inspections
 - b) To receive update on Davey Play Area adoption
 - c) To note the following recent complaints received from residents and consider any action if necessary.
 - i. Contractor grass cutting inside play area near to where children are playing
 - ii. Contractor interaction with child due to health and safety concerns while grass cutting outside of play area.
 - iii. Weed spraying inside of Play Areas
 - d) To note correspondence from resident regarding basketball nets and consider any action.
 - e) To note correspondence from Corsham Cricket Club regarding the construction of a changing room facility on the route of the parish council's legal right of access into Beanacre Play Area and consider any action at this stage.
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 (if received)
 - c) To approve quotation for annual ventilation service.
 - d) To consider extension to car park and cost implications
 - e) To consider quotation for replacement taps
 - f) To consider quotation for replacement showerheads

Serving rural communities around Melksham

- g) To approve quotation for replacement fire extinguishers which surpassed the manufacturers recommended life.
- h) To note new business waste legislation and consider any actions for the pavilion
- i) To consider invoice for seeding pitches

9. Allotments

- a) To receive report on waiting list
- b) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds
- c) To consider clearing options for very overgrown vacant plots
- d) To consider suitable options for overgrown cherry tree on plot left by previous tenant
- e) To approve quote to cut back hedge at the entrance to Briansfield allotments to improve visibility coming out of car park.
- f) To consider request for mirrors at exit of Briansfield allotment car park to improve visibility when leaving the allotments.

10. Shurnhold Fields

- a) To receive update on the car park enhancement project
- b) To receive report from Shurnhold Fields Working Party meeting held on 2nd July.

11. Bus Shelter:

- a) To note latest update from insurers on claim and consider replacement bus shelter specification following quotes obtained for two different styles
- b) To consider quotations for bus shelter cleaning contractor

12. Village Halls:

- a) To receive update on Shaw Village Hall lease
- b) To consider management of Shaw Village Hall as an asset
- c) To agree amount to charge back to Berryfield Village Hall Trust for building insurance
- d) To note The Terrorism (Protection of Premises) Act 2025 (Martyn's Law) and consider parish council actions.

13. Defibrillator: To note that all parish council defibrillators are registered on the Circuit defibrillator finder and confirm the use of the Webnos Governance system.

14. Benches: To consider request to refurbish bench on Corsham Road opposite Shaw School (arising from item 24 at the Road Safety working party 22nd April 25).

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

16. Bins:

- a) To consider request to empty bin at Evergreen Meadow Community Field
- b) To consider request to replace bin on Corsham Road (arising from item 25 at the Road Safety working party 22nd April 25).
- c) To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers- **None**

17. Phone box: To consider progress with adoption projects

18. Real Time Information displays at Bus Shelters/Stops – To receive update if any with progress on site surveys

Copy to: All Councillors

Officer note: Council Asset Condition

Allotments:

The Allotment Warden reports that most items at the allotments are ok and do not need any immediate attention; however, the noticeboard located at Berryfield allotments is in a poor condition and needs to be replaced. A quote for a new noticeboard as per your current house style plus installation has been included in this agenda pack.

Noticeboard (including legs): £ 859 + VAT

Installation: £ 320 VAT

Total: £1,179 + VAT

Budget in place:

Repairs & Maintenance allotments: £100

Replacement/ renewal of council assets reserve: £24,376

Parish:

Most items within the parish have been either rated as good or satisfactory.

Rights of way boards:

The Caretaker has reported that the three remaining rights of way boards are in a poor condition. The parish council are already aware of this and have previously approved refurbishing the boards. Note there was a board in Bowerhill too but had to be taken away last year due to the post rotting away. The parish council has already approved a quotation to replace this board. We have asked our contractors for a quote for the remaining three boards and are hoping to send it through to you prior to the meeting as a late paper.

- Shaw & Whitley
- Beanacre:
- Berryfield:

You currently have £1,000 in your Street furniture reserve but this budget is all coming from solar farm funding anyway.

Safety Surfacing:

Beanacre Play Area safety surfacing: The Caretaker has reported that some areas in the play area may need attention in the future. The parish council are currently keeping a watch on some of the wooden equipment, which would mean that the surfacing where that island of equipment is located would need to be replaced too. Might be worth having a look at this when we receive our ROSPA reports in September/October time.

Falcon Way bench: As some of you are aware, the bench on Falcon Way was burnt earlier on in the year. We have included a cost for a replacement bench in this agenda pack.

Bench	£403.17+ VAT
Installation on existing plinth	£210.00 + VAT
Total	£613.17 + VAT

BRAG Noticeboard: The Caretaker reports that one of the noticeboards at the BRAG picnic area is in poor condition. Is this something you would like to look at or refer back to BRAG?

Office:

There are no issues to report.

Shurnhold Fields:

There are no issues to report.

POOR- Needs attention in next year

**SATISFACTORY- May need attention in next
2/3 years**

**GOOD- Unlikely to need attention in next 5
years**

Allotments

ASSET REGISTER

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
OUTSIDE EQUIPMENT	OUTSIDE EQUIPMENT	1	N	Water troughs	Berryfield & Briansfield Allotments	A	All seem satisfactory.
OUTSIDE EQUIPMENT	OUTSIDE EQUIPMENT	2	N	Notice Boards	2 @ Briansfield, 1 @ Berryfield	A	Satisfactory Briansfield x2 Poor - Berryfield - Right hand post rotted at ground level. Backing decayed and cork dried out.
OUTSIDE EQUIPMENT	STREET FURNITURE	223	N	2no. No Dog Fouling sign A4	Allotments	A	Satisfactory
MACHINERY/TOOLS	MOWERS & MACHINERY	226	N	Petrol Strimmer	Allotment Shed	A	Satisfactory - Not used for 18 months, probably needs service
MACHINERY/TOOLS	MOWERS & MACHINERY	227	N	Petrol Leaf Blower	Allotment Shed	A	Good - Don't think its ever been used.
MACHINERY/TOOLS	MOWERS & MACHINERY	228	N	Full Face Shield	Allotment Warden's Home Address	A	Good
BUILDINGS	BRIANSFIELD SHED	270	N	Shed	Briansfield Allotments car park	A	Good
MACHINERY/TOOLS	MACHINERY/TOOLS	369	N	Hedge Trimmer	 Allotment Warden's Home Address	A	Good

Fencing/Gates

7

Briansfield Gate and fence

Briansfield Allotments

Briansfield Gate - Satisfactory, dropped slightly

Briansfield Fence. - What can be seen looks Satisfactory

Berryfield Gate - Satisfactory dropped slightly

ASSET REGISTER

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
FENCING/GATES	FENCING/GATES	5	N	Beanacre Estate fencing and gates	Beanacre Estate (between play area & church)	BA	SATISFACTORY
FENCING/GATES	FENCING/GATES	6	N	Beanacre Play Area fencing	Beanacre Play Area	BA	SATISFACTORY
OUTSIDE EQUIPMENT	STREET FURNITURE	54	N	CHT 9149 - View Defibrillator & Cabinet	St Barnabas Church	BA	SATISFACTORY
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	57	N	<10 tower unit	Beanacre Play Area	BA	SATISFACTORY
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	58	N	>7 timber trail (net climber)	Beanacre Play Area	BA	SATISFACTORY
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	59	N	>7 timber trail (walkway)	Beanacre Play Area	BA	SATISFACTORY
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	60	N	2 swing set for over 7s	Beanacre Play Area	BA	SATISFACTORY
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	61	N	2 swing set for under 7s	Beanacre Play Area	BA	SATISFACTORY
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	62	N	Rotating play web	Beanacre Play Area	BA	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	80	N	Bus Timetable	Bus Shelter, A350 Beanacre	BA	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	81	Yes	Concrete Bus Shelter	A350 Beanacre	BA	/
STREET FURNITURE	STREET FURNITURE	82	N	Concrete Bus Shelter	A350 Beanacre- Lacock end	BA	Bus shelter demolished in accident in April 25
STREET FURNITURE	STREET FURNITURE	83	N	Noticeboard	Layby at entrance to Beanacre play area	BA	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	86	N	Outside seat	Beanacre, A350 Lacock end	BA	Bench demolished in accident in April 25
STREET FURNITURE	STREET FURNITURE	87	N	Outside seat	Beanacre, outside Burnt Cottages	BA	SATISFACTORY

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
STREET FURNITURE	STREET FURNITURE	88	N	Picnic table	Beanacre Play Area	BA	SATISFACTORY ✓
STREET FURNITURE	STREET FURNITURE	89	N	Rights of Way Info Board	Beanacre	BA	POOR
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFERY SURFACING	PLAY AREA EQUIPMENT	179	N	Play Area surface	Wet pour surfacing, Beanacre	BA	PARTS OF AREA NEED ATTENTION ✓
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFERY SURFACING	OTHER SURFACES	180	N	Tarmac at entrance to Beanacre Play Area	Beanacre Play Area	BA	SATISFACTORY ✓
STREET FURNITURE	STREET FURNITURE	192	N	Fire Expire Litter Bin + Fixings	Beanacre Play Area	BA	SATISFACTORY ✓
STREET FURNITURE	STREET FURNITURE	193	N	MWPC Plaque for litter bin	Beanacre Play Area	BA	SATISFACTORY ✓
STREET FURNITURE	STREET FURNITURE	196A	N	1 Fire expire litter bin + fixing	Layby outside of Burnt Cottages Beanacre to replace burnt out Wiltshire Council bin, this was moved from Bowerhill Sports Field as was replaced with a bigger bin (asset 312) at that location	BA	/
OUTSIDE EQUIPMENT	PLAY AREA EQUIPMENT	216	N	2no. Beanacre Play Area signs A2	Beanacre Play Area	BA	SATISFACTORY ✓
OUTSIDE EQUIPMENT	PLAY AREA EQUIPMENT	218	N	3no. Berryfield Play Area signs A2	Beanacre Play Area	BA	SATISFACTORY ✓
STREET FURNITURE	STREET FURNITURE	252	N	Outside seat (Incl furniture anchor kit)	A365 next to bus Bus Shelter	BA	SATISFACTORY ✓
STREET FURNITURE	STREET FURNITURE	316	N	Bench	Beanacre Play Area	BA	SATISFACTORY ✓

ASSET REGISTER

30/05/2025

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
STREET FURNITURE	STREET FURNITURE	317	N	Bench	Beanacre Play Area	BA	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	368	N	Bus Shelter	Beanacre, Melksham, SN12 7PT- Located on A350 Beanacre on the left-hand side coming out of Melksham close to the Westlands Lane turning	BA	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	370	N	Bin	Westlands Lane, Beanacre in layby	BA	SATISFACTORY

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
STREET FURNITURE	STREET FURNITURE	0	N	Noticeboard (Bus) - DONATED TO BERRYFIELD VILLAGE HALL COMMITTEE TRUST	Berryfield Village Hall (Telford Drive - Management Trust Board)	BF	
FENCING/GATES	FENCING/GATES	7	N	Briansfield Gate and fence	Briansfield Allotments	BF	On allotment sheet.
LAND	OTHER SURFACES	17	N	Land leased to Mr Guley (3.95 acres) (WT223726)	Berryfield	BF	SATISFACTORY
OUTSIDE EQUIPMENT	STREET FURNITURE	50	N	CHT9153 - View Defibrillator & Cabinet	New Inn Pub, Semington Road	BF	SATISFACTORY
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	63	N	Play Area	Berryfield Play Area	BF	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	91	N	Bus Timetable	Semington Road, opposite Shails Lane	BF	
STREET FURNITURE	STREET FURNITURE	92	N	Concrete Bus Shelter	Semington Rd opp Shails Ln	BF	
STREET FURNITURE	STREET FURNITURE	93	N	Metal Bus Shelter	Semington Road opposite side of road from Police HQ	BF	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	95	N	Metal Bus Shelter	Semington Road outside Police HQ	BF	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	99	N	Outside seat	Berryfield, by Padfield Gardens	BF	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	100	N	Rights of Way Info Board	Berryfield	BF	
STREET FURNITURE	STREET FURNITURE	110	N	Noticeboard	Berryfield Park	BF	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	191	N	Outside seat	Berryfield play area (nearest to Village Hall)	BF	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	194	N	Fire Expire Litter Bin + Fixings	Berryfield Play Area	BF	SATISFACTORY

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
STREET FURNITURE	STREET FURNITURE	195	N	MWPC Plaque for litter bin	Berryfield Play Area	BF	
STREET FURNITURE	STREET FURNITURE	197	N	4 no MWPC Plaque for litter bin	Bowerhill Sports Field	BF	
STREET FURNITURE	STREET FURNITURE	304	N	Topsy Jubilee Bin (Green) with adjustable concrete in anchors x3 and MWPC Plaque	Holbrook Vale, Berryfield (To replace missing WC Bin)	BF	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	305	N	Topsy Jubilee Bin (Green) with adjustable concrete in anchors x3 and MWPC Plaque	Seemington Road at bus stop outside of police station (To replace missing WC Bin)	BF	SATISFACTORY
LAND	OTHER SURFACES	313	N	Berryfield Village Hall- Land for new hall	Berryfield	BF	SATISFACTORY
BUILDINGS	BUILDINGS	320	N	New Berryfield Village Hall	Berryfield- Bowood View estate	BF	(GOOD)
STREET FURNITURE	STREET FURNITURE	335	N	Noticeboard	New Berryfield Village Hall- MWPC Board	BF	SATISFACTORY
OUTSIDE EQUIPMENT	STREET FURNITURE	343	N	Zoll AED 3 Semi Auto Defibrillator with Sentry Stainless Steel Cabinet	Berryfield Village Hall (Telford Drive)	BF	
ARTWORK	ARTWORK	348	N	Berryfield Village Hall Public Art Exterior	Berryfield Village Hall	BF	SATISFACTORY
ARTWORK	ARTWORK	349	N	Berryfield Village Hall Public Art Interior	Berryfield Village Hall	BF	SATISFACTORY
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	360	N	Whitworth Play Area	Berryfield (Bowood View housing estate)	BF	18th April 2023 - adopted

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
OUTSIDE EQUIPMENT	OUTSIDE EQUIPMENT	371	N	Patio Slabs	Briansfield Allotment car park behind the shed	BF	SATISFACTORY

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
BUILDINGS	BUILDINGS	3	N	Bowerhill Sports Pavilion	Bowerhill Sports Fields	BH	SATISFACTORY
FENCING/GATES	FENCING/GATES	8	N	Bowerhill sports field gates and fencing	Bowerhill Sports Field	BH	SATISFACTORY
FENCING/GATES	FENCING/GATES	9	N	Hornchurch Rd MUGA fencing	Hornchurch Rd, Bowerhill	BH	SATISFACTORY
CONTENTS	GENERAL CONTENTS	11	N	Bowerhill Sports Pavilion	Bowerhill Sports Fields	BH	SATISFACTORY
LAND	OTHER SURFACES	18	N	Jubilee Sports Field	Bowerhill Sports Field	BH	SATISFACTORY
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	37	N	Large screen for viewing plans etc	Bowerhill Sports Pavilion games room	BH	SATISFACTORY
OUTSIDE EQUIPMENT	STREET FURNITURE	49	N	CHT 9154 - View Defibrillator & Cabinet	Pilot Pub, Bowerhill	BH	SATISFACTORY
OUTSIDE EQUIPMENT	STREET FURNITURE	51	N	CHT 9152 - View Defibrillator & Cabinet	Jubilee Sports Pavilion	BH	SATISFACTORY
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	64	N	Play Area	Hornchurch Road Play Area	BH	
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	65	N	Play Area	Kestrel Court	BH	SATISFACTORY
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	73	N	4 x goal posts 3 x 11v11, 1x 9v9- Currently stored st JH Jones yard	JH Jones yard	BH	
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	74	N	Hornchurch Rd MUGA Goal Ends	Hornchurch Rd, Bowerhill	BH	SATISFACTORY
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	75	N	Bowerhill Sports Field Basket ball court	Bowerhill Sports Field	BH	SATISFACTORY
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	76	N	"old" Basketball hoop ex Bowerhill Sports Field	now installed at Kestrel Court Play Area as of Feb/March 2017	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	101	N	Bus Timetable	Bus Shelter, Mitchell Drive, Bowerhill	BH	SATISFACTORY

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
STREET FURNITURE	STREET FURNITURE	102	N	Dog fouling signs	Bowerhill Sports Field	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	103	N	Dog fouling	Bowerhill Sports Field	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	104	N	Footpath Signs (BRAG/PIGS Scheme) - Wooden Finger Posts	Bowerhill	BH	SATISFACTORY ✓
STREET FURNITURE	STREET FURNITURE	105	N	Melksham RAF Gate Badge	Bowerhill Village Hall	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	106	N	Mill stone and 2 plaques	Bowerhill	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	108	N	Noticeboard	Bowerhill outside Fish & Chip shop	BH	NOTICE BOARD MOVED SATISFACTORY
STREET FURNITURE	STREET FURNITURE	109	N	Noticeboard	BRAG/PIGS Picnic Area, Bowerhill	BH	SATISFACTORY [ONE OF THE BOARDS NOT GOOD]
STREET FURNITURE	STREET FURNITURE	111	N	Noticeboard	Re-located from outside Pilot Pub to the outside of the Bowerhill Sports Pavilion	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	112	N	Noticeboard	BRAG Picnic area by canal, Bowerhill	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	113	N	Outside seat	BRAG Picnic area by canal, Bowerhill	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	114	N	Outside seat	BRAG Picnic area by canal, Bowerhill	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	115	N	Picnic Table	BRAG Picnic area by canal, Bowerhill	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	118	N	Outside seat	Dowding Court, Bowerhill	BH	
STREET FURNITURE	STREET FURNITURE	120	N	Outside seat	Falcon Way opp The Pilot, Bowerhill	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	122	N	Outside seat	Halifax Road, near Wellington Drive, Bowerhill	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	125	N	Outside seat	Pathfinder Way	BH	SATISFACTORY

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
STREET FURNITURE	STREET FURNITURE	126	N	Outside seat	Spa Road, near roundabout	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	127	N	Picnic table	Next to Canal (in Seend Parish)	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	128	N	Picnic table	Next to Canal (in Seend Parish)	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	129	N	Picnic table	Next to Canal (in Seend Parish)	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	130	N	Picnic table	Jubilee Sports Field	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	131	N	Picnic table	Jubilee Sports Field	BH	SATISFACTORY
STREET FURNITURE	RAF STONE	132	N	RAF Commemorative Stone	Bowerhill	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	134	N	Rights of Way Info Board	Bowerhill (BRAG) Bridle Way	BH	
STREET FURNITURE	STREET FURNITURE	135	N	Rights of Way Info Board	Bowerhill (BRAG) Bridle Way	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	136	N	Sponsored bin	Along from Tesco Express (Robinsons)	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	137	N	Sponsored bin	Opp. Tesco Express (The Base)	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	147	N	Entrance sign to Office	Bowerhill Sports Pavilion	BH	SATISFACTORY

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
STREET FURNITURE	STREET FURNITURE	148	N	External Office Sign	Bowerhill Sports Pavilion	BH	SATISFACTORY
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFERY SURFACING	PLAY AREA EQUIPMENT	181	N	Hornchurch Rd MUGA surface	Hornchurch Rd, Bowerhill	BH	SATISFACTORY
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFERY SURFACING	PLAY AREA EQUIPMENT	182	N	Play Area surface	Basketball court, Bowerhill	BH	SATISFACTORY
MACHINERY/TOOLS	GENERAL CONTENTS	185	N	Steam Cleaner	Bowerhill Pavilion	BH	
STREET FURNITURE	STREET FURNITURE	186	N	Wooden bench	Bridleway to canalside picnic area, Bowerhill	BH	SATISFACTORY
LAND	OTHER SURFACES	188	N	Hornchurch Road Play Area	Bowerhill	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	196	N	3 no Fire Expire Litter Bin + fixings	Bowerhill Sports Field	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	198	N	Fire Expire Litter Bin + Fixings	Hornchurch Rd Open Space, Bowerhill- Outside play area	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	199	N	MWPC Plaque for litter bin	Hornchurch Rd Open Space, Bowerhill	BH	SATISFACTORY
FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	200	N	Video door entry system and control Kit	Bowerhill Sports Pavilion Office	BH	SATISFACTORY
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	204	N	Office Desk Privacy Wave Screens 1600mm x 2no	Bowerhill Sports Pavilion kit room	BH	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	205	N	Office Desk Privacy Wave Screens 800mm x 2no	Bowerhill Sports Pavilion kit room	BH	
STREET FURNITURE	STREET FURNITURE	209	N	Bowerhill Village Nameplate	A365 Devizes Road by Mallory Place	BH	
OUTSIDE EQUIPMENT	PLAY AREA EQUIPMENT	214	N	2no. dogs on leads sign A2	Bowerhill Sports Field	BH	SATISFACTORY
OUTSIDE EQUIPMENT	PLAY AREA EQUIPMENT	215	N	8no. Bowerhill sports Field sign A2	Bowerhill Sports Field	BH	SATISFACTORY

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
OUTSIDE EQUIPMENT	PLAY AREA EQUIPMENT	217	N	1no. Hornchurch Road Play Area signs A2	Hornchurch Play area Beanaere Play Area	BH	SATISFACTORY
OUTSIDE EQUIPMENT	PLAY AREA EQUIPMENT	219	N	3no. Kestrel Court Play Area signs A2	B Hornchurch Play area Beanaere Play Area	BH	SATISFACTORY
OUTSIDE EQUIPMENT	STREET FURNITURE	220	N	10no. Bowerhill Sports Field sign A3	Bowerhill Sports Field	BH	SATISFACTORY
OUTSIDE EQUIPMENT	STREET FURNITURE	225	N	7no. not drinking water sign - small	Bowerhill Sports Field	BH	SATISFACTORY
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	229	N	Folding Sack Truck (for meetings)	Bowerhill Sports Pavilion Office	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	232	N	Noticeboard	On the side of Bowerhill Village Hall (was relocated from the Bowerhill Sports Pavilion in Oct 22)	BH	
OUTSIDE EQUIPMENT	OUTSIDE EQUIPMENT	234	N	2no. Warning slippery surface sign	Bowerhill Sports Field	BH	
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	242	N	2no 24ftx8ft white 2.5mm goal nets	Bowerhill Sports Field	BH	SATISFACTORY
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	246	N	A Boards x4	Melksham Community Campus office	BH	Good.
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	249	N	Goal posts- 11v11	Stored at JH Jones yard	BH	SATISFACTORY

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
STREET FURNITURE	STREET FURNITURE	250	N	Wooden Memorial bench	Bowerhill Sports Field	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	253	N	Outside seat (Incl furniture anchor kit)	Outside Bowerhill Village Hall	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	254	N	Outside seat (Incl furniture anchor kit)	Outside Dowding Way/ Kestrel Court, Bowerhill	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	264	N	Picnic table- with soft ground anchor kit	Hornchurch Road public open space	BH	SATISFACTORY

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
STREET FURNITURE	STREET FURNITURE	269	N	Bin	Hornchurch Road Play Area	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	280	N	Outside seat with furniture anchor kit for hard ground	Falcon Way Bowerhill- Near Magister Road	BH	Disposed - burnt. ?
STREET FURNITURE	STREET FURNITURE	281	N	Bin	Outside of Kestrel Court Play Area, Bowerhill	BH	SATISFACTORY
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	284	N	Wallmount hand sanitiser stations x7	Bowerhill Sports Pavilion	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	286	N	Outside seat with furniture anchor kit for hard ground	Falcon Way, Bowerhill	BH	
STREET FURNITURE	STREET FURNITURE	287	N	Outside seat with furniture anchor kit for hard ground	Cane! side of BRAG Picnic area, Bowerhill	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	288	N	Outside seat with furniture anchor kit for hard ground	Near top of Bridleway (Allotment end), Bowerhill	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	289	N	Outside seat with furniture anchor kit for hard ground	Bridleway, Bowerhill (Mike Mills replacement)	BH	?
STREET FURNITURE	STREET FURNITURE	290	N	Outside seat with furniture anchor kit for hard ground	Hornchurch Road public open space	BH	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	291	N	Outside seat with furniture anchor kit for hard ground	Hornchurch Road public open space	BH	SATISFACTORY
OUTSIDE EQUIPMENT	STREET FURNITURE	311	N	Drinking Water Station	Bowerhill Sports Field	BH	SATISFACTORY

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
STREET FURNITURE	STREET FURNITURE	312	N	Bin	Bowerhill Sports Field	BH	
STREET FURNITURE	STREET FURNITURE	318	N	Noticeboard with Powercoated posts- Pathfinder Place	Pathfinder Place	BH	
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFERY SURFACING	OTHER SURFACES	319	N	Tarmac path to one side of Hornchurch Road Public Open Space	Hornchurch Road public open space	BH	
STREET FURNITURE	STREET FURNITURE	321	N	Noticeboard with Powercoated posts	Adjacent to Pilot pub on grassed area car park side	BH	
STREET FURNITURE	STREET FURNITURE	323	N	Topsy Jubilee Bin (Green) with adjustable concrete in anchors x3 and MWPC Plaque	Replacement bin for WC burnt out bin at Hornchurch Road public open space	BH	
OFFICE FURNITURE/EQUIPMENT/CO NTENTS	GENERAL CONTENTS	336	N	Filling Cabinet x2	Bowerhill Sports Pavilion- Kit room	BH	
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	346	N	Boot Wash Cleaner	Bowerhill Sports Field	BH	
STREET FURNITURE	STREET FURNITURE	353	N	Pathfinder Place public art noticeboard Frame (Frame and legs)	In LAP in Pathfinder Place development	BH	
STREET FURNITURE	STREET FURNITURE	358	N	Pathfinder Way public art	On highway verge on the side of Pathfinder Place	BH	
GENERAL CONTENTS	GENERAL CONTENTS	359	N	CCTV System	Bowerhill Sports Pavilion	BH	
OUTSIDE EQUIPMENT	STREET FURNITURE	361	N	Zoll AED 3 Semi Auto Defibrillator with Sentry Stainless Steel Cabinet	Pathfinder Way Bowerhill (on yellow post by bus stop)	BH	

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
STREET FURNITURE	STREET FURNITURE	362	N	Officer information board art panel sign	Pathfinder Place public open space (This is the panel installed inside of the frame)	BH	
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	363	N	1x set of Europa Portable self weighted 11 aside goal posts (24ftx8ft) including cross brace purchased seperatly	Bowerhill Sports Field	BH	
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	364	N	1x set of Europa Portable self weighted 11 aside goal posts (24ftx8ft) including cross brace purchased seperatly	Bowerhill Sports Field	BH	
STREET FURNITURE	STREET FURNITURE	365	N	Memorial Bench	BRAG Picnic area by canal, Bowerhill	BH	
STREET FURNITURE	STREET FURNITURE	366	N	Picnic Table	Kestrel Court Play Area	BH	
STREET FURNITURE	STREET FURNITURE	373	N	New defibrillator and cabinet Bowerhill Village Hall	On post outside of Bowerhill Village Hall	BH	
STREET FURNITURE	STREET FURNITURE	376	N	Bench	Kestrel Court Play Area	BH	
STREET FURNITURE	STREET FURNITURE	377	N	Top Soil Storage bin	Bowerhill Sports Pavilion	BH	

Terry's Store

ASSET REGISTER

30/05/2025

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
MACHINERY/TOOLS	MOWERS & MACHINERY	20	N	Caretakers Tools - Drill, Sack Truck, Bolt cutters etc	Caretakers Store	TC	SATISFACTORY

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
CHAIN OF OFFICE/CHAIRMAN'S BOARD	CIVIC REGALIA	12	N	Chain of office	Melksham Campus Offices	O	Good - could do with new box
CHAIN OF OFFICE/CHAIRMAN'S BOARD	CIVIC REGALIA	13	N	Chairmans Board	Melksham Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	23	N	1 large meeting table	Melksham Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	24	N	2 filing cupboards (not locable)	Bowerhill Sports Pavilion kit room	O	In kit room at Pavilion
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	25	N	3 filing cabinets	Melksham Campus Meeting Room	O	Good - 1x under TV screen & 2x under Chairmans board
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	29	N	3x 24" Monitors and 2 DVI Monitor leads	Melksham Campus Office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	30	N	1x 24" Monitor	Melksham Campus Office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	32	N	4 office chairs (Now 2)	Melksham Campus Office	O	Chair's Desk - Satisfactory Spare Desk - Satisfactory
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	33	N	4 filing drawers	Melksham Campus Office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	39	N	4 lpecs telephones (Have been replaced with new handsets but have not disposed of items and are still in office so still on asset register)	Melksham Campus Offices	O	Not used - currently stored in office.
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	47	N	Stationery	Melksham Campus Meeting Room	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	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	202	N	Office Desks x 4no	Melksham Campus Offices	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	203	N	Office Desk Cable trays x 4no	Melksham Campus Offices	O	Good.

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	206	N	Whiteboard 1200mm x 1800mm	Bowerhill Sports Pavilion Office	o	Good - At Pavilion
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	207	N	Whiteboard 1200mm x 900mm	Bowerhill Sports Pavilion Office	o	Good - At Pavilion
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	208	N	Whiteboard 600mm x 900mm	Bowerhill Sports Pavilion Office	o	Good - At Pavilion
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	210	N	Laptop backpack	Councillor Martin Franks house	o	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	211	N	3 no 8 way 2m surge tower extension sockets	Bowerhill Sports Pavilion Office	o	
OUTSIDE EQUIPMENT	STREET FURNITURE	222	N	1no. Office sign A4	Bowerhill Sports Field	o	Good - Still on door - needs to be removed
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	231	N	Lenova Intel Core i5 Desktop PC	Bowerhill Sports Pavilion Office	o	Satisfactory
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	233	N	Laminator	Melksham Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	237	N	16 x black stackable visitor chairs	Melksham Campus meeting room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	239	N	Postal scales	Melksham Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	244	N	Fly 3 Mesh back stackable chairs x16	Melksham Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	245	N	Orthopaedica Chair- Office desk	Melksham Campus offices	o	Good - No issues reported.
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	247	N	4X Chairs (with arms for visitors)	Melksham Campus Meeting Room	o	Good

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	248	N	Orthopaedica Chair- Finance desk	Melksham Campus office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	262	N	Card Reader	Melksham Campus office	O	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	263	N	Tablet	Melksham Campus office	O	Not really used
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	272	N	Laptop	Councillor Alan Baines house	O	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	273	N	Laptop	Councillor David Pafford house	O	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	274	N	Laptop	Issued to Councillor Chris Griffiths- May 2025	O	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	275	N	Laptop	Councillor John Glovers House	O	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	276	N	Laptop	Clerks Laptop & docking station	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	277	N	Laptop	Parish Officer Laptop & docking station	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	278	N	Laptop	Finance & Amenities Officer Laptop & docking station	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	279	N	Perspex screen 700x1600mm	Melksham Community Campus offices	O	Good.

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	283	N	Perspex screen 700x787mm with bracket	Melksham Campus offices	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	299	N	Laptop	Councillor Terry Chivers House	o	Not returned
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	300	N	Laptop	Councillor Richard Wood House	o	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	301	N	Laptop	Issued to Councillor Tony Hemmings 16th May 2025	o	No issues reported
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	o	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	306	N	Laptop	Councillor Anne Sullivan house	o	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	307	N	Laptop	Councillor John Doel House	o	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	308	N	Laptop	Issued to Councillor Mark Blackham- May 2025	o	No issues reported
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	324	N	Jabra PanaCast 50 Video conference bar and remote controller	Melksham Community Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	325	N	TV Screen 75inch	Melksham Community Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	326	N	TV Screen 75inch	Melksham Community Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	327	N	Dishwasher	Melksham Community Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	328	N	Under Counter Fridge	Melksham Community Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	329	N	Video Doorbell Intercom	Melksham Community Campus Outside Lobby	o	Good

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	330	N	Office phone- Parish Officer desk	Melksham Community Campus Office	o	Handset Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	331	N	Office phone- Clerk desk	Melksham Community Campus Office	o	Handset Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	332	N	Office phone- Finance & Amenities Officer desk	Melksham Community Campus Office	o	Handset Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	333	N	Office phone-Meeting room	Melksham Community Campus Meeting Room	o	Not Set up
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	337	N	Filing Cabinet- x1	Melksham Community Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	338	N	UniFi UDM Pro (Router)	Melksham Community Campus Meeting Room-Comms room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	339	N	Unifi 16W PoE Switch	Melksham Community Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	340	N	Unifi Access Points x2	Melksham Community Campus Meeting Room-Comms room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	341	N	Unifi G4 Dome (CCTV Camera)	Melksham Community Campus Meeting Room	o	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	342	N	Dell Micro 3000 PC	Melksham Community Campus Meeting Room- Behind TV on the wall (TV on left hand side as you walk into the room)	o	Good

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	345	N	4x Whiteboards 900x1200mm	Campus Office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	347	N	1X Magnetic drywipe board	Melksham Community Campus Meeting Room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	350	N	Whiteboard 1200x900mm	Melksham Community Campus Office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	351	N	Nobo Essence Whiteboard 900x600mm	Melksham Community Campus Office	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	352	N	4x Pop up 4 way power & Data pods for meeting table	Melksham Community Meeting room	O	Good
OFFICE FURNITURE/EQUIPMENT/CONTENTS	GENERAL CONTENTS	367	N	Photocopier	Melksham Community Campus Office	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	Good

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
STREET FURNITURE	STREET FURNITURE	138	N	Bus Timetable	Bus Shelter, Sandridge Lane	E	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	143	N	Wooden Bus Shelter	Sandridge Lane on A3102	E	SATISFACTORY
STREET FURNITURE	STREET FURNITURE	315	N	Bench	Sandridge Hill (Top of Sandridge Lane- Opposite bus shelter and near turning to Bromham)	E	SATISFACTORY

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
BUILDINGS	BUILDINGS	4	N	Shaw Village Hall	Shaw	S&W	Satisfactory
FENCING/GATES	FENCING/GATES	10	N	Shaw Play Area fencing	Shaw Play Area	S&W	Satisfactory
LAND	OTHER SURFACES	19	N	Shaw Playing Field	Shaw	S&W	Satisfactory
OUTSIDE EQUIPMENT	STREET FURNITURE	52	N	CHT 9151 - View Defibrillator & Cabinet	Shaw Village Hall	S&W	Satisfactory
OUTSIDE EQUIPMENT	STREET FURNITURE	53	N	CHT 9150 - View Defibrillator & Cabinet	Whitley Reading Room	S&W	Satisfactory
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	66	N	2 swing set for over 7s	Shaw Play Area	S&W	Satisfactory
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	67	N	2 swing set for under 7s	Shaw Play Area	S&W	Satisfactory
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	68	N	4 seat rocker	Shaw Play Area	S&W	Satisfactory
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	70	N	Over 7 unit	Shaw Play Area	S&W	Satisfactory
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	71	N	Spinning bowl	Shaw Play Area	S&W	Satisfactory
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	72	N	Under 7 unit	Shaw Play Area	S&W	Satisfactory
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	SPORTS EQUIPMENT	77	N	2x goal ends	Basketball Court, Shaw	S&W	Satisfactory
STREET FURNITURE	STREET FURNITURE	96		B.T Kiosk . K6 RED, HERITAGE STYLE	Top Lane, Whitley	S&W	Satisfactory
STREET FURNITURE	STREET FURNITURE	97		B.T Kiosk KX100 MODERN STYLE	Corsham Road	S&W	Satisfactory
STREET FURNITURE	STREET FURNITURE	141	N	Noticeboard	Shaw Hill, near entrance to Beltane Place, Shaw	S&W	Satisfactory

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
STREET FURNITURE	STREET FURNITURE	149	N	Bus Timetable	Bus Shelter, Shaw Hill	S&W	Satisfactory
STREET FURNITURE	STREET FURNITURE	150	N	Bus Timetable	Bus Shelter, Shaw, A365	S&W	U
STREET FURNITURE	STREET FURNITURE	151	N	Bus Timetable	Bus Shelter, Shaw, A365	S&W	U
STREET FURNITURE	STREET FURNITURE	152		Bus Timetable	Bus Stop, Top Lane, at Eden Grove	S&W	U
STREET FURNITURE	STREET FURNITURE	153	N	Concrete Bus Shelter	Shaw Hill	S&W	U
STREET FURNITURE	STREET FURNITURE	154	YES? Suspected Asbestos	Concrete Bus Shelter	Shaw, near Church- on the right hand side coming out of Melksham, before the junction with Corsham Road	S&W	U
STREET FURNITURE	STREET FURNITURE	155	N	Concrete Bus Shelter	Shaw, near Church- Bath side	S&W	U
STREET FURNITURE	STREET FURNITURE	156	N	Dog fouling sign	Shaw Play Area	S&W	U
STREET FURNITURE	STREET FURNITURE	157	N	Metal Bus Shelter	A365 Shaw	S&W	U
STREET FURNITURE	STREET FURNITURE	160	N	Noticeboard	Outside Whitley Reading Rooms	S&W	U
STREET FURNITURE	STREET FURNITURE	161	N	Outside seat	First Lane, Whitley	S&W	U
STREET FURNITURE	STREET FURNITURE	163	N	Outside seat	Opposite Shaw School	S&W	U
STREET FURNITURE	STREET FURNITURE	164	N	Outside seat	Outside Whitley Methodist Church	S&W	U

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
STREET FURNITURE	STREET FURNITURE	166	N	Outside seat, inc Ground Anchors	Outside Whitley Reading Rooms	S&W	Satisfactory
STREET FURNITURE	STREET FURNITURE	169	N	Outside seat	Top Lane, Whitley	S&W	U
STREET FURNITURE	STREET FURNITURE	170	N	Outside seat	West Hill Bus Stop, Whitley	S&W	U
STREET FURNITURE	STREET FURNITURE	171	N	Outside seat	Shaw Playing Fields	S&W	U
STREET FURNITURE	STREET FURNITURE	172	N	Outside seat	Shaw Playing Fields	S&W	U
STREET FURNITURE	STREET FURNITURE	173	N	Picnic table	Shaw Playing Fields	S&W	U
STREET FURNITURE	STREET FURNITURE	174	N	Picnic table	Shaw Playing Fields	S&W	U
STREET FURNITURE	STREET FURNITURE	175	N	Picnic table	Shaw Playing Fields	S&W	U
STREET FURNITURE	STREET FURNITURE	176	N	Rights of Way Info Board	Shaw	S&W	U
STREET FURNITURE	STREET FURNITURE	177	N	Noticeboard (Replacement of asset 159)	Was Opposite Shaw School but has now been replaced with new noticeboard. This board has been taken away so that Caretaker can replace damaged perspex ready for when another NB Needs to be replaced. Currently in storage. At allotment shed t	S&W	U
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFERY SURFACING	PLAY AREA EQUIPMENT	183	N	Play Area surface	Basketball court, Shaw	S&W	U
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFERY SURFACING	PLAY AREA EQUIPMENT	184	N	Play Area surface	Shaw Play Area	S&W	U
FENCING/GATES	FENCING/GATES	187	N	Kissing Gate	Access point from field into Shaw Recreation Field	S&W	U

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
OUTSIDE EQUIPMENT	PLAY AREA EQUIPMENT	212	N	4no. Shaw Play Area signs A2	Shaw Play Area	S&W	Satisfactory
OUTSIDE EQUIPMENT	PLAY AREA EQUIPMENT	213	N	2no. dogs on leads sign A2	Shaw Play Area	S&W	U
STREET FURNITURE	STREET FURNITURE	255	N	Outside seat (Incl furniture anchor kit)	Next to adopted phone box Top Lane, Whitley	S&W	U
STREET FURNITURE	STREET FURNITURE	256	N	Outside seat (Incl furniture anchor kit)	Opposite the Pear Tree Inn, at bus stop, Top Lane, Whitley	S&W	U
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	294	N	Basket Swing	Shaw Playing Field	S&W	U
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	295	N	Cone Climber	Shaw Playing Field	S&W	U
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	PLAY AREA EQUIPMENT	296	N	Warrior Pod 3	Shaw Playing Field	S&W	U
PLAY AREA & PLAYING FIELD EQUIPMENT/SAFETY SURFACING	PLAY AREA EQUIPMENT	297	N	Safamat Surfacing	Shaw Playing Field	S&W	U
STREET FURNITURE	STREET FURNITURE	303	N	Topsy Jubilee Bin (Green) with adjustable concrete in anchors x3 and MWPC Plaque	Littleworth Lane, Whitley (To replace missing WC Bin)	S&W	U
STREET FURNITURE	STREET FURNITURE	322	N	Noticeboard	Replacement for outside Shaw Village Hall (This is replacing asset 158)	S&W	U
STREET FURNITURE	STREET FURNITURE	344	N	Bin	At bus stop on Bath Road, Shaw opposite Shaw dog kennels	S&W	U

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
STREET FURNITURE	STREET FURNITURE	356	N	Noticeboard	Opposite Shaw School	S&W	Satisfactory
PLAY AREA EQUIPMENT	PLAY AREA EQUIPMENT	378	n	Car Spring rocker	Shaw Play Area	S&W	U

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
STREET FURNITURE	STREET FURNITURE	258	N	Bin	Shurnhold Fields- Dunch Lane entrance inside gate to left next to noticeboard	SH	Good
STREET FURNITURE	STREET FURNITURE	259	N	Bin	Shurnhold Fields- Next to right of way	SH	''
STREET FURNITURE	STREET FURNITURE	261	N	Noticeboard- Incl Powercoated posts	Shurnhold Fields	SH	''
STREET FURNITURE	STREET FURNITURE	265	N	Outside seat- Hard ground anchor kit	Shurnhold Fields	SH	''
STREET FURNITURE	STREET FURNITURE	266	N	Outside seat- Hard ground anchor kit	Shurnhold Fields	SH	''
STREET FURNITURE	STREET FURNITURE	267	N	Picnic table-with hard ground anchor	Shurnhold Fields	SH	''
STREET FURNITURE	STREET FURNITURE	268	N	Picnic table-with hard ground anchor	Shurnhold Fields	SH	''
STREET FURNITURE	STREET FURNITURE	282	N	Bin	Shurnhold Fields	SH	''
STREET FURNITURE	STREET FURNITURE	309	N	Interpretation Panel- Lectern Frame (Entrance board)	Shurnhold Fields (entrance board)	SH	''
STREET FURNITURE	STREET FURNITURE	314	N	Interpretation panel- Lectern Frame (Orchard Board)	Shurnhold Fields (Orchard Board)	SH	''
STREET FURNITURE	STREET FURNITURE	375	N	Memorial Bench	Shurnhold Fields	SH	''

ASSET REGISTER

30/05/2025

Category	Insurance category	Item Number	Asbestos? Y/N	Item	Location	Area	
OUTSIDE EQUIPMENT	STREET FURNITURE	224	N	6no. No Dog Fouling sign A4	Shurnhold Fields	SF	✓
LAND	OTHER SURFACES	243	N/A	Public Open Space Land	"Shurnhold Fields" Land to the North of Dunch Lane	SF	✓
PLAY AREA & PLAYING FIELDS EQUIPMENT/SAFETY SURFACING	STREET FURNITURE	251	N	X2 Dog sack dispensers- Shurnhold Fields	Shurnhold Fields	SF	✓

Marianne Rossi

From: Susan Beaton - TW Bristol <Susan.Beaton@taylorwimpey.com>
Sent: 18 June 2025 12:28
To: Marianne Rossi
Cc: Teresa Strange
Subject: RE: Pathfinder Place, Pathfinder Way, Melksham SN12 6QN - Handover / Transfer of remaining POS (Planning App Ref -16/01123/OUT)

Thank you

I will get this sorted

Kind regards

Susan

Susan Beaton | Customer Director | Taylor Wimpey Bristol
Ground Floor, 730 Waterside Drive, Aztec West, Almondsbury, Bristol, BS32 4UE
T: 01494 509090 | M: 07771 842457 | e: susan.beaton@taylorwimpey.com
Taylor Wimpey Bristol is a division of Taylor Wimpey UK Limited

Think before you print!

Taylor
Wimpey



From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 18 June 2025 12:25
To: Susan Beaton - TW Bristol <Susan.Beaton@taylorwimpey.com>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Pathfinder Place, Pathfinder Way, Melksham SN12 6QN - Handover / Transfer of remaining POS (Planning App Ref -16/01123/OUT)

Warning: This email is from an external sender, please be cautious when opening attachments or links.

Hi Susan,

Apologies that I didn't come back to you yesterday on this matter, further to the below the council have agreed to monitor the Talk Tube rather than ask you to undertake a repair. As agreed below, please could the bench issue be addressed and the caps on the swing basket be replaced.

Many thanks

Best Wishes,
Marianne

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

Want to keep in touch?

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

On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk
Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#).
We do not guarantee that any email is free of viruses or other malware.

From: Susan Beaton - TW Bristol <Susan.Beaton@taylorwimpey.com>

Sent: 18 June 2025 11:34

To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Subject: FW: Pathfinder Place, Pathfinder Way, Melksham SN12 6QN - Handover / Transfer of remaining POS (Planning App Ref -16/01123/OUT)

Good morning, Marianne,

I hope you are well

Just looking for an update following your meeting, on how you wish for us to proceed

Kind regards

Susan

Marianne Rossi

From: Marianne Rossi
Sent: 10 June 2025 16:35
To: [REDACTED]
Cc: Teresa Strange
Subject: FW: Grass Cutting

Dear Ms. [REDACTED]

Many thanks for your email.

The parish council will be reviewing the risk assessments in place at their next Asset Management Committee meeting on the evening of Monday 7th July. We will provide members with your correspondence so that they are aware of your concerns.

You are more than welcome to attend the meeting and speak under public participation and I can send you an agenda nearer to the time.

Kind Regards,
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](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk
Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#).
We do not guarantee that any email is free of viruses or other malware.

From: [REDACTED]
Sent: 10 June 2025 15:44
To: Fiona Dey <office@melkshamwithout-pc.gov.uk>
Subject: Grass Cutting

I just wanted to give you some more information regarding the grass cutting at the park yesterday.

There was 1 person strimming and to be fair he did move away from the equipment after about 5 minutes and started strimming the edges of the outside park, the person on the ride on was in my opinion dangerous, he was driving less than 2 foot from people at times which is not safe when the back swishes round and it unpredictable, he was going in between the equipment, children and going between children and their carers, there were about 15-20 children in the park all preschool and primary age.

I think it was incredibly dangerous to be that close to children especially when they could have mown under the trees away from anyone, I think it was a ill-considered time to be cutting the park when its next to a school on finishing time and a reckless decision to not stop them after a phone call was made raising concern of the safety of the people present.

As you advised they had a risk assessment, I tried to view the risk assessment for idvere for ride on mowers but it is not showing I have looked at 2 other council risk assessments which show the following

Operator is vigilant of who/what is around them and is **not to mow where there are pedestrians present.** – Osgathorpe Parish Council

Be aware of the general public. **Stop mowing if members of the public approach the working area.** – Ivinghoe & Pitstone Village

I think you need to review the risk assessment if this is not on there.

Complaint posted on Social Media following grass cutting inside Kestrel Court Play Area



The Sham Shout Outs

9 June at 16:07 · 🌐



Becareful if you are in Bowerhill Park, they are cutting and strimming close to the children. I know they have a job to do but 3pm isn't a good time. I did report to Melksham Without and was told it was fine as they have a risk assessment in place.



2w Like Reply

View all 4 replies



Stella Hitchcock



2w Like Reply



Ashley Wilcox

He's atleast 9ft away ...jesus

2w Like Reply



Lennie J Townsend

What's terrifying is the fact the parents didn't have the common sense to move away with the children whilst they did that area 😞

These people breed 😞

2w Like Reply



Mark Drury

What a karen

2w Like Reply



Sam Willcox

Words fail me 🙄

2w Like Reply

"Most relevant" is selected, so some comments may have been filtered out.



Comment as Teresa Strange MelkshamWithout



🤔👍 Pamela Hartley and 113 others

101 comments 2 shares

👍 Like

💬 Comment

📧 Send

➦ Share

Most relevant ▼



Mark Prout
Moan when they don't cut it moan when they do

2w Like Reply

68 👍



Mark Prout replied · 2 replies



Michael Sankey
Omg why haven't those children got safety helmets on 🤔

2w Like Reply

2 🤔

View 1 reply



Dan Long
That being a professional rotary deck with guards in place you should be fine. Then again you seen it and heard it coming, he had a few strips to do so take the children away for all of about 2 minutes then carry back on. If they were strimming I could see the point but they aren't.

2w Like Reply

8 👍❤️

"Most relevant" is selected, so some replies may have been filtered out.



Reply to Dan Long

🗨️ 😊 📷 GIF 🗨️



Shane Trueman
Blimey, just get out of the way for the minute if you thought it was that dangerous 🤔

2w Like Reply

21 👍

2w Like Reply



View all 4 replies



Stella Hitchcock



2w Like Reply



Ashley Wilcox

He's atleast 9ft away ..jesus

2w Like Reply



Lennie J Townsend

What's terrifying is the fact the parents didn't have the common sense to move away with the children whilst they did that area 😞

These people breed 😞

2w Like Reply



Mark Drury

What a karen

2w Like Reply



Sam Willcox

Words fail me 🙄

2w Like Reply

"Most relevant" is selected, so some comments may have been filtered out.



Comment as Teresa Strange MelkshamWithout



MELKSHAM WITHOUT PARISH COUNCIL – RISK ASSESSMENT

LOCATION	MELKSHAM WITHOUT PARISH COUNCIL	ASSESSOR	PHIL JONES
AT RISK	SITE OPERATIVES	DATE	APRIL, 2025

Activity:	Grass Cutting			Assessed By:	
Location:	Various locations			Approved By:	
				Issue Date:	
				Revision Date:	

Hazard	Consequences	Persons affected	Existing Control Measures (Where appropriate)	Severity	Likelihood	Total Risk	Additional Measures (Where appropriate)	Severity	Likelihood	Total Risk
Machinery	<ul style="list-style-type: none"> Risk of injury – including serious injury - from moving & cutting parts of a mower 	Anyone carrying out task or in the vicinity	<ul style="list-style-type: none"> Always check mowers before use. Maintain mowers according to manufacturer's instructions & recommendations, including regular cleaning. Mowers given annual service & check by independent mechanic or specialist. put out warning signs to advise of works being undertaken. 	3	2	6				

			<ul style="list-style-type: none"> • Cordon off safe working area as required/appropriate. • Stop work temporarily if anyone gets too close to work area. • Provide staff with high-visibility PPE or uniform. • Stop work to investigate sudden changes in noise, handling, performance etc. 						
Cuttings	Risk of personal injury from stray cuttings, including eye injuries	Anyone in the vicinity of working area	<ul style="list-style-type: none"> • Issue staff with eye protection: Visor. • Put out warning signs to advise of work being carried out. • Cordon off safe working area as required/appropriate. • Stop work temporarily if anyone gets too close to work area. • Operate wider working radius when rough cutting with brush cutters. • Provide staff with long sleeve clothing and work trousers. 	3	2	6			
Manual handling	Risk of musculoskeletal disorders - such as back pain - from handling mowers; or from undertaking repetitive motions & movements; or from undertaking physical	Anyone carrying out the task	<ul style="list-style-type: none"> • Mower and other tools & materials to be taken/left as close as possible to working area. • Staff to work together (2 or more) where work is expected to include significant or extended physical effort. 	3	2	6			

	tasks for an extended period		<ul style="list-style-type: none"> Rotate tasks where possible to reduce/prevent prolonged periods of the same physical movements or effort. 							
Fatigue	Risk of suffering fatigue and sore feet/muscles through walking; standing and undertaking physical tasks	Anyone carrying out the task	<ul style="list-style-type: none"> Work arrangements allow staff to vary tasks to vary physical movements and exertions. Work arrangements allow staff to reasonably take breaks, especially after tiring & strenuous tasks. Provide staff with appropriate PPE including steel toe cap footwear. 	3	2	6				
Noise	Risk of temporary or permanent damage to hearing from the use of machinery.	Anyone carrying out the task or in the vicinity	<ul style="list-style-type: none"> Provided with appropriate PPE ear defenders 	3	2	6				
Vibration	Risk of personal injuries resulting from exposure to vibrating equipment, including Hand Arm Vibration Syndrome (or HAVS)	Anyone carrying out the task	<ul style="list-style-type: none"> Allocate and share work according to acceptable cumulative vibration levels. Provide staff with anti-vibration gloves. 	3	2	6				

<p>Fueling</p>	<p>Risk of machines catching fire and exploding.</p>	<p>Anyone carrying out the task.</p>	<ul style="list-style-type: none"> • Only dedicated fuel cans with funnels or spouts to be used. • All containers must be U.N approved. • No smoking while working with or re-fuelling machines. • Allow mowers to cool before re-fuelling. • Do not re-fuel on uneven ground. • Do not re-fuel in vehicles. • Provide Spill kits. 	<p>3</p>	<p>2</p>	<p>6</p>			
<p>Stones</p>	<ul style="list-style-type: none"> • Risk of injury caused by stray (flung) stones. • Risk of damage to property from flung stones. 	<p>Anyone in the vicinity of work area</p>	<ul style="list-style-type: none"> • Check working area for stones & litter before starting work. • Warning signs put up to advise of work being undertaken. • Temporarily stop work if P enters working area. • Ensure a procedure in place in case of accidental damage to property. • Ensure procedure in place in case of accidental injury. • Ensure provision of public liability insurance. 	<p>3</p>	<p>2</p>	<p>6</p>			
<p>Banks & Slopes</p>	<p>Risk of injury from losing control over machinery and/or losing balance on steep verges, banks, and slopes, including riverbanks</p>	<p>Anyone carrying out the task</p>	<ul style="list-style-type: none"> • Staff to work together where sites are known to be more difficult because of their gradients. • Staff to ensure safe and steady footing before undertaking work. • Issue staff with appropriate 	<p>2</p>	<p>2</p>	<p>4</p>			

			PPE including steel toe cap footwear.							
Clearing	<ul style="list-style-type: none"> • Risk of minor injuries – likely cuts – from handling sharp cuttings. • Risk of slips trips & falls if cuttings are left untidy and unattended. 	Anyone in the vicinity of the work area	<ul style="list-style-type: none"> • Staff to fully clear and tidy working area before leaving site. • Staff to wear suitable PPE such as gloves when tidying up. 	2	2	4				

RISK ASSESSMENT MATRIX

RISK						
Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Likelihood				

SEVERITY	
5	Multiple fatality
4	Fatality
3	Major injury
2	Minor injury
1	Negligible impact

LIKELIHOOD	
5	Almost Certain
4	Probable
3	Possible
2	Remote
1	Improbable

The aim is to reduce the risk by prevention or control measures so far as is reasonably practicable.

Explanatory Note:

Risk

16-25	Very high (Do not proceed without authorization from the Directorate)
12-15	High
6-10	Medium
1-5	Low

Likelihood

Almost certain	Self-explanatory
Probable	More likely than not to occur
Possible	Has the potential to occur
Remote	Unlikely to occur
Improbable	Occurrence is extremely unlikely

Severity

Multi fatality	Self-explanatory
Fatality	Self-explanatory
Major injury	Reportable incident under RIDDOR such as fracture of bones, dislocation, amputation, occupational diseases (e.g. asthma, dermatitis), loss of sight.
Minor injury	First aid administered. This would include minor, cuts, bruising, abrasions and strains or sprains of ligaments, tendons, muscles

Activity:	Hedge cutting	Assessed By:	
		Approved By:	
Location:	Various locations and sites	Issue Date:	
		Revision Date:	

Hazard	Consequences	Persons affected	Existing Control Measures (Where appropriate)	Severity	Likelihood	Total Risk	Additional Measures (Where appropriate)	Severity	Likelihood	Total Risk
Machinery	Risk of injury – including serious injury - from moving & cutting parts of a hedge trimmer.	Anyone in the vicinity of operations	<ul style="list-style-type: none"> ▪ Check hedge trimmer before use, especially blades, guards & emergency stop button. ▪ Maintain hedge trimmers according to manufacturer’s instructions & recommendations, including regular cleaning. ▪ Hedge trimmers given annual service & check by independent mechanic or specialist. ▪ WTC to keep maintenance 	3	2	6				

			<ul style="list-style-type: none"> and service records. ▪ Put out warning signs to advise of works being undertaken. ▪ Cordon off safe working area as required/appropriate. ▪ Stop work temporarily if anyone gets too close to work area ▪ Wear high-viz and appropriate PPE or uniform while working. ▪ Stop work to investigate sudden changes in noise, handling, performance etc. 							
Cuttings	Risk of personal injury from stray cuttings, including eye injuries	Anyone in the vicinity of operations	<ul style="list-style-type: none"> ▪ Issue PPE and eye protection ▪ Provide thick work gloves for handling sharp cuttings. ▪ Put out warning signs to advise of the work being carried out. ▪ Cordon off safe working area as required/appropriate. ▪ Stop work temporarily if anyone gets too close to work area. ▪ Where possible clear all cuttings from site and leave work area tidy 	3	2	6				
Manual handling And noise levels	<ul style="list-style-type: none"> ▪ Risk of musculoskeletal disorders - such as back pain - from handling hedge trimmers; or from 	Anyone carrying out the task and anyone in the immediate vicinity could be affected	<ul style="list-style-type: none"> ▪ Issue with ear protection and PPE ▪ Hedge trimmers and other tools & materials to be taken/left as close as possible to working area. ▪ Staff to work together (2 or more) where work is 	3	2	6				

	<p>undertaking repetitive motions & movements; or from undertaking physical tasks for an extended period.</p> <ul style="list-style-type: none"> ▪ Risk of hearing damage 	by noise.	<p>expected to include significant or extended physical effort.</p> <ul style="list-style-type: none"> ▪ Provide with gloves, consider anti-vibration if required. ▪ Rotate tasks where possible to reduce/prevent prolonged periods of repetitive physical movements or effort 							
Fatigue	Risk of fatigue and sore feet/muscles through walking; standing and undertaking physical tasks	Anyone carrying out the task	<ul style="list-style-type: none"> ▪ Work arrangements allow staff to vary tasks – varying physical movements and exertions. ▪ Work arrangements allow staff to reasonably take breaks, especially after tiring & strenuous tasks. ▪ Provide staff with appropriate PPE- footwear 	3	2	6				
vibration	Risk of personal injuries resulting from exposure to vibrating equipment, including Hand Arm Vibration Syndrome (or HAVS)	Anyone carrying out the task	<ul style="list-style-type: none"> ▪ Allocate and share work according to acceptable cumulative vibration levels. ▪ provide anti-vibration gloves 	3	2	6				
Fueling	<ul style="list-style-type: none"> ▪ Risk of machines catching fire and exploding if procedures not followed. ▪ Risk of environmental damage due 	Anyone carrying out the task	<ul style="list-style-type: none"> ▪ Only dedicated fuel cans with funnels or spouts to be used. (Must be U.N approved. ▪ No smoking while working with or near hedge trimmers. ▪ Allow hedge trimmer to cool before re-fuelling. ▪ Do not re-fuel on uneven ground. 	3	2	6				

	to spillage.		<ul style="list-style-type: none"> ▪ Do not re-fuel in vehicles. ▪ Provided appropriate PPE with Spill kits 						
Working at height	<ul style="list-style-type: none"> ▪ Risk of injuries resulting from a fall from height. ▪ Risk of injuries from falling cuttings. 	Anyone carrying out the task	<ul style="list-style-type: none"> ▪ Use ladders, platforms etc. where appropriate. ▪ Ladders, platforms etc. to meet industry standards or be fit for purpose. ▪ Check ladders, platforms for damage before starting work. ▪ Cordon off safe working area as required/appropriate. ▪ Use hard hats when working at height. ▪ Be mindful of weather conditions and visibility. ▪ Refer to HSE guides '<i>Working at height</i>' & '<i>Safe use of ladders and stepladders</i>.' ▪ All staff to be trained at working from heights. 	3	2	6			

RISK ASSESSMENT MATRIX

RISK						
Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		<u>Likelihood</u>				

SEVERITY	
5	Multiple fatality
4	Fatality
3	Major injury
2	Minor injury
1	Negligible impact

LIKELIHOOD	
5	Almost Certain
4	Probable
3	Possible
2	Remote
1	Improbable

The aim is to reduce the risk by prevention or control measures so far as is reasonably practicable.

Explanatory Note:

Risk

16-25	Very high (Do not proceed without authorization from the Directorate)
12-15	High
6-10	Medium
1-5	Low

Likelihood

Almost certain	Self-explanatory
Probable	More likely than not to occur
Possible	Has the potential to occur
Remote	Unlikely to occur
Improbable	Occurrence is extremely unlikely

Severity

Multi fatality	Self-explanatory
Fatality	Self-explanatory
Major injury	Reportable incident under RIDDOR such as fracture of bones, dislocation, amputation,

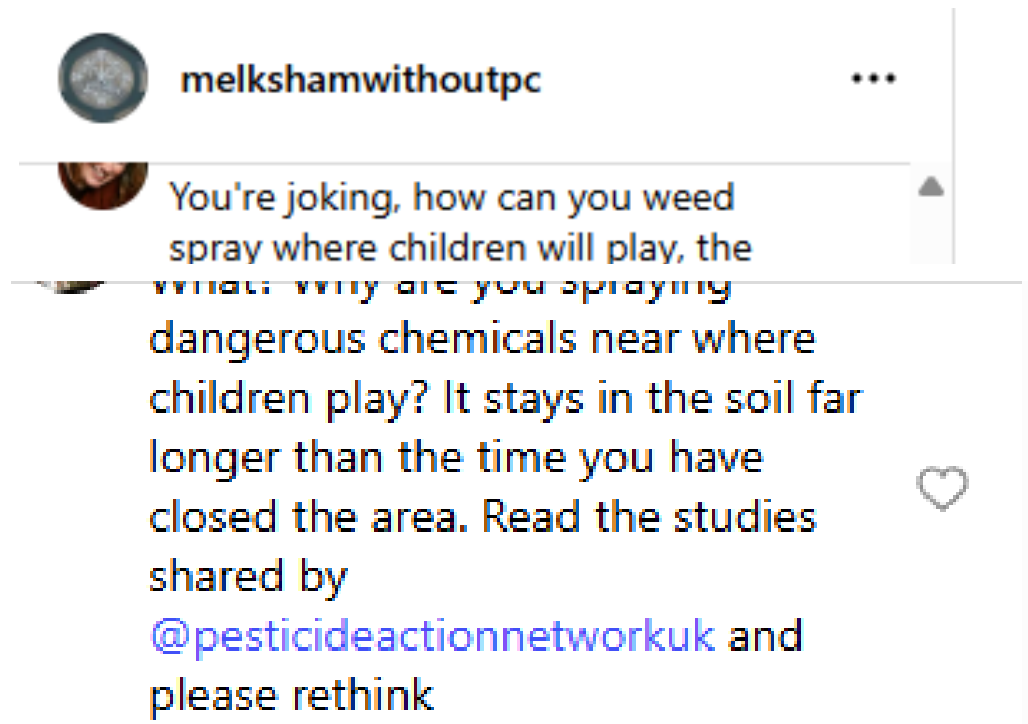
occupational diseases (e.g. asthma, dermatitis), loss of sight.

Minor injury	First aid administered. This would include minor, cuts, bruising, abrasions and strains or sprains of ligaments, tendons, muscles
Negligible impact	Self-explanatory

Officers note: Complaints about Weedspraying inside of Play Areas:

In early June, the parish council undertook some weed spraying in the parish, which included inside of the parish play areas. As per the parish council's policy, the play areas are closed for 24 hours after the weed spraying has been undertaken. The weed spraying in the parish was being undertaken in the May half term holidays, so officers asked for the weed spraying inside of the play areas to be undertaken another time outside of the school holiday, which was undertaken a week later. The parish council has previously trialled non-glyphosate methods, but they haven't worked previously.

As per the council's policy, officers posted on social media that the play areas would be closed for weed spraying, and we received some complaints about it, which are below.



Thank you for your response, Teresa. I can understand where the council is coming from and that the safety of the children is of high importance. I would ask to know what weed killer is used in these areas and which antifungal spray (make and contents). Protecting nature is something I strongly advocate for whenever I can, and I would like to see weed killers etc banned completely but I need to understand how this can be done going forward without other safety concerns becoming worse. Perhaps at some point soon, we can work towards an open discussion on this topic. I appreciate and value you taking the time to respond.

Thankyou for your comments. I can confirm that the weed spraying was only done on the safety surfacing, and not on any of the surrounding planted areas, and therefore not in the soil. It is undertaken as part of preventative maintenance for the safety surfacing, which by its very nature is there for the safety of the children. The safety surfacing is also cleaned at least once a year, and treated with an antifungal spray to prevent the build up of algae on the surface - as this leads to it losing its porosity and shortening its life span. In areas, particularly where there is shade from trees, there is a problem with algae build up, which is also slippery. In addition, there are weeds growing from the safety surfacing, which lead to cracks, and then trip hazards. Full warning signs are put on the gates to the play areas, which are closed, and as you can see the parish council have also notified residents via social media; therefore there should be no children playing in the play areas that have been physically closed off for 24 hours. The work has been timetabled deliberately after the children have returned to school after the half term holiday, as all the other weed spraying in the parish was undertaken last week; this was specifically chosen for an additional visit now they are back at school. The weather forecast is always taken into account when the spraying is undertaken. I do hope that answers the concerns you have raised.

We do have glysophate in our weed killer, we just can't find an alternative that works. We have done some trials with non glysophate in our car park and its not touched them. The steam seems to the council to be harming the environment by its action, just in a different way. They are keen to look at alternative solutions, but have not found any yet, we keep asking other councils across the country and also Wiltshire Council. Be interested to hear if you have any proven methods you are aware of. Not sure on the antifungal spray, that is by a contractor too, but a local farmer, so we know from the other work they do, that they have nature's best interest rooted in what they do.

[REDACTED]

We do have glysohate in our weed killer, we just can't find an alternat...

I will look into that further as I'm sure within my circle I have had sight of research around this prior. I will come back to you on this. Thank you



The parish council are happy to have an open discussion, they work in the public domain, and the decisions they have made regarding these things have all been part of public meetings, open to the public.

Officers note: Complaint received by phone about contractor and child interaction due to health and safety concerns:

In early June, the parish council received a phone complaint from a parent about our contractor shouting at their child while they were playing inside of Hornchurch Road Play Area while grass cutting was being undertaken in the public open space. (Email attached). Following the complaint, an investigation was conducted to understand what exactly had happened, which involved the line manager of the individual who was undertaking the grass cutting. The outcome of the investigation was:

As we understand it, although the child was inside of the play area, while grass cutting outside of the area was being undertaken, the machinery had to get quite close to the play area. The contractor reports that the child was chasing the mower by running up and down the fence line. The contractor was worried about the child's safety due to debris such as stones, etc., getting flipped up, so he asked the child to stay back. Due to the noise of the mower, the contractor had to shout to get the message across, which had got misinterpreted and had led to the misunderstanding.

Following this explanation from the contractor, officers had gone back to the parent and explained. The parent was happy with the outcome and wished for us to thank the contractor for ensuring her child's health and safety.

Marianne Rossi

From: Teresa Strange
Sent: 23 May 2025 09:42
To: [REDACTED]
Cc: Marianne Rossi
Subject: RE: Rude behaviour towards my children
Attachments: MMPC Complaints Procedure adopted May 2024pdf.pdf

Dear [REDACTED]

Thankyou for your email and I am sorry that you have had this experience.

We have started an investigation and I will be in touch with you in due course.

I am on leave next week, so it may be my colleague Marianne Rossi that comes back to you (who is copied into this email).

In the meantime, please find attached the council's Complaints Procedure, and be rest assured that the parish council take all complaints seriously.

With kind regards, Teresa

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

Advanced Notice of Leave:

w/c 26th May

w/c Tues 17th June to Tues 24th June

Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?

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

On X: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

On LinkedIn: [Melksham Without Parish Council](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk

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

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

From: [REDACTED]
Sent: 22 May 2025 16:33
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Rude behaviour towards my children

Goodafternoon,

After a telephone conversation I have been advised to write this in a email.

This afternoon I took my autistic son and daughter to play at Hornchurch road play park, both myself and my children were inside the play area, and one of your employees was there cutting the grass, my children being innocent children were fascinated by the man cutting the grass and was watching him through the railings, the man then proceeded to start shouting at my children, I called my daughter over who was very upset and asked her what the man said and she replied she couldn't understand him but thinks he said the F word,

Now I would understand if the children were in danger and he was warning them but they were behind railings innocently watching, so this behaviour is totally un acceptable,

I have attached a photo for your attention of the gentleman and the vehicle he was operating.

Kind regards

[REDACTED]
Bowerhill resident

Marianne Rossi

From: Teresa Strange
Sent: 27 March 2025 09:11
To: Marianne Rossi
Subject: FW: Basketball net at MWPC pavilion

To discuss

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

From: [REDACTED]
Sent: 27 March 2025 07:56
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Re: Basketball net at MWPC pavilion

Dear Teresa

Thank you very much for your detailed reply.

You're absolutely correct- the net indicates that the ball has indeed passed through the hoop and of course in a game that's very useful.

I think it was just the fact that these 2 boys risked climbing up to 'fix' it. Because it's all tatty and broken it looks like it's not being maintained and maybe should be completely removed rather than raggedy bits of net hanging down?

I do appreciate your input and all the work you're obviously putting into the facilities.

Many thanks and kind regards

[REDACTED]

Sent from my iPhone

- > On 25 Mar 2025, at 13:39, Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote:
- >
- > Good morning [REDACTED]
- > Thank you for your email.
- >
- > Councillors made the decision some time ago not to replace the nets, as it's a task that needs a ladder etc and so not a quick fix for our lone caretaker that does not have a council vehicle.
- > That doesn't mean its can't be done though, just that there is a cost to it as outside the normal scope of regular work.
- >
- > Can you explain to me what the difference having a net makes please, as that is not something that we are aware of. We understand during game play that the net moving indicates that the ball went through the hoop and scored, but not sure in this scenario if its not a full on match, and at this site for a 1/2 court, how it makes a difference. I genuinely am trying to understand, so a case can be made to the council for the additional expense.
- >
- > The parish council feel strongly about providing opportunities for play for young people and making them feel valued, and in the last few days all the MUGAs (Multi Use Games Areas) have been given a really good clean, as well as the play area safety surfacing. Including the court at Bowerhill Sports Field, and some £80k is being spent over the next few years to improve the sports pitch playing field.
- >

> Please be aware that we have two full size basket ball courts in Bowerhill, at Kestrel Court and at Hornchurch Road, although the policy of not replacing nets applies to them too.

>

> As I say, if you can let us know how that affects the basketball play, then we can take it to the council to consider.

> I hope that helps,

> Kind regards, Teresa

>

>

> -----Original Message-----

> From: [REDACTED]

> Sent: 20 March 2025 17:19

> To: Fiona Dey <office@melkshamwithout-pc.gov.uk>

> Subject: Basketball net at MWPC pavilion

>

> Dear Sir/Madam

>

> Every week I bring my 4 young grandsons to the playing field to play football and basketball. The net has been broken for many months. Last week 2 teenage boys were trying to fix it by climbing the pole as they'd come from Trowbridge looking for a decent basket ball court with a net. They were so disappointed as we all are.

>

> Please can you organise for this to be fixed? It's such an important part of these young people's lives and they need to feel that they matter.

>

> With grateful thanks for your help

[REDACTED]

>

>

> Sent from my iPhone

From: [Teresa Strange](#)
To: [REDACTED]
Cc: [REDACTED]; [Marianne Rossi](#);
towncouncil@melksham-tc.gov.uk
Subject: RE: Planning Requirements
Date: 13 March 2025 15:25:00

Dear [REDACTED]

Thank you for your communication.

<https://www.wiltshire.gov.uk/planning-pre-application-further-advice>

Please find above the link for pre application advice at Wiltshire Council – I think you may well need that due to the close proximity of the church, I think the wall is listed? You will have to pay for the advice, but it can save funding in the long term as they will give you a good idea of the likelihood of gaining permission, and what reports/surveys/considerations will need to be taken into account.

With regards to the parish council, this does trigger an action for us to talk to the Church and/or Salisbury Diocese, the parish council has a legal agreement for its grasscutting access and its via the route that [REDACTED] previously pointed out to me as your preferred site. At the time we decided to review that as and when it arose.

I note that you have copied in the town council, Beanacre is in the parish of Melksham Without, and I am not sure that they need to copied in moving forward – for the sake of us managing our inboxes.

Hope that helps,
With kind regards, Teresa

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

Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?
Follow us on facebook: [Melksham Without Parish Council](#) or [Teresa Strange \(Clerk\)](#) for additional community news
On X: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)
On LinkedIn: [Melksham Without Parish Council](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk

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

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

From: [REDACTED]
Sent: 10 March 2025 13:18
To: town council@melksham-tc.gov.uk; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: [REDACTED]
Subject: Planning Requirements

To Whom it may concern.

Corsham Cricket Club have for the past 4 years utilised the Cricket Ground in Beanacre, as tenants of St Barnabas Church.

During that time we have spent significant time and money bringing the ground, which had been dormant for in excess of 10 years, back to the level of safety and standard required to host League Cricket. This work has been successful as the ground now successfully stages matches for our 3rd XI and age group (mixed gender) Cricket.

To continue this trend and increase participation by all ages and genders we are exploring the possibility of erecting a dedicated changing facility within the ground.

We have discussed this with the Landlord and they are broadly supportive, subject of course to the facility meeting planning requirements as well as their own criteria.

This purpose of this email is to establish the correct contact point and process that we will need to follow and if at all possible to engage in an initial 'art of the possible' conversation- By this I mean advice on how to proceed and obvious pitfalls to avoid.

I am available to discuss at your convenience.

Email copied to St Barnabas Church Warden and Corsham CC Chairman

[REDACTED]

President Corsham CC

[REDACTED]

Report on Bowerhill Sports Field Bookings:

Current teams booking:

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

- Pilot FC

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

- Bath Road Wanderers
- Bishops Cannings A team (**New Team**)- No booking form received yet but have confirmed that they are in the process of filling it in.
- Bishops Cannings B team (**New Team**)- No booking form received yet but have confirmed that they are in the process of filling it in.

We also received an enquiry from another team who were entering this league but have had to turn them away. I have spoken to JH Jones, and they advised that really four teams could be accommodated and feel that trying to host five adult teams might be pushing it. Due to the drainage issue with the middle 11 aside pitch where, as soon as we experience heavy rain, the water sits on that pitch and makes it unplayable

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. We have received booking forms from both the Pilot FC and Bath Road, who were our home team's last season. Bishop's Cannings have two teams in the league; however, they have not submitted booking forms yet, but they have confirmed that they are in the process of filling them in. I have spoken to the league to ensure that they are able to ensure that they only schedule two Chippenham league teams at home at any one time, as we only have two sets of changing rooms and two 11 aside pitches.

In terms of Future of Football FC, towards the end of last season we were able to allow them some use of the 11 aside pitches (at an additional cost to their blanket booking of the youth pitches) due to two of our teams pulling out of the league during the season. FOF FC have asked whether they would be able to use the 11 aside pitches next season as well. They have previously been using the pitches at Melksham Oak School but feel that the sports field is very much their home venue and that there is a disconnect between the 11 aside teams and the rest of the club due to them playing at another venue. As a reminder, Future of Football FC has a blanket booking of all of the youth pitches across each weekend during the season, which means that we are unable to take any other bookings for use of these areas. Out of 9 pitches marked on the field, they have use of 7 of them. We only have two

stand-alone 11 aside pitches available for use, as we are unable to fit any more in with the youth pitches as well. The sports field has hosted teams from both the Chippenham and Trowbridge leagues for many years now, and due to FOF FC having use of the majority of the field, the parish council has previously made the decision to give priority over the two 11 asides to the adult teams, as the field shouldn't just be accessible for one group, and there needs to be acknowledgement that it is home to other teams as well not just FOF FC. As you can see, we have already accepted bookings from four adult teams for next season, so we could potentially have three adult teams playing across the weekend (one team on a Saturday and two teams on a Sunday). As per the above we have also had to turn an adult team away.

Previously, when FOF FC have asked about this in other years, you have agreed to provide them with the option to have an 11 aside pitch around their youth pitches (normally the two 9 asides). This can be marked in a different colour from the youth pitches so that there isn't any confusion over the lines, etc. They haven't really liked this option before, but I think that this is the only way that you might be able to accommodate them as well, to be honest, depending on how many 11 aside teams they have that require use of an 11 aside pitch (I am currently trying to find out). Although we have the Football Foundation grant and are able to undertake more pitch maintenance, so in theory, should improve the amount of usage that each pitch can take; we still need to be careful to ensure that we don't over promise. As explained earlier on in this report we do have an issue with the drainage on the middle 11 aside pitch which does make it unplayable in winter months if we experience a lot of heavy rain. I don't think that it would be fair to all users if we allowed this usage as well on just the two 11 aside pitches as I think we will start experiencing issues. (it might be worth marking an 11 aside around the 9 asides in any case just to help with issues that we may get with the middle pitch)

What do you want to do here? Do you want to allow FOF FC use of the 11 aside pitches? If so, do you want to agree on the proviso that they will have to have an 11 aside marked around their youth pitches?

FOF who are the business strand of Future of Football are currently undertaking evening training sessions at the field five days per week. In more recent times they have been undertaking their all day holiday camps at Melksham Oak School so I am not sure whether they will be booking their summer holiday camps with us or remain at Melksham Oak School.

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 9th 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 14th & 15th June, which was a great success. 1,000 children from teams across the Wiltshire and Somerset attended the tournament. We understand that it went without any issues and parking wasn't an issue due to having use of both Knorr Bremse and Herman Miller car parks.

DRAFT: Pitch layout for 2025/26





PITCHPOWER

Powered by
Football Foundation

FOOTBALL ASSESSMENT REPORT

QUEEN ELIZABETH II DIAMOND JUBILEE FIELD (MELKSHAM)

Wiltshire FA

Active Places Site ID

6011170

Report ID

19837



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 2024 / 31 MAR 2025

Inspection Reason

GENERAL PITCH MAINTENANCE ADVICE

Report Completion Date

16 APR 2025

This report looks solely at the Football pitches for JH JONES & SONS to see how support can be offered in improving 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.

Site report:



QUEEN ELIZABETH II DIAMOND JUBILEE FIELD (MELKSHAM)

Site ID: 6011170



Date inspection submitted

06/03/25

Inspection submitted by

acajones2000@aol.com

Next available inspection window

1 Apr 2025 / 30 Jun 2025

Reviewed by

ahendrickx-nutley@thegma.org.uk

Map Key	Pitch Name	PQS Score
1	PITCH 1 11V11	● Good - 57%
2	PITCH 2 11 VS 11	● Good - 57%
3	PITCH 3 9 VS 9	● Good - 59%
4	PITCH 4 9VS9	● Good - 48%



Overview



Map Key	Pitch Name	PQS Score
5	PITCH 5 7 VS 7	● Good - 50%
6	PITCH 6 7 VS 7	● Good - 55%
7	PITCH 7 5 VS 5	● Good - 57%
8	PITCH 8 5 VS 5	● Good - 45%
9	PITCH 9 5 VS 5	● Good - 57%



Thank you for your submission.

Its great to see all the pitches at good.

I have overridden the grade on most of the pitches to a higher grade from looking at the wide angle and line marking images.

The pitch is looking well used with lot of worn out areas. In future inspections please make sure the ground cover images is roughly a 1m square area of the pitch taken away from the bare areas in an area that reflects the whole pitch grass cover. Please avoid any other objects in the images such as feet, goals , sky or trees as the AI tool will count them as bare or weeds. If the images are taken in the bare areas will give the pitches a lower grade than they deserve. Also taking the soil sample please ensure than all the sample can be seen in the images so that the measurements can be checked by the GMAS Regional Pitch Advisor.

Funding can be used for a soil sampler and discount codes are available from your CFA please see the soil sampler in the recommendations. The impact soil sampler is the only suitable one.

The Priority renovation activities are Decompaction, Over-seeding, goal mouth repairs and applying a controlled release fertiliser.

The maintenance activities are listed in the order of how there should be carried out, with the end of season renovation activities listed first.

Decompaction is listed first which has not be listed in the maintenance section in the inspection. Best practice would encourage 2 decompactions each year one around the start of the season in September/October so the benefits will be seen through the season, the best results will be achieved if this is combined with regular surface grooming including surface slitting and deep slitting as this will keep the surface open.

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

Over seeding the pitch with a suitable dwarf rye winter sports seed mix is essential to reinstate the grass cover, this will repair the damaged areas and reduce the chance of weed growing. A controlled release N.P. K fertiliser should then be applied to encourage the grass to grow once the seed has germinated.

If funds allow the pitch would benefit from being top dressed to restore levels and aid drainage. If the dressing is to be applied the fertiliser should be applied after the dressing has been brushed in to avoid the feed being distributed randomly by brushing. If weed appear in the surface they should be treated with an application of selective herbicide in the late spring/early summer 6 to 8 weeks after the seed has germinated.

Through the remaining playing season when conditions allow it. It's important to keep cutting the grass as regularly as possible if the conditions allow as this will thicken the sward and encourage root growth. Surface grooming with a combination grooming or a set of chain harrows smooth side down carried out fortnightly to monthly would help remove some of the undesirable grasses such as creeping bent and annual meadow grass (Poa) these grasses have shallow roots. Surface grooming also



helps to stand the grass up and spread worm casts before cutting. Standing the grass up also helps air flow around the leaf drying the leaf and reducing the chance of disease.

Maintenance

Attention required in these areas:

[Decompaction >](#)

[Overseeding \(Out of season renovation\) >](#)

[Goal Mouth repairs \(Renovation\) >](#)

[Top Dressing \(Renovation\) >](#)

[Application of fertiliser >](#)

[Surface Grooming >](#)

[Application of selective herbicide \(weed treatment\) >](#)

Equipment

Attention required in these areas:

[Soil Sampler >](#)

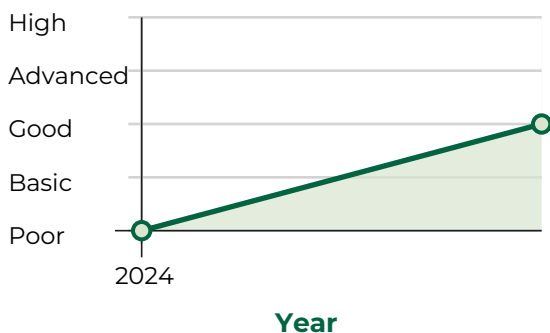


Pitch 1 11v11 Football - Adult Football

CURRENT PQS SCORE: Good (Adjusted) - 57%

AREA				PQS GRADE
Grass height	50	20	50	2
Grass	60	55	60	0
Weed coverage	10	0	5	4
Surface debris	Above Standard	Above Standard	Above Standard	4
Topsoil depth	200mm	200mm	210mm	4
Thatch depth	30mm	50mm	30mm	0
Root depth	100mm	125mm	140mm	4
Drainage Following Rainfall	Slow drainage			2
Line markings	Above standard			2
Surface evenness	Standard			2
Goalposts	Compliant			1

Overall pitch PQS tracked over time



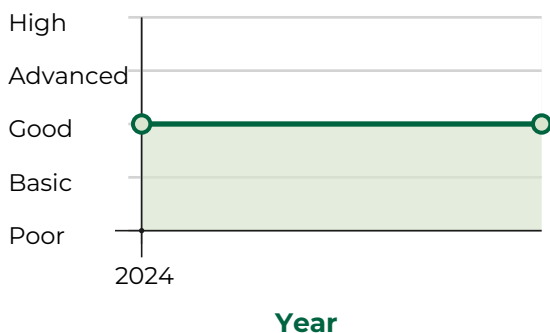


Pitch 2 11 vs 11 Football - Adult Football

CURRENT PQS SCORE: Good - 57%

AREA				PQS GRADE
Grass height	20	20	30	0
Grass	90	85	80	3
Weed coverage	5	10	10	3
Surface debris	Above Standard	Above Standard	Above Standard	4
Topsoil depth	100mm	200mm	140mm	2
Thatch depth	10mm	10mm	10mm	2
Root depth	150mm	200mm	200mm	4
Drainage Following Rainfall	Slow drainage			2
Line markings	Above standard			2
Surface evenness	Standard			2
Goalposts	Compliant			1

Overall pitch PQS tracked over time





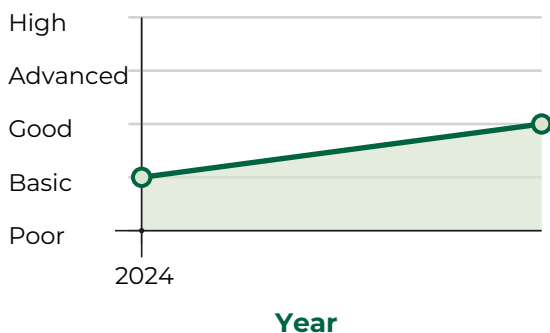
Pitch 3 9 vs 9 Football - Junior Football 9v9

CURRENT PQS SCORE: Good - 59%

AREA				PQS GRADE
Grass height	20	30	20	0
Grass	70	73	75	2
Weed coverage	10	0	15	3
Surface debris	Above Standard	Above Standard	Above Standard	4
Topsoil depth	140mm	200mm	200mm	4
Thatch depth	10mm	10mm	10mm	2
Root depth	200mm	200mm	200mm	4
Drainage Following Rainfall	Slow drainage			2
Line markings	Above standard			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



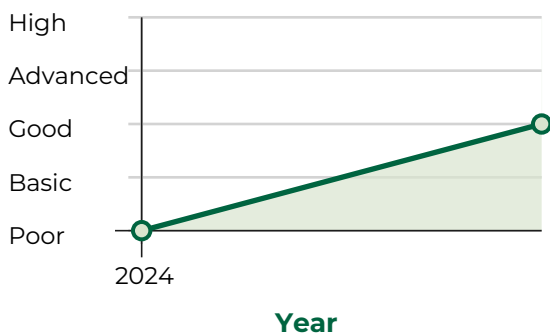


Pitch 4 9vs9 Football - Junior Football 9v9

CURRENT PQS SCORE: Good - 48%

AREA				PQS GRADE
Grass height	15	15	20	0
Grass	70	80	85	2
Weed coverage	20	15	10	2
Surface debris	Standard	Standard	Standard	2
Topsoil depth	200mm	180mm	200mm	4
Thatch depth	50mm	60mm	60mm	0
Root depth	200mm	200mm	200mm	4
Drainage Following Rainfall	Slow drainage			2
Line markings	Above standard			2
Surface evenness	Standard			2
Goalposts	Compliant			1

Overall pitch PQS tracked over time



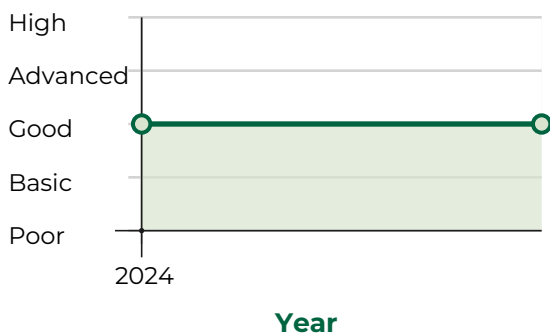


Pitch 5 7 vs 7 Football - Mini Soccer 7v7

CURRENT PQS SCORE: Good - 50%

AREA			PQS GRADE
Grass height	20	15	0
Grass	72	70	2
Weed coverage	10	15	2
Surface debris	Standard	Standard	2
Topsoil depth	200mm	200mm	4
Thatch depth	5mm	15mm	1
Root depth	200mm	160mm	4
Drainage Following Rainfall	Slow drainage		2
Line markings	Above standard		2
Surface evenness	Standard		2
Goalposts	Compliant		1

Overall pitch PQS tracked over time



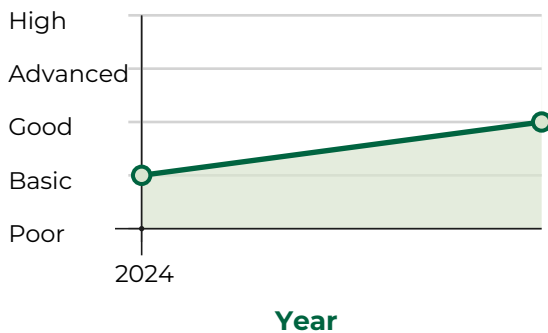


Pitch 6 7 VS 7 Football - Mini Soccer 7v7

CURRENT PQS SCORE: Good - 55%

AREA			PQS GRADE
Grass height	15	15	0
Grass	85	70	3
Weed coverage	10	10	3
Surface debris	Standard	Standard	2
Topsoil depth	160mm	110mm	3
Thatch depth	10mm	10mm	2
Root depth	150mm	110mm	4
Drainage Following Rainfall	Slow drainage		2
Line markings	Above standard		2
Surface evenness	Standard		2
Goalposts	Compliant		1



Overall pitch PQS tracked over time



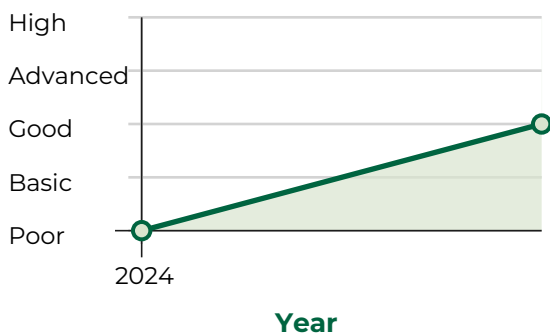


Pitch 7 5 vs 5 Football - Mini Soccer 5v5

CURRENT PQS SCORE: Good - 57%

AREA			PQS GRADE
Grass height	25	20	4
Grass	85	70	3
Weed coverage	5	20	0
Surface debris	Standard	Above Standard	2
Topsoil depth	100mm	150mm	3
Thatch depth	10mm	10mm	2
Root depth	120mm	150mm	4
Drainage Following Rainfall	Slow drainage		2
Line markings	Above standard		2
Surface evenness	Standard		2
Goalposts	Compliant		1

Overall pitch PQS tracked over time



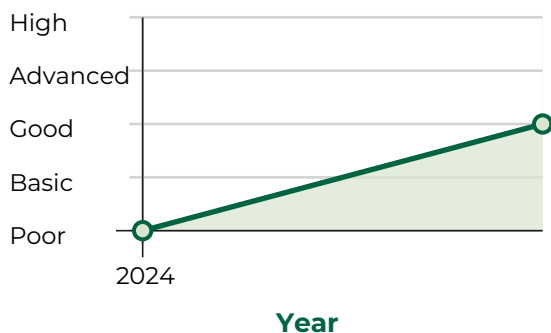


Pitch 8 5 vs 5 Football - Mini Soccer 5v5

CURRENT PQS SCORE: Good - 45%

AREA			PQS GRADE
Grass height	15	25	4
Grass	77	60	2
Weed coverage	10	10	3
Surface debris	Standard	Standard	2
Topsoil depth	100mm	100mm	0
Thatch depth	25mm	25mm	0
Root depth	125mm	125mm	4
Drainage Following Rainfall	Standing water		0
Line markings	Above standard		2
Surface evenness	Standard		2
Goalposts	Compliant		1

Overall pitch PQS tracked over time



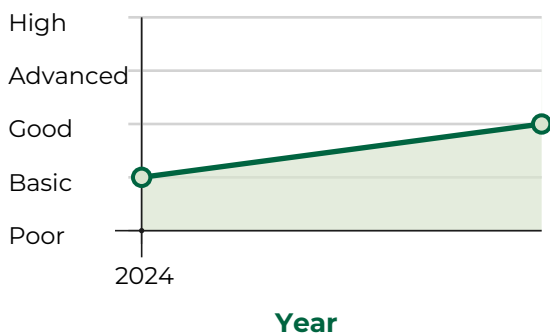


Pitch 9 5 vs 5 Football - Mini Soccer 5v5

CURRENT PQS SCORE: Good - 57%

AREA			PQS GRADE
Grass height	20	25	4
Grass	85	75	3
Weed coverage	10	15	2
Surface debris	Standard	Standard	2
Topsoil depth	150mm	90mm	3
Thatch depth	10mm	25mm	0
Root depth	150mm	150mm	4
Drainage Following Rainfall	Slow drainage		2
Line markings	Above standard		2
Surface evenness	Standard		2
Goalposts	Compliant		1

Overall pitch PQS tracked over time





MAINTENANCE

These recommendations are in priority order

DECOMPACTION

Frequency:

2 x per year

Recommended for:

Whole Ground

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. If funds permit conduct further linear aeration and decompaction operations during the autumn/winter month's dependent on ground conditions.

[LEARN MORE ABOUT DECOMPACTION >](#)



OVERSEEDING (OUT OF SEASON RENOVATION)

Frequency:

1 x per year

Recommended for:

Whole Ground

Est Cost:

£9250

If adequate access to water is available 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 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 \(OUT OF SEASON RENOVATION\) >](#)



GOAL MOUTH REPAIRS (RENOVATION)

Frequency:

1 x per year

Recommended for:

Whole Ground

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 incorporating and 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 re-turf 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 remedial works are possible.

[LEARN MORE ABOUT GOAL MOUTH REPAIRS \(RENOVATION\) >](#)



TOP DRESSING (RENOVATION)

Frequency:

1 x per year

Recommended for:

Whole Ground

Est Cost:

£10450

Application of top dressing can help to reinstate surface levels, and improve surface drainage and the quality of the top soil over time. This can be done by bulk application of top dressing 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 60-100tonnes) for a full size pitch eg (100x64m) The type of top dressing 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 dressings supplier. Always keep dressing 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 \(RENOVATION\) >](#)



APPLICATION OF FERTILISER

Frequency:

2 x per year

Recommended for:

Whole Ground

Est Cost:

£8100

Experience has shown that where funds are limited and best value the principal concern application of a controlled or slow release granular fertiliser provides the best outcomes on pitches used for grassroots football. As a rough guide these types of fertiliser 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 its really important to make sure that what you are applying to the area 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 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 in spring but ideally at least two with the second in late summer/early autumn.

[LEARN MORE ABOUT APPLICATION OF FERTILISER >](#)



SURFACE GROOMING

Frequency:

Fortnightly

Recommended for:

Whole Ground

Any presence of worm casts should be alleviated by regular brushing of the surface providing the soil is dry enough as the right conditions are important to disperse the casts effectively. Worm casts are unsightly and can smear and cover fine turfgrasses. This would also help with thatch build up, dew dispersal and help to break up any surface debris. If use of a combination grooming tool could be organised regular use of this to rake and brush the area during the growing season and then to use the brush and surface slitter during the autumn and winter if soil conditions allow 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.

PLEASE NOTE: The indicative budget outlined in the report does not include implementing a surface grooming regime.

[LEARN MORE ABOUT SURFACE GROOMING >](#)



APPLICATION OF SELECTIVE HERBICIDE (WEED TREATMENT)

Frequency:

As Required

Recommended for:

Whole Ground

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 cultural controls are not adequately controlling the population within the defined 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 \(WEED TREATMENT\) >](#)

ESTIMATED BUDGET TO CARRY OUT RECOMMENDATIONS

£42800

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.





EQUIPMENT

To carry out the maintenance specified above, we recommend the following equipment to carry out the activities.

SOIL SAMPLER

Due to the need for regular soil sampling, it is recommended that you consider the purchase of a suitable soil sampler 1.5 - 2 inches in diameter capable of taking a sample to at least 6 inches depth. You may be eligible through the Football Foundation to use your new or existing grant to contribute towards the cost of a Soil Sampler. Please contact your County FA for more details. Please avoid cheap samplers widely available online as they have a tendency to bend and break after limited use.

[LEARN MORE ABOUT SOIL SAMPLER >](#)



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.

[Click here for information on training courses.](#)

[VISIT TRAINING COURSES >](#)

Recommended Training

No training courses found.



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: **19837**

To apply for funding visit

[APPLY.FOOTBALLFOUNDATION.ORG.UK](https://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 Community



Join the Football Foundation Groundskeeping Community to connect with groundskeepers across different levels of the game. You'll be able to ask questions and share best practice.

[VISIT THE GROUNDSKEEPING COMMUNITY >](#)

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 >](https://footballfoundation.org.uk)

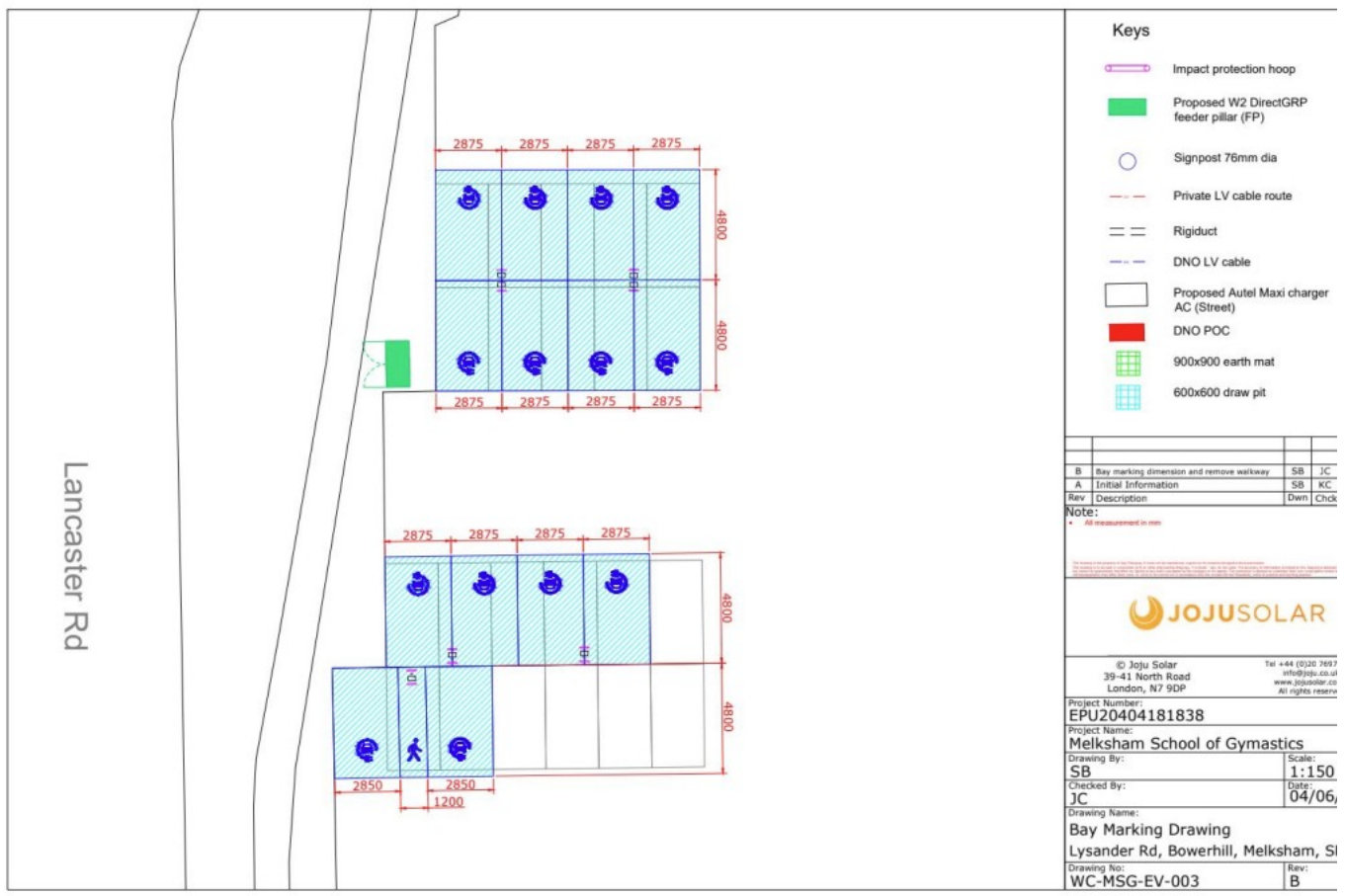
Teresa Strange

From: Hampton, Adrian <Adrian.Hampton@wiltshire.gov.uk>
Sent: 11 June 2025 11:33
To: Teresa Strange
Cc: nick.holder@wiltshire.gov.uk; Holloway, Sarah
Subject: RE: New Electric Vehicle Charging Points - Bowerhill

Teresa

Hope this is of help the proposed design:

Site002 WC_Depot MSGym - Install Plan



The WSG have asked us to avoid a few dates due to competitions.

Our contractor has set their dates around those requirements and have stated:

Hi Sarah and Adrian,

Following up on your email, I've spoken with our groundworkers, and it looks like starting work at Melksham School of Gymnastics on June 23rd is feasible.

We have a three-week booking with them to cover both County Hall and the Melksham School of Gymnastics. Given that the County Hall work is now estimated to take two weeks, the June 23rd start date for Melksham naturally follows.

Our aim is to have all the work completed, with the possible exception of waiting for a meter installation date, by July 14th. This means the car park should be clear in advance of the competition on July 20th

Adrian

From: Hampton, Adrian
Sent: 10 June 2025 13:04
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Holder, Nick <Nick.Holder@wiltshire.gov.uk>; Holloway, Sarah <Sarah.Holloway@wiltshire.gov.uk>
Subject: RE: New Electric Vehicle Charging Points - Bowerhill

Teresa

Hope you are well.

For your information the area lined red and unnumbered was retained by the council for future use, and not included in any external lease or other agreement.

A decision was made by the council, not to include this in the council's public car park provision, and retain this as a related facility use car park (council depot etc. parking)

At the moment we will be installing 12 electric vehicle charging points – these bays are slightly larger than the standard bay, so will be circa 14 spaces used.

We have no plans for any further expansion.

The Gymnastic School asked if they could use a couple of the EVCPs, to which we have agreed, so they will be using two of the 12.

They asked us to clean the car park and clean the gullies which we have undertaken.

They have asked us whether we would reline the council car park – which we will do.

They have asked us whether we could see how much it will cost to reline their area as well. Which we are.

Hope this helps.

Adrian

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 10 June 2025 12:04
To: Hampton, Adrian <Adrian.Hampton@wiltshire.gov.uk>
Cc: Holder, Nick <Nick.Holder@wiltshire.gov.uk>
Subject: RE: New Electric Vehicle Charging Points - Bowerhill

Good to hear from you Adrian, hope you are well.....
Thanks for letting us know about this planned work.

Are you able to confirm to me if the non Gym bit of the car park is available for public use at all, and if its clearly defined on a drawing and on the ground?

For example, if there are events at Bowerhill Sports Field, we suggest that they use the car park for overflow use and walk to the site but understand that some workers on the industrial estate have parked there for the same reason, to keep off the roads, and then received a note of their windscreen from the School of Gymnastics telling them they can't park there. I just think it might come up again once this work starts on site; and we have a big youth football tournament at the Sports Field this coming weekend.

Probably a question for WC Legal/Property, but thought you might know as you have been dealing with.
Many thanks for any advice,
Kind regards, Teresa

From: Hampton, Adrian <Adrian.Hampton@wiltshire.gov.uk>

Sent: 10 June 2025 09:36

To: Hubbard, Jon <Jon.Hubbard@wiltshire.gov.uk>; Westbrook, Jennie <Jennie.Westbrook@wiltshire.gov.uk>; phil.alford@wiltshire.gov.uk; andrew.griffin@wiltshire.gov.uk; nick.holder@wiltshire.gov.uk; Stokes, Charlie <Charlie.Stokes@wiltshire.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Cc: Smith, Martin <Martin.Smith@wiltshire.gov.uk>; Thomas, Dave <Dave.Thomas@wiltshire.gov.uk>; Bullock, David <David.Bullock@wiltshire.gov.uk>; Perrett, David <David.Perrett@wiltshire.gov.uk>

Subject: New Electric Vehicle Charging Points - Bowerhill

Dear All

I trust you are all well.

We are installing workplace EV chargers at the council-owned car park located between the Wiltshire School of Gymnastics and Highway Depot in Bowerhill, to charge our fleet of small electric vehicles operating out of Melksham, as part of our major project to have a carbon neutral fleet by 2030.

We trust this will commence next week, subject to weather conditions and utility electric connection (SSE).

The works should be completed within four weeks, depending on excavation issues.

The site was chosen as it is adjacent to the council's Highway Depot and has the capacity to accept the council's smaller vehicles.

We have been working with the school throughout this project.

The charging points are going on land which is owned and maintained by the council and was used historically by the customers and staff of the old Christie Miller Leisure Centre and is not part of the car park that is leased to the Gymnastic School.

These Electric Vehicle Charging Points are part of a major investment in the council owned fleet and the move to sustainable travel and to achieve savings through more efficient operations, once these chargers have been installed the vehicles will be ordered.

We will work hard to minimise any disruption to the area.

If you have any questions or concerns I will be pleased to assist.

Adrian

Head of Highway Operations
Highways & Transport
Tel: 0300 4560100

Wiltshire Council

Email: adrian.hampton@wiltshire.gov.uk

Website: www.wiltshire.gov.uk



WINNER
Environmental Campaign of the Year Award 2024

Sponsor
BUC
muni

KEEP BRITAIN TIDY NETWORK CONFERENCE 2024



[Sign up](#) to Wiltshire Council's email news service

This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Wiltshire Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Wiltshire Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Wiltshire Council.

Agenda item: 8e: Pavilion Taps:

The contractor reports that a couple of the taps at the pavilion are broken and are not working properly. This is a tap in changing room 4 and one in the official's changing rooms. He is trying to get a price for the tap before the meeting and has chased his supplier. If this comes through before the meeting, we will send it through as a late paper.

Agenda item 8f: Showerheads at the Bowerhill Sports Pavilion:

For a few years now the showerheads inside of the sports pavilion changing rooms have been past their best. Our contractor has mentioned this again to us, and although they are still working at present, they are nearing the end of their life, and consideration should be given to replacing them. I have spoken to the contractor about the usage that we are likely to get next season, and he feels that it might be worth getting them replaced. You have 18 showerheads in total, and the estimated cost per showerhead is £35 + VAT due to the spec.

This means that the estimated cost is £630 + VAT. The contractor is chasing up the supplier to get a firm quote for this (and to see whether there is any discount due to the quantity required).

You currently have £1,000 in your repairs and maintenance budget if you wished to replace the showerheads now. The estimated figure would take a large majority of your budget for pavilion and field repairs and maintenance for the year, but you do have other reserves available should any other items need to be replaced.

Reserves:

- B'hillSports Field & Pavilion maintenance. LONG TERM REPLACEMENT OF CAPITAL ITEMS £38,708.00
- B'hillSports Field & Pavilion maintenance £15,464.00

Guidance

Simpler recycling: workplace recycling in England

Workplace recycling in England changed on 31 March 2025. Guidance for all businesses, charities and public sector organisations on separating recyclable waste.

From: **Department for Environment, Food & Rural Affairs**
(/government/organisations/department-for-environment-food-rural-affairs)

Published 29 November 2024

Last updated 21 May 2025 —

Applies to England

Contents

- Workplaces that must follow these rules
- Guidance for your sector
- Separating recyclable materials
- Contaminated recyclable waste
- Items not typically collected with recycling
- Finding a waste collector
- Micro-firm exemption until 31 March 2027
- Legal requirement for workplaces
- Legal requirement for waste collectors
- Reporting non-compliance

These rules came into force on 31 March 2025. Micro-firms (with fewer than 10 full-time equivalent employees) have until 31 March 2027.

All workplaces in England must separate their waste before it's collected, including any waste produced by employees, customers and visitors.

You must always separate:

- dry recyclable materials (plastic, metal, glass, paper and card)
- food waste
- non-recyclable waste (also called residual waste)

You can have separate bins for each type of waste or separate the waste before collection. If you provide bins for your customers or visitors, you need to separate this before collection too.

You can decide on the size of containers and frequency of collections based on the volume of waste you produce.

If your business or workplace generates garden waste, you must arrange for it to be recycled or composted if it delivers the best environmental outcome.

Workplaces that must follow these rules

The rules apply to all businesses, charities and public sector organisations including:

- offices
- retail and wholesale, such as supermarkets, pharmacies, convenience stores, garden centres, and service station forecourts
- transport, such as trains, train stations, buses and coaches, bus stations, domestic vessels and ports, and airports
- hospitality, such as cafes, restaurants, pubs, take-aways, and hotels
- holiday parks, campsites and short-term rentals such as cottages or lodges
- entertainment and sports venues, such as cinemas, theatres, galleries, theme parks, zoos, stadiums and arenas
- agricultural premises, including shows, showgrounds and markets
- construction sites
- warehouses

- manufacturing facilities, factories, and workshops
- venues for temporary events such as festivals and shows, including outdoor events
- places of education, such as schools, colleges, and universities
- healthcare places, such as GP surgeries and hospitals
- care homes
- charities and those registered as charities
- places of worship
- penal institutes
- charity shops selling donated goods that came from a domestic property
- residential hostels that provide accommodation to people with no other permanent address or who are unable to live at their permanent address only
- premises used only or mainly for public meetings

This is not a complete list. If you generate waste that is similar in nature and composition to household waste, you are likely to be in scope of the requirements.

Guidance for your sector

Find specific [guidance for each sector on the WRAP website \(https://businessofrecycling.wrap.ngo/\)](https://businessofrecycling.wrap.ngo/), which is funded by Defra.

The website also includes a waste calculator. This gives you the potential cost of waste collection services and ideas to improve waste efficiency.

Separating recyclable materials

You must always separate dry recyclable waste, food waste and non-recyclable waste from each other, before it is collected.

You should separate your dry recyclable waste (plastic, glass, metal, paper and cardboard) based on your waste collector's instructions.

Dry recyclable waste

Dry recyclable waste is:

- glass - such as drinks bottles and rinsed empty food jars

- metal - such as drinks cans and rinsed empty food tins, empty aerosols, aluminium foil, aluminium food trays and tubes
- plastic - such as rinsed empty food containers and bottles
- paper and cardboard - such as newspapers, envelopes, boxes and cardboard food packaging

Food waste

You must collect food waste, even if the workplace does not serve food or have a kitchen.

This rule applies no matter how little food waste you have.

Food waste might include:

- food leftovers, including from customer or staff meals
- banana skins and apple cores
- coffee grounds and tea bags
- waste from food preparation, such as onion skins

Packaging labelled 'compostable' or 'biodegradable' cannot be recycled with food waste.

Caddy liners (including compostable liners) used to hold food waste can be collected.

Cooking fats, oils and greases can either be collected with food waste (for small amounts), or through a used cooking oil collection. You should follow your waste collector's instructions. You must never put cooking oil down the drain.

Contaminated recyclable waste

Recycling contamination is when the wrong items are put in a recycling bin. It also happens when recyclable waste is not clean enough to recycle (for example, when there is food or food residue in plastic containers).

To reduce the risk of this happening you must:

- provide clear instructions, including clear signs on or near bins
- try to solve recurring contamination issues

Contamination is not always avoidable - you are not expected to remove all contamination before recycling is collected.

If the Environment Agency identifies contamination, it will take a pragmatic and proportionate approach to enforcement.

If recycling is highly contaminated, waste collectors are permitted to refuse to collect it or charge additional fees.

Items not typically collected with recycling

You should provide clear information for your employees, customers and visitors about what can and cannot be recycled in each bin.

The following lists give examples of items that are not typically collected in dry recycling collections. These are not complete lists. You should check with your waste collector.

Glass

Items not collected include:

- candles
- drinking glasses
- flat glass
- glass cookware (such as Pyrex)
- light bulbs and tubes
- microwave plates
- mirrors
- vases
- window glass
- ceramics, such as crockery or earthenware

Metal

Items not collected include:

- laminated foil, like pet food pouches and coffee pouches
- electrical items and batteries
- general kitchenware like cutlery, pots and pans
- kettles
- irons

- pipes
- packaging that has contained white spirits, paints, engine oils or antifreeze

Plastic

Items not collected include:

- any plastic packaging or non-packaging items labelled as 'compostable' or 'biodegradable', including coffee pods
- packaging that has contained white spirits, paints, engine oils or antifreeze
- bulky rigid plastics such as garden furniture, bins and plastic toys
- polystyrene (expanded and high impact) packaging such as packing beads
- polyvinyl chloride (PVC) packaging

Paper and card

Items not collected include:

- tissues or toilet paper
- absorbent hygiene products (AHPs) including nappies, period products and incontinence products
- cotton wool or makeup pads
- wet wipes

Finding a waste collector

You should discuss the requirements with your waste collector and arrange separate dry recycling, food waste and non-recyclable waste collection. The waste collector can be a private waste collector or your local authority may also provide services.

If your current waste collector does not offer the full range of collection services, you will need to arrange these services from other providers.

You must make sure that the company is [registered on the Public Register of Waste Carriers, Brokers and Dealers \(https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers\)](https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers).

Businesses will continue to pay for their own waste management services.

Micro-firm exemption until 31 March 2027

Micro-firms have fewer than 10 full-time equivalent employees. This relates to the total number of employees in a business, rather than at a certain business location. For example, a business with 3 locations and 5 employees in each location is not a micro-firm (as it has 15 employees in total). Recycling must be separated at all locations.

To count part-time employees, add a fraction based on pro-rated hours. Volunteers, contractors and self-employed workers do not count towards the total.

Micro-firms have until 31 March 2027 to comply. You do not need to register or apply for this temporary exemption.

Legal requirement for workplaces

Businesses and workplaces have a legal duty to [ensure waste disposal is safe, secure and legal \(https://www.gov.uk/dispose-business-commercial-waste\)](https://www.gov.uk/dispose-business-commercial-waste) and take all reasonable steps to keep waste to a minimum.

If your landlord employs a waste company for you, or you have a waste management contractor, this company has a legal obligation to make sure any separately collected dry recyclables are sent for recycling and that any non-recyclable waste is correctly managed.

If you do not comply with these requirements by 31 March 2025 (or 31 March 2027 for micro-firms), you are at risk of receiving a compliance notice from the Environment Agency (EA).

Compliance notices can also be issued against anyone who is not separating waste in agreement with their waste collector. This will often be the waste producers, for example the business, but this may also be the landlords or facilities management companies that are presenting waste on behalf of the waste producer.

It is an offence to fail to comply with a compliance notice and enforcement action may be taken against you in line with the EA's Enforcement and Sanctions policy.

Legal requirement for waste collectors

Waste collectors have a legal duty to make sure that dry recyclable materials (plastic, metal, glass, paper and card) and food waste are collected separately from non-recyclable waste.

Paper and card must be collected separately from plastic, metal and glass. However, if this is not technically or economically practicable, or has no significant environmental benefit, the waste collector can [complete a written co-collection assessment \(https://www.gov.uk/guidance/collecting-paper-and-card-with-other-dry-recyclable-materials-written-assessments\)](https://www.gov.uk/guidance/collecting-paper-and-card-with-other-dry-recyclable-materials-written-assessments).

Compliance notices can also be issued against a waste collector (excluding a Waste Collection Authority) that is not complying with the rules.

Once collected, waste that has been separated for recycling cannot be mixed with other materials of different properties after. Waste separated for recycling cannot be disposed to landfill or incineration.

Reporting non-compliance

Anyone can [report a workplace or private waste collector \(https://www.gov.uk/guidance/report-a-workplace-or-private-waste-collector\)](https://www.gov.uk/guidance/report-a-workplace-or-private-waste-collector) that is not following these rules to the Environment Agency.

Published 29 November 2024

Last updated 21 May 2025 [+ show all updates](#)



OG

All content is available under the [Open Government Licence v3.0](#), except where otherwise stated



© Crown copyright

Allotment Report for Asset Management Meeting

Monday 7th July 2025

Vacant Plots:

We currently have the following vacant plots:

Berryfield: 5

Briansfield: 1

Total vacancies: 6

Waiting List:

There are currently 0 people on the waiting list for the allotments who have chosen allotment plots.

Please note that two people have just agreed to take on plots 19 and 25 on Briansfield and have asked whether they can have them free for the next couple of months until the next allotment year starting 1st October 25. (Note: these plots are not included in the total vacancies as detailed above). As per the current rules, the parish council does not provide any discount for tenants regardless of when they take on a plot during the year. So currently, if a tenant takes on a plot now, they will be expected to pay the full rate now for the rest of the current allotment year and then make a full payment again in a few months' time for the year starting 1st October 25 to 30th September 26. Both plots are overgrown, photo below:



Bearing in mind the current condition of these two plots, you need to consider whether they should be let free for the next couple of months until the next allotment year.

Plot Inspections: The Allotment Warden has recently undertaken a plot inspection, and I have written to 11 tenants due to the conditions of their plot. I have heard back from all tenants written to, with two coming back and relinquishing their plots. All other tenants have either had extenuating circumstances and have been given more time to address the issues or have started to address the issues raised.

Shed/ greenhouse requests

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

Other issues raised

- The Allotment Warden has raised the fact that it is difficult when showing tenants around in the last few months of the allotment year and informing people that they would have to pay the full annual cost upon taking on the plot and then again in September/ October time for the new year. In particular, when they are non-residents and have to pay double the residential rate. Currently, the parish council does not provide any discount to any allotment holder regardless of when they take on a plot during the year. **Is this something that you would like to look at?**
- We have recently received a complaint from an allotment holder due to the Allotment Warden cutting back the overgrown blackberry bush around the allotment car park at this time of year. I understand from the Allotment Warden that he had received complaints from some tenants that the bush was scraping against their cars, which was why he had cut some branches back. Off the back of this, the tenant has asked whether the council could consider asking tenants whether they wished to form an allotment association again. **Is this something you would like to do again? Bearing in mind that you had only asked tenants around a year or so ago whether they would like the council to investigate this further and consulted again after being made aware that more tenants needed more information. You didn't receive much interest back from this.**
- You will see attached to this report that we had received a complaint from a tenant about dogs being at the allotments. Dogs are not allowed at the allotments, but like at the sports field, it is hard to police. We do have signage on both of the allotment gates and the 'we are watching you' glow in the dark signs as well. (I have asked the Allotment Warden to double check that it is still there). This is just to make you aware, really, but I am not sure there is much else we can do.

Marianne Rossi

From: Marianne Rossi
Sent: 16 May 2025 12:14
To: [REDACTED]
Cc: Teresa Strange
Subject: RE: Briansfield Allotments pathways.

Dear Mr. [REDACTED],

Many thanks for your email and explaining the reason why you installed the gates. I do understand your concerns with regard to dogs entering the allotment gardens and approaching plots, which, as you have pointed out, is against the allotment tenancy rules as per clause 5e. That being said, the allotment rules are in place to ensure consistency across all plots, and while the intention behind the gate is understood, the principle remains that communal paths between plots should be kept clear and accessible.

We have signage on each allotment gate clearly stating that dogs are not allowed into the allotments and it is an expectation that all tenants abide by these rules. The allotment gardens are for the use of allotment holders, which is why we ask for the gate to the car park to be closed upon entering and leaving the car park to prevent unauthorised access. As I am sure you can appreciate, it is difficult to police with regard to dogs. We have a similar issue at our Bowerhill Sports Field where, despite rules being in place requiring dogs to be kept on leads and any fouling cleaned up, this is not complied with by all dog owners. This is inconsiderate and causes a challenge, especially as it's a playing field where people, including children, play sport. This is a similar thing at the allotments, particularly when dogs defecate on plots that tenants have worked hard to maintain. As I say, I do appreciate your concerns and will raise them with the parish council.

Thank you for providing me with the photos below of other pathways between plots at the allotments. I will follow this up with the Allotment Warden, as clause 5e in the agreement expects that pathways are kept clear and well maintained and all tenants are expected to abide by these rules.

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

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk
Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#).
We do not guarantee that any email is free of viruses or other malware.

From: [REDACTED]
Sent: 14 May 2025 18:26
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Briansfield Allotments pathways.

Dear Marianne,

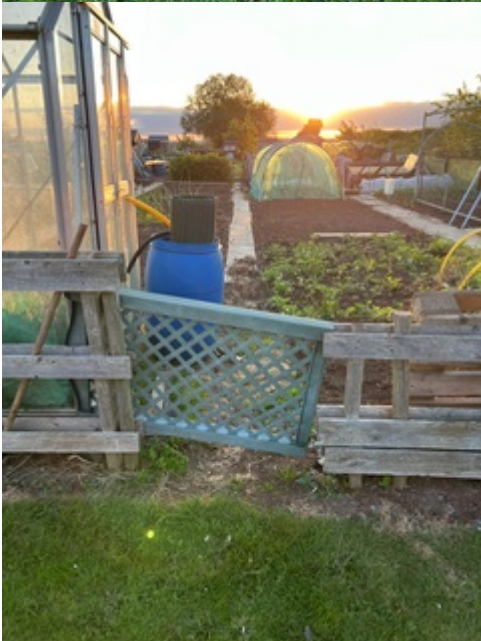
Thank you for your letter of 2nd May that arrived today.

As regards the gates, I have removed them. The gate was put up to keep the roaming dogs off our allotment as we do not want them urinating or defecating on our vegetables. It also deters the rabbits when they appear at different times. The gate was easily openable if anyone wished to walk through. In all of 14 years on this allotment we have yet to see someone walk in-between our two plots. In fact I asked several other people around us if they had seen anyone walking through at any time, and they all said no. If there were no dogs there would be less of a problem; non-allotment holders (& their dogs) regularly enter from the fields at the SW corner & cut through the allotments. We have watched dog walkers come in the main gate and walk all the way around the outside of the allotment and back out the gate.

Abiding by the tenancy agreement would appear to be selective. It says in article 5e that no dogs are to be allowed on the allotments, yet dogs are regularly brought onto the allotment. Last week there was what looked like dog poo on one of our paths, it certainly was not fox, as fox is really smelly. So why is it one rule for some and another for others?

However, if the paths are meant to be kept clear, what about the examples below which I photographed last week after the warden spoke to me? They don't look very passable, some permanently.







[REDACTED]

[REDACTED]

█

Vacant plots:

Some of the current vacant plots have been vacant for some time and are overgrown. One of the allotment tenants had visited the office to ask whether plots could be covered over with a plastic sheet when they become vacant, which will stop the weeds from growing. This principle might work in theory; however, as the Allotment Warden has highlighted, normally when plots become vacant, they are already overgrown and, as such, would need to be cut back before being covered over. We have included a quote in your packs with a cost for this, which is per plot. The quote includes cutting back the plot and covering it over but does not include the removal of rubbish, which would be an additional cost. The Allotment Warden only works one hour per week, so does not have time to maintain vacant plots.

In terms of the current vacant plots, we have taken steps to try and gain people's interest in them by advertising the vacancies on social media and in the Melksham News over recent months, which has had some interest.

- You could offer them free for the rest of the allotment year (up to 1st October 25), which could gain some interest. Alternatively, you could offer the current plots out free for an allotment year, which you have previously done, but it would need some conditions that it's on the proviso that the plot is actually tended to, etc. (This would be a more cost-effective option than paying to cut back and cover the current vacant plots, plus some plots have rubbish left too!) In terms of what to do for future vacant plots, as detailed above there is a quote included in your packs to trim and cover over plots. As you can see from the quote this would be quite costly to do.

Below are the photos of the current overgrown plots so that you can see their current conditions.

Photo of Vacant plot 4a- Berryfield



Photo of vacant plot 5a- Berryfield



Vacant plot 10b- Berryfield



Vacant plot 13a- Berryfield



Vacant plot 14b- Berryfield





Cherry Tree- on plot at Berryfield allotments

The Allotment Warden has reported that the cherry tree which was left by a previous tenant on a plot at Berryfield allotments has got out of hand. New tenants have since taken on the plot, and you will see from the correspondence included in your pack that the tenant had offered to remove the tree themselves, as I understand they wish for it to be removed. Due to health and safety, etc., we required risk assessments and evidence of insurance, which the plot holder was unable to provide. A quote has been included in your packs.



Marianne Rossi

From: Marianne Rossi
Sent: 12 June 2025 15:24
To: [REDACTED]
Cc: Teresa Strange
Subject: RE: 6b

Hi [REDACTED]

Many thanks for your email. Yes, the Cherry tree will be included on the agenda for the Asset Management meeting on 7th July for that committee to consider.

While I understand your situation, the parish council have to ensure the health and safety of all individuals at the allotments. Therefore, before any tree work can take place, appropriate risk assessments and public liability insurance must be in place. We would also be looking at any tree removal being undertaken by a qualified professional.

If you are able to provide the relevant documentation as per the above, we can have a look at it, otherwise, the matter will be discussed by the Asset Management Committee on 7th July. Once the council have made a decision I can let you know.

Many thanks

Best Wishes,
Marianne

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

Want to keep in touch?

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

On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk
Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#).
We do not guarantee that any email is free of viruses or other malware.

From: [REDACTED]
Sent: 11 June 2025 20:14
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: 6b

Good evening Marianne, on our initial visit to view the plot David mentioned that the cherry tree could be taken down. We are at a stage now where we need to use the area that is being shaded by the tree and would like to know if this can be done. We have a couple of friends who would be able to do this for us to save you the trouble. Could you confirm if this would be ok so we could make arrangements to tackle it this weekend.

Thank you.

[REDACTED]
Sent from [Outlook for iOS](#)

Marianne Rossi

From: Marianne Rossi
Sent: 19 June 2025 13:27
To: Martin Franks
Cc: Teresa Strange; Martin Haffenden; Richard Wood; Fiona Dey
Subject: RE: Stewards visit

Hi Martin,

As the allotments are the parish council's responsibility, we will add this to the Asset Management meeting agenda for consideration on the 7th July. The mirrors will also be on the agenda for the meeting as well.

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](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk. Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#). We do not guarantee that any email is free of viruses or other malware.

From: Martin Franks <martin.franks@melkshamwithout-pc.gov.uk>
Sent: 12 June 2025 08:33
To: Fiona Dey <office@melkshamwithout-pc.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Martin Haffenden <martin@haffenden.simplyms.com>; Richard Wood <richard.wood@melkshamwithout-pc.gov.uk>
Subject: Stewards visit

Fiona,

Can the steward make the entrance/exit to Briansfield safer please. The hedges either side are over grown and restricting view left or right when leaving the allotments.

A mirror or mirrors have been requested as there is increased rat run traffic on the road here and I'm concerned we will have a traffic accident.

Thank you.

Martin

Fiona Dey

From: Martin Franks
Sent: 14 May 2025 09:48
To: Teresa Strange
Cc: Martin Haffenden; Fiona Dey; Richard Wood
Subject: Re: Hello a few things
Attachments: Berryfield Park .png

Teresa,

[Redacted]

If we can add the mirror to the asset meeting, please, it really is about safety.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Cheers

Martin

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 13 May 2025 17:14
To: Martin Franks <martin.franks@melkshamwithout-pc.gov.uk>
Cc: Martin Haffenden <martin@haffenden.simplyms.com>; Fiona Dey <office@melkshamwithout-pc.gov.uk>
Subject: RE: Hello a few things

Hi Martin,
Answers below in red!

[REDACTED]

T

From: Martin Franks <martin.franks@melkshamwithout-pc.gov.uk>
Sent: 13 May 2025 16:47
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Martin Haffenden <martin@haffenden.simplyms.com>
Subject: Hello a few things

Teresa,

Hello,

if I can add a few bits to the various lists?

1, [REDACTED]

2. [REDACTED]

3, Briansfield allotments request for mirrors to show that the exit is clear to leave the car park, and may be a speed bump? **Would need to go to the Asset Management Committee in early July as this costs money, needs to go to a meeting for a decision**

It's a blind exit as you cannot see either way exiting the allotment car park, and the rat run traffic is still evident. I'm concern that we will have an accident there, as its mainly van traffic accessing either the A350 or Boundary farm.

4, [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Latest from Insurers following bus shelter claim:

Following the accident which damaged the Beanacre bus shelter beyond repair, we submitted a claim to our insurers. We managed to obtain driver information from the police, which has been sent on to the insurers. As I understand it, we have an excess of £250, which would be taken off of the amount we receive from the claim. I have asked whether we can get this back, as they have the driver's details, so presumably, they can claim from their insurers for this, and they have said that this is a possibility, but if any amount is recovered, this would be paid back to the parish council after the claim. I understand that our insurers use DAC Beachcroft lawyers, whom they will instruct to recover the amount after they have settled our claim. Additionally, damaged in the incident was a bench, and I have asked whether, if we submitted a claim for this, we would have to pay another excess (if this is the case, it wouldn't really be worth it). The insurers believe that this would be classed as one accident, and as such, only one excess would be required.

In terms of next steps, we need to submit at least two quotations to the insurers in order for them to process the claim, and as I understand it, they will pay out on the cheapest quote. When you last discussed this, you asked for us to obtain quotes for both a like for like block-built shelter and a more modern shelter like the new one next to the Telford Drive in Berryfield. These two quotes have been included in your packs but have not been sent over to the insurance company yet. This is because we want to check the specifications first before we move forward with submitting the quotations to the insurers.

Marianne Rossi

From: Teresa Strange
Sent: 27 June 2025 11:41
To: Asma Shamim
Cc: Marianne Rossi
Subject: RE: NEW INSTRUCTION - draw up lease and registration of land for Shaw Village Hall and Playing Field

Hi Asma

The village hall have their committee meeting on Tuesday next week, so I am just seeking an update as their lease renewal will be on the agenda.

Many thanks, Teresa

From: Teresa Strange
Sent: 22 May 2025 16:00
To: Asma Shamim <Asma.Shamim@wellerslawgroup.com>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: NEW INSTRUCTION - draw up lease and registration of land for Shaw Village Hall and Playing Field

Hi Asma

I am just seeking a progress report on the drawing up of the Shaw Hall lease. The existing lease expired mid April, and we are keen to get this in place now.

I know we still have the registration paperwork to send through to you.

With kind regards, Teresa

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

Advanced Notice of Leave:

w/c 26th May

w/c Tues 17th June to Tues 24th June

Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?

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

On X: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

On LinkedIn: [Melksham Without Parish Council](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk

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

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

From: Teresa Strange

Sent: 27 February 2025 13:47

To: Asma Shamim <Asma.Shamim@wellerslawgroup.com>

Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Subject: RE: NEW INSTRUCTION - draw up lease and registration of land for Shaw Village Hall and Playing Field

Hi Asma

I just wanted to confirm this instruction, further to our recent council meeting.

We will dig out the paperwork for the land registry and send to you next week.

With kind regards,

Teresa

Teresa Strange

Clerk & Responsible Financial Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place, Melksham

Wiltshire, SN12 6ES

01225 705700

www.melkshamwithout-pc.gov.uk

Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?

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

On X: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

On LinkedIn: [Melksham Without Parish Council](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk

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

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



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

Minutes of Meeting 2-25 Tuesday 13th May 2025
COMMITTEE-IN-CONFIDENCE

The Shaw Village Hall Committee met at The Head Shed, Whitley, SN12 8RL at 7:00pm on Tuesday 13th May 2025.

Attendees:

Mike Booth (MB) – Chair, CAWS representative and trustee
Patrick Hunt (PH) – Secretary and trustee
Martin Franks (MF) – Melksham Without Parish Council (MWPC) representative
Pete Jonik (PJ) – Maintenance Manager
Kieran Powell (KP) – Field Coordinator (via Teams)
Anni Beveridge (AB) – Parochial Church Council (PCC) representative and trustee and Minutes Sec

1. Welcome and introductions- MB welcomed the attendees as detailed above

2. Apologies:

Joan Boorer- (JBo) Treasurer and trustee
Jo Bishop- (JBi) Pre-School representative and trustee
Rebecca (Becks) Coles (RC)

3. Matters arising from previous meeting unless raised under agenda items below- (28.1.2025)

The minutes from the meeting on the 28.1.2025 were agreed by all. PH clarified that the minutes from the AGM on the 15.3.2025 will be discussed at the AGM next year. However, some members would like to see a draft copy of these and have not received a copy. **ACTION: PH to send AGM 2025 draft minutes to all committee members.**

4. Finances- 4.1- Treasurer's update - JBo had sent apologies for the meeting and a brief report by email with a more extensive one due to be sent after she has solved some IT issues at home...***Post meeting note- full report has been sent as below***

Treasurer's Report 13/05/25

Account balances on 13/05/25 are as follows:

Business Account: £19238 f Since
my last report in February I have transferred a total of £13550 to Treasurer's account to pay for kitchen improvements including, electrical work. We
Treasurer's Account: £448
Receipts this year have included:
Ad-hoc bookings: £1147
£2144 from Pre-school, £448 from Whist Club
£420 from Pilates, £168 from Yoga, £336 from AB Line Dancing

£490 for football matches,

Expenditure included :

As well as normal expenditure for field maintenance, cleaning and utilities, additional major expenditure included - £1281 for annual insurance

£2077 for a fire safety shutter in the kitchen

£6444 for new flooring, fixtures and fittings in the kitchen.

£974 for new stackable chairs.

We have also received quotes of £575 for painting the kitchen, and £820 for fitting floorboards in the

Current Hall Charges from 1st February 2024:

General

hire: £45 for 3 hours plus free 30 minutes to clear up. £16 per hour, £22 after 7pm at weekends.

Regular hire: Whist Club, Pilates and Yoga £14 per hour.

Pre-school £32 per session.

JBo had repeated her apologies for not being able to submit a proper report. She added that she will send one out when able to do so.

PH said that the business account included a substantial amount from grants received for MWPC. He added that these grants allow us to manage to run the football which in turn helps us to protect the area as it is a green field site.

MB said that Becks (Rebecca Coles) is going to help the committee by looking at grant applications for us.

PJ stated that it would be helpful to know how the totals are broken up. For example what part of the business account (£19,238) is from grants etc. He felt that a monthly breakdown would be helpful for all. PH said that about £4,000 was from grants.

MB said that, at the last meeting, there had been discussion about JBo accessing an accounting package which had been offered to her for free from Lloyds bank. There was general agreement that this could be very beneficial to JBo and to the committee in managing the SVH finances.

PH said that he felt he should also have a look at JBO's laptop to ensure that her set up for security is as robust as possible. He added that protection with an accounts package is of paramount importance.

ACTION: PH to advise JBo regarding an accounts package and to look at her general laptop security.

Generally, the priorities are completion of installation of the kitchen shutters, ceiling mounted projector and fire alarm system.

Grants received from MWPC had totalled £9,250 and this had gone a long way in helping with the maintenance and running of the football pitches.

The old white chairs in the hall have now been replaced with new folding chairs. MB reported that they look very good and are easily stacked on compact trolleys.

Aquasafe costs are up but there has been more frequent testing of the water system

4.2 Grant expenditure update - The shutters in the kitchen are in place but not wired up yet. The shutter will automatically close if fire breaks out to provide extra time for evacuation of the building in the event of a fire. This could be over ridden if necessary but would not be able to be over ridden by hirers as it is an important safety feature. Eddie Day cannot proceed with wiring this up until the roof space has been boarded up to ensure worker's safety including Eddie. PJ said that the quote to board the roof space was **£820** which was for two men working over two days. All present approved this quote with the proviso that JBo also agreed this. *****

PH wondered if a divider was necessary above the dividing shutter in the roof to provide similar fire protection. KP explained that this had not been identified by the Fire Risk Assessment and therefore was not necessary. PH wondered if we should consider adding some trunking over the cables above the door in the roof space. It was generally agreed that if Eddie Day was happy with the safety of these cables that trunking was not necessary. The shutter in the kitchen will be installed fully once the fire alarm system has been completed.

***** **Post meeting note-** JBo approved this quote by email to PJ on the 14.5.2025

KP reported that there has been a grant application to MWPC for a contribution towards a level 3 system fire alarm system in the hall. The total cost will be circa £4,240. MWPC have approved a contribution of £1,800 towards this work. KP is likely to need an advance payment towards the total soon. vvv

vvv- **Post meeting note-** Following an email request from KP regarding the fire alarm system, the trustees unanimously agreed to support the work at a cost of £4,240 and an advance payment of £1,060.

4.3 Expenditure requests from Committee-

MB said that he was still looking at installations costs for an overhead projector in the hall. This could be used for showing films, presentations etc. PH expressed some concerns about our latest number of expenses and wanted to ensure that we tried to adhere to our financial buffer of £10,000. MB said that he was certainly bearing this in mind and that the costs of the overhead projector would be kept as low as possible by initially not adding extra items to the equipment.

PH said that, at the 2024 AGM, there had been a quote to provide a gate in the far end of the field, in the corner. He said that Teresa Strange was going to take this to the council to see if we would be permitted to install this gate. He agreed to contact Teresa to see how far she had got with this.

ACTION: PH to d/w Teresa Strange re a gate at far end of the field.

5.1 Hall and Field maintenance-

- **Kitchen update-** although the kitchen fitting is now complete it still needs decorating. PJ said that the same decorator who had decorated the main hall had said that he could redecorate the kitchen with a quote of **£575**. He asked if the committee would approve this. All agreed with this quote and PH said that it was approved, pending agreement after the meeting with JBo.

Post meeting note- JBo approved this quote by email on the 14.5.25

- **Clearing of loft space-** this needs to be done before all work starts up there. PH offered to do this and MB agreed to help. PH offered to take any rubbish to the tip. **ACTION: PH and MB to clear roof space asap.**

- PJ had an idea that it might be a good plan to add a dado rail around the main hall at a certain height at some point in the future. This would enable redecoration and/or cleaning of marks made on the wall, often by younger users, and could save time and future costs while also facilitating good maintenance.

5.2 Field maintenance update – KP had inspected the pitch and he reported that drainage is still very poor. He felt that he should be able to get a grant of £6,000 towards further maintenance and hopefully for better drainage. However, the application requires KP to have an acceptable title on the committee in order to complete the form. MB has looked at this with KP and between them they felt that an appropriate role title could be found on the list that the grant body require. This application should then be able to be sent off. PH will also have a look at this list and advise re a suitable title. PH agreed that, if we are successful with this grant, as much money should be put towards improving the drainage of the pitch as is deemed necessary. PH also suggested that we should have a field survey done of the drainage system of the field since we have little knowledge about this. He felt that we needed better information about the requirements to improve the draining which is still poor. This was generally agreed. It was hoped that this could be done by Tony Jones who is already contracted to provide our field maintenance. PH suggested that it might be a consideration to identify an area on the field where kids could kick a ball which would keep them away from the new mobile goal where they still seem to be playing.

6. Hall Programme management-

6.1 – Bookings update- MB reported that bookings are going well, including classes and party bookings., He added that there have been requests for additional use for those providing classes, but we do not have any more capacity.

6.2- New Policies- PJ wondered if we should suggest that the area outside the pre-school should be tidied completely away during their holidays. He felt that this would allow other users to make use of the outside space during pre-school holidays. It was then mooted that there appear to be no policies and/or

agreements in writing regarding the use of the hall by the pre-school. PH felt that a proper agreement/contract would be beneficial for both sides. PH wondered if there were any agreements made in Richard and Elizabeth Bean's time on the SVH committee. He asked AB to speak to Elizabeth Bean regarding her knowledge of any previous agreements with pre-school, formal or otherwise, regarding usage etc of the hall and outside space. This could then help with discussion later in the year regarding the hire of the hall by the pre-school, including the rate they are charged. In the interim PH agreed to contact JBi to ask her about any agreements in place regarding their hiring and use of all the facilities in SVH-

ACTION: -AB to speak to EB regarding her knowledge of any previous contracts/agreements with pre-school.

ACTION: PH to discuss any previous formal pre-school agreements with JBi re hiring and use of the SVH facilities.

7. Committee and Hall administration-

7.1- Feedback from MWPC- MF stated that, as he was continuing on the MWPC after recent elections, he was happy to be able to continue to attend and support the SVH meetings as MWPC representative. PH, said, on behalf of the committee, that we were pleased to hear this. He added that one of the Council's targets is to reduce waste including plastic bottle waste. To this end he stated that the Council are offering to install a water fountain outside the hall if the committee want this. The aim would be that this would allow the public to refill their water bottles and/or drink from the water fountain therefore reducing plastic bottle usage. Those present agreed with this proposal and MF said that he would take that back to the Council. This installation of the water fountain will be progressed by Marianne Rossi from MWPC.

7.2- Lease update- MF informed the meeting that the paperwork for our new 99 year lease is with the Council lawyers and completion is imminent. PH said that this news was welcome as it will help with future planning and support from MWPC to larger projects when required.

7.3- Registered Trustees update – PH stated that we are down in number of Trustees to five. He added that if anybody on the committee who is not a trustee or any other local person, would like to become a trustee they would be welcome. He reminded all present that all trustees are covered by the SVH insurance.

7.4- Martin's Law – PH explained that this is a new law is about security. It will apply to our hall and grounds. The law is being introduced to help improve protective security. It includes the requirement of those responsible for certain premises and events to consider how they would try to prevent and/or respond to a terrorist attack (such as somebody driving into a crowd for example) . PH was also including the possibility of invasion and settling on the grounds by travellers. He felt that we should consider our response to this law and we have approximately two years in which to do this.

8.1- Future meetings-

Tues 1st July 2025- Full meeting

Tues 2nd September 2025- Full meeting (tbc)

9. Actions review – see table of outstanding actions below. It was agreed that, after reaching the actions review up to number 230 included, the committee would look at the remaining actions which appertain to themselves and report back to AB for the minutes.

10. AOB-

- **PJ** wants to look at a different provider for our boiler servicing. He explained that we do not seem to be having good value from British Gas and, in fact, they have provided very poor servicing recently and PJ has had to recall them for work that has clearly been missed. It was agreed by all present NOT to renew the existing contract. PH reminded PJ to inform JBo when to cancel our payments to them.

ACTION: PJ to inform JBo when we have a new gas boiler servicing contract in place in order to cancel the existing British Gas payments for this service.

- **PJ** had been asked to provide a list of contacts we might call when PJ is away. PJ suggested that we contact a builder named Dave Whittaker who he relies on for most types of emergency works

if necessary. PJ agreed to give his contact details to MB/PH before he goes on holiday in a few days time.

- **MB** reported that it had come to light at our last AGM that Kelvin, who provides all the hall cleaning for us, has not had a rise in his hourly rate for ten years. At present he is paid £11 per hour. All present agreed that this was not adequate. MB proposed that we raise this to £18 per hour. This would have to include documented hours claimed by Kelvin as this has not been happening up until now. Any adhoc extra cleaning is completed by a lady named Louise who is paid £20 per hour as this is usually a deeper clean when required. PH suggested that we ask Louise to provide and document a deep clean for us every month as some areas are difficult for Kelvin to access .
- **MB** said that if we are to apply to the National Lottery for any funding they will want evidence of a need. He suggested putting a questionnaire on Face Book to gather evidence . All agreed with this idea.
ACTION: MB to gather evidence of needs for project grants on FB.
- **MB** reminded all that we had not, in fact, had any committee celebration at Christmas as it had been deferred. PH agreed to arrange something for all to attend.
- **PH** asked that all members check the following actions and report those they are responsible for, and/or have completed, back to AB **before the next meeting on the 1st July.**

APPENDIX B

Outstanding actions

Regular meetings

Action ID	Action From / To	Action	Actionee
065	23/02/22 28/01/25 13.5.25	Remaining actions - outside tap/locked box, replace all flexible hoses (from legionella report) and the drain cover in gents (needs replacing and screwing down). PJ will hopefully meet with Tom from Aquasafe on 12/11/24. PJ will also check out the shower heads and the toilets.	Cancelled
083	11/04/22 28/01/25 13.5.25	PH to contact the gentleman regarding the trees / ivy over his greenhouse. (Note: since the meeting GW has emailed the committee to request complete sensitivity due to extenuating personal circumstances of the property owner. 16/11/22 GW advised that he thought it would now be ok to proceed with a letter)	Secretary- monitor and keep track
092	12/07/22 28/01/25 13.5.25	MB and PH to fit the bike racks (could form part of action #231 re hall work day) MB advised that there are now 4 of the racks - suggests 2 are put each end of the building	Chair Secretary On hold until car park bids are in
103	12/09/22 28/01/25 13.5.25	PH to contact Wessex Water to fix the manhole cover	Secretary Follow up with PH.

119	16/11/22 28/01/25 13.5.25	MB and JBo to arrange PH access to the bank accounts This is now in progress (10/09/24)	Chair Treasurer
120	16/11/22 28/01/25 Closed 13.5.25	EB to confirm where the Fire Brigade document can be purchased from. RB advised this is not required anymore. MB will investigate this. EB advised that it is in the blue book - PH/MB to check JBi will investigate whether this is still required given that the fire alarms are now electric and the checks are not performed weekly.	JBi- closed
140	24/01/23 28/01/25 13.5.25	MB to put notice up re dialing 101 for security incidents (will also be included in guide for hall hirers) PH to put this on the noticeboard	MB Secretary
142	24/01/23 28/01/25 13.5.25	MB to look at suitable signage for the carpark (will need to add details to replace GW) – now links to action #246)	Chair Closed
160	10/05/23 28/01/25 13.5.25	PH to get a revised insurance quotation based on a £1m rebuild value (waiting for MWPC to provide results from building survey) PH advised 10/09/24 that this is still required. MF advised 17/09/24 that he is reviewing the parish survey prior to sending across.	Secretary- needs checking
161	10/05/23 28/01/25 13.5.25	PH to revise the Area Board bid for larger car park PH to include the provision of a large rock for the corner pillar of the car park within the Area Board bid Qoiutes for car park rrelaying were prohibitive-	Secretary to ask his builders for a quote
165	10/05/23 28/01/25 13.5.25	JBi to consider the furniture usage / ownership issue	JBi Ongoing- & to look at future agreement with SVH committee
169	10/05/23 28/01/25 13.5.25	PH and MB to clear the extra growth from tree #52 PH is working on this – good progress is being made PJ will also take a look at the tree	Secretary et al to monitor. PJ to look at tree Tony Jones to trim annually
177	10/05/23 28/01/25 13.5.25	JBi to obtain window cleaning quotes	JBi- closed
180	19/09/23 19/11/24 13.5.25	PH to speak with SP regarding the retention period of footage and to consider the process for reviewing it. Draft CCTV policy for SVH. Policy for Health & Safety to also be drafted.	Secretary- to send out policy
182	19/09/23 28/01/25 13.5.25	Investigate the costs of replacing the basketball nets and repainting the lines on the court. Action also includes quotes to re-tarmac). PJ will take a look (speak to JH Jones, Atworth).	PJ- ongoing

189	19/09/23 28/01/25	PH and MB to look at the shipping container maintenance MB has made repairs following the strong winds but further repairs will be required in due course	PH & MB
194	20/11/23 28/01/25 13.5.25	MB to follow up with SP the completion of the outstanding CCTV work PJ will liaise with Eddie Day re the wiring test and also running the final cable for the CCTV	Chair PJ
196	20/11/23 28/01/25 13.5.25	PH to complete the review of the ROSPA report	Complete
198	20/11/23 28/01/25 13.5.25	EB and MB to look for drainage maps of the field EB to speak to Richard regarding drainage issues and when Dyno-Rod were previously used. PJ to also discuss with RB AB to talk to EB and ask re this	EB Chair PJ AB
204	20/11/23 28/01/25 13.5.25	MB to circulate CAWS Neighbourhood Plan response	Closed
205	10/01/24 28/01/25 13.5.25	PH to investigate the possibility of Stefano Patacchiola continuing to help with village hall activities	PH-Secretary
214	10/01/24 28/01/25 13.5.25	KP to speak with JH Jones regarding a proactive approach for cutting and marking out the field	KP Closed
215	10/01/24 28/01/25 13.5.25	MB to speak with Jones regarding the ash tree issue PH to speak to Wiltshire Tree Services	Chair Secretary Closed
225	05/03/24 28/01/25 13.5.25	Committee members to review the Friendship Club cupboard after AGM Cupboard could not be opened – keys need to be found	Chair Closed
226	05/03/24 28/01/25 13.5.25	AB to purchase two large saucepans for the hall kitchen Catering supplier should be checked out for the baking trays and cheaper saucepans could be purchased for use on the ceramic hob AB is awaiting brochure from Yates Supplies (other catering suppliers previously suggested don't do this sort of equipment) Carried forward until CAWS confirm their requirements – see action #251	AB- closed
230	05/03/24 28/01/25 13.5.25	PH to add Trustees & Committee membership as a standing agenda item in future (Details provided to KP, PJ and MF as to what's involved in being a trustee)	Secretary
231	06/06/24 28/01/25 13..5.25	PJ to perform an initial survey of the hall (after first speaking with JBi re access and agreeing existing CRB check is valid) and advise if a 'work day' is required for the committee members to tackle tasks both inside and outside the hall	PJ
234	06/06/24 28/01/25 13.5.25	PH to speak with MWPC to see if the building survey will also cover the drains and if so, are any drawings available PJ thinks it may not be the drains but a non-return valve failing in the toilets – he will investigate further (see also action #198)	PH PJ

235	06/06/24 28/01/25 13.5.25	PJ to undertake and maintain an energy audit for the hall	PJ
238	05/08/24 28/01/25 13.5.25	PJ to get quotes for upgrading the showers to cubicles	PJ
239	05/08/24 28/01/25 13.5.25	KP to consider the best way to try and stop football boots being cleaned in the showers	KP
240	05/08/24 28/01/25 13.5.25	KP to get quotes for a deep clean of the changing rooms	KP
243	05/08/24 10/09/24 13.5.25	KP to pull together a proposal regarding temporary floodlights for discussion at the next committee meeting	KP
249	05/08/24 28/01/25 13.5.25	KP to provide signage requirements for MB MB now has the signs and they just need to be put up	KP MB
250	05/08/24 28/01/25 13.5.25	PJ to liaise with JBi re access to the hall and PAT testing	PJ
251	05/08/24 28/01/25 13.5.25	CAWS Emergency Group (CEG) to provide their requirements for usage of the hall (and any associated storage)	Chair
252	05/08/24 28/01/25 13.5.25	PH to email JBo to get 'secretary' added to all of the bills for the hall so that there is not just one point of contact	Secretary
253	10/09/24 28/01/25 13.5.25	MB to add stickers to the lockable bins and for the baby changing area to remind all hall hirers to take their rubbish home	Chair
254	10/09/24 28/01/25 13.5.25	PJ to provide call out list for maintenance contractors	PJ
255	10/09/24 28/01/25 13.5.25	PJ to prepare a briefing update on 'legionella' for the next meeting	PJ
256	10/09/24 28/01/25 13.5.25	KP to contact Bath & West re fire risk assessment	KP
257	10/09/24 28/01/25 13.5.25	KP to provide details of intruder alarm systems	KP
259	10/09/24 28/01/25 13.5.25	PJ to conduct emergency light testing monthly	PJ

260	10/09/24 28/01/25 13.5.25	KP to conduct the 3 hour emergency light test when next due	KP
261	10/09/24 28/01/25 13.5.25	PJ to produce a maintenance log (what, when, who, cost, next due date if applicable)	PJ
264	10/09/24 28/01/25 13.5.25	PJ to arrange purchase and installation of dome camera to cover where the movable goals are going to be locked and stored	PJ
266	10/09/24 28/01/25 13.5.25	PH/KP to move large stones at car park entrance	Secretary KP
267	10/09/24 28/01/25 13.5.25	PJ to look at light in accessible toilet and change bulb or get ED to fix it	PJ
268	10/09/24 28/01/25 13.5.25	PH to discuss the preschool contract with JBi	PH
269	10/09/24 28/01/25 13.5.25	JBo to look out the original terms that were signed with preschool	Treasurer
270	10/09/24 28/01/25 13.5.25	AB to investigate purchase of black out blinds to be purchased once AV equipment installed	AB
271	19/11/24 28/01/25 13.5.25	PH to arrange meeting in January specifically to review costs and budget for next year	Secretary
272	19/11/24 28/01/25 13.5.25	PH to respond to MWPC re the survey report	Secretary
273	19/11/24 28/01/25 13.5.25	JBo and AB to progress the issue of fire retardancy on the hall curtains	JBo AB
274	19/11/24 28/01/25 13.5.25	PJ to send electrical certificates to PH	PJ
275	19/11/24 28/01/25 13.5.25	PJ to investigate the most appropriate hot water system for the hall	PJ
276	19/11/24 28/01/25 13.5.25	MB to speak with Stefano Patacchiola re adding camera to the system and granting access for other committee members	Chair
277	19/11/24 28/01/25 13.5.25	PJ to look in to why the outside security light at the end of the hall is not working	PJ

278	19/11/24 28/01/25 13.5.25	PJ to arrange for the kitchen update to be booked in for the February 2025 half term	PJ completed
279	19/11/24 28/01/25 13.5.25	PJ to liaise with AB re the colour scheme for the new kitchen	PJ Completed
280	19/11/24 28/01/25 13.5.25	PJ and KP to arrange for the new shutter to be installed at the same time as the kitchen update	PJ KP
281	19/11/24 28/01/25 13.5.25	KP to document the actions required from the fire risk assessment	KP
282	19/11/24 28/01/25 13.5.25	PJ to report on his findings in to an automated heating system	PJ
283	19/11/24 28/01/25 13.5.25	Actions to be reviewed by ALL committee members, email updates to PH and copy to LK PH to write to all committee members to request that their actions in Appendix 3 below are updated and advised to LK. He will also authorise the closure of any he thinks are no longer required Ditto above from 13.5.25 but to inform AB in the first instance of nay completed actions.	ALL ALL
284	19/11/24 28/01/25	PJ to add access to the disabled toilets to the list of works required for the hall	PJ
285	28/01/25 13.5.25	PH to arrange Strategy meeting for February (12 th ?)	Secretary
286	28/01/25 13.5.25	JBo to arrange for PJ to be added to the contacts with British Gas, SSE and BT	Treasurer
287	28/01/25 13.5.25	JBo to provide PH with the unaudited 2024 accounts plus details of the 2024 costs for legionella, insurance, field maintenance and pitch hire ASAP	Treasurer
288	28/01/25 13.5.25	PH to discuss potential flood risk in relation to new car park with Teresa Strange	Secretary
289	28/01/25 13.5.25	JBi to provide PH with a copy of the travel plan for Shaw School	JBi
290	28/01/25 13.5.25	PJ to arrange a 'meeting' at the hall with MB, AB, JBi and JBo on 22 nd February (after the line dancing booking) to review what has been done and which of the kitchen contents are required going forward	PJ Cancelled
291	28/01/25 13.5.25	PJ provide a plan for the heating system and talk through it at the next (March) meeting	PJ
292	28/01/25 13.5.25	JBi to arrange PAT testing and fire extinguisher checks for early March	JBi
293	28/01/25 13.5.25	KP and PH to draft pitch hirer policy	KP Secretary
294	28/01/25	PJ to implement weekly compliance checks and document them	PJ

	13.5.25		
295	28/01/25 13.5.25	PH to add the compliance checks (completed by JBi daily and PJ weekly) to the list of policies	Secretary
296	28/01/25 13.5.25	MB to produce CCTV policy	Chair
297	28/01/25 13.5.25	PH to discuss sponsorship activities with AB to see if she can help out in any way	Secretary/PH
298	28/01/25 13.5.25	MB to take forward 'sponsor a bollard' idea	Chair/MB
299	28/01/25 13.5.25	MB to fix the notice board and display the new hire charges	Chair/MB
300	28/01/25 13.5.25	PH to investigate insurance cover for the committee's use of The Head Shed	PH/Sec

AGM

237	16/03/24 19/11/24 28/01/25 13.5.25	Next AGM - Sign off AGM minutes from AGM held on 16 March 2024 Sign off last AGM held on 15.3.25 at 2026 AGM	Chair Chair
-----	---	---	--------------------

Action ID	Action From	Action	Date Closed
065	23/02/22 28/01/25 13.5.25	Remaining actions - outside tap/locked box, replace all flexible hoses (from legionella report) and the drain cover in gents (needs replacing and screwing down). PJ will hopefully meet with Tom from Aquasafe on 12/11/24. PJ will also check out the shower heads and the toilets.	13.5.25 Closed
120	23/02/22 28/01/25 13.5.25	EB to confirm where the Fire Brigade document can be purchased from. RB advised this is not required anymore. MB will investigate this. EB advised that it is in the blue book - PH/MB to check JBi will investigate whether this is still required given that the fire alarms are now electric and the checks are not performed weekly.	13.5.25 PH/MB/JBi

142	24/01/23 28/01/25 13.5.25	MB to look at suitable signage for the carpark (will need to add details to replace GW) – now links to action #246)	Chair/MB
177	10/05/23 28/01/25 13.5.25	JBi to obtain window cleaning quotes	J Bi
196	20/11/23 28/01/25 13.5.25	PH to complete the review of the ROSPA report	CLOSED
204	20/11/23	MB to circulate CAWS	CLOSED

	28/01/25 13.5.25	Neighbourhood Plan response	
214	10/01/24 28/01/25 13.5.25	KP to speak with JH Jones regarding a proactive approach for cutting and marking out the field	CLOSED
215	10/01/24 28/01/25 13.5.25	MB to speak with Jones regarding the ash tree issue PH to speak to Wiltshire Tree Services	CLOSED
225 226	05/03/24 05/03/24 28/01/25 13.5.25	Committee members to review the Friendship Club cupboard after AGM AB to purchase two large saucepans for the hall kitchen	CLOSED CLOSED
230	05/03/24 28/01/25 13.5.25	PH to add Trustees & Committee membership as a standing agenda item in future (Details provided to KP, PJ and MF as to what's involved in being a trustee)	PH
231	13.5.25	PH to send a draft copy of AGM 2025 to all members	PH
232	13.5.25	PH to look at an accounts package for JBo and check her laptop security systems are robust enough	PH
233	13.5.25	PH and MB to clear roof space asap.	PH & MB
234	13.5.25	PJ to inform JBo when we have a new gas boiler servicing contract in place in order to cancel the existing British Gas payments for this service.	PJ
235	13.5.25	MB to gather evidence of needs for project grants on FB.	MB
236	13.5.25	PH to d/w Teresa Strange re a gate at far end of the field.	PH
237	13.5.25	AB to ask EB re her knowledge of any contracts etc regarding pre-school's usage of the SVH	AB

Marianne Rossi

From: GBZ_ZT_Renewals Team <renewals.team@uk.zurich.com>
Sent: 29 May 2025 17:09
To: Marianne Rossi
Subject: RE: Your Zurich Town and Parish policy is due for renewal
Attachments: TAP Policy Schedule.pdf

Good afternoon,

Thank you for your email, apologies for the delay in my reply.

The breakdown of the premium is as follows:

- All Risks: £1,776.49
- Premises 1: £507.67 **Bowerhill Sports Pavilion**
- **Premises 2: £334.96 Berryfield Village Hall**
- Employers Liability: £85.30
- Fidelity Guarantee: £130.57
- Hirers Liability: £39.59
- Legal Expenses: £224
- Libel and Slander: £42
- Money Cover: £28
- Personal Accident: £136.58
- Personal Accident – Key Person Cover: £20.16
- Public Liability: £791.83
- Total Renewal Premium: £4,117.15


I hope that this helps, if I can be of any further assistance at all, please don't hesitate to ask.

Kind regards,

[Penny Burnett \(Cert CII\)](#)

Digital Trading Underwriter

 0800 917 9531

 renewals.team@uk.zurich.com





Home Office

Policy paper

Terrorism (Protection of Premises) Act 2025: Scope (events)

Updated 22 April 2025

Contents

What events are within scope?

Application to standard tier premises

Exclusions

Footnotes



© Crown copyright 2025

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit nationalarchives.gov.uk/doc/open-government-licence/version/3 or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gov.uk.

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This publication is available at <https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-protection-of-premises-act-2025-scope-events>

This factsheet explains which events will be captured within scope of the Terrorism (Protection of Premises) Act 2025 [\[footnote 1\]](#). The Act covers both premises and events. Further information on which premises are in scope of the legislation can be found in the [scope \(premises\) factsheet](https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-protection-of-premises-act-2025-scope-premises) (<https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-protection-of-premises-act-2025-scope-premises>).

A qualifying premises must satisfy the following criteria to fall within scope of the Act:

- be a premises as defined in the Act
- be wholly or mainly used for one or more of the uses the Act specifies; and
- meet the thresholds for individuals present at a premises

What events are within scope?

Events that satisfy the following four criteria fall within scope of the Act:

1. The event must take place at premises caught within section 3(1)(a) of the Terrorism (Protection of Premises) Act (2025).

For an event to be in scope of the Act, it must take place in a building (which includes part of a building or group of buildings), on land (such as a field, park, or farmland), or at premises that consist of a combination of the two (such as a sportsground with a clubhouse). Qualifying events can take place on premises that are not qualifying premises under the Act (so otherwise out of scope of the Act's requirements).

Those responsible for enhanced tier premises that host events for over 800 people must consider such activity when putting in place appropriate public protection procedures and measures. For example, an exhibition hall that regularly hosts events for 800+ people is likely to be caught as an enhanced tier premises. Whilst the individual events would not be treated as qualifying events, the responsible person must ensure that in putting in place appropriate public protection measures they are tailored to all the activities happening there.

Further information on which premises are in scope of the legislation can be found in the [scope \(premises\) factsheet](https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-protection-of-premises-act-2025-scope-premises) (<https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-protection-of-premises-act-2025-scope-premises>).

2. Host at least 800 attendees at the same time

To be in scope, 800 or more individuals (including staff) must be reasonably expected at the event at the same time. This threshold does not need to be met throughout the duration of the event. For example, a day festival with 500 people reasonably expected on site until 6pm, followed by 1,000 or more expected later, would meet this requirement.

Further information on how this figure is to be calculated can be found in the [assessment of the number of individuals expected to be present factsheet](https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-protection-of-premises-act-2025-assessment-of-the-number-of-individuals-expected-to-be-present-formerly-known-as-capacity-calculations). (<https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-protection-of-premises-act-2025-assessment-of-the-number-of-individuals-expected-to-be-present-formerly-known-as-capacity-calculations>)

3. Have specific entry conditions.

To be in scope of the Act, the event must have measures in place to check that attendees satisfy a condition of entry. This is the requirement that, to enter the event, members of the public have paid, have a ticket or pass, or are members or guests of a club, association or similar body. Whilst this provision applies to paid-for events, it also encompasses free events where there is a specific check on entry (as specified above).

Events arranged by other types of body, for example corporate events arranged by a company for their employees, do not satisfy the last condition to check members of the public are members or guests. Weddings or other private events with invitations also do not meet this requirement.

4. Be accessible to members of the public.

An event will only fall within scope of the Act if members of the public have access to all or part of it.

Events are not in scope of Clause 3 where individuals are attending in a personal or private capacity. For example, a wedding attended by relations and friends, or an office party attended by employees and invited customers. These are not considered publicly accessible for the purposes of the Act and are not in scope of the Act.

Application to standard tier premises

Whilst premises can fall in the standard tier, this does not preclude the possibility of such premises hosting a qualifying event that would be in scope of the Act's enhanced tier requirements. This will be the case where the event meets the criteria in Clause 3, including reasonably expecting 800

or more attendees and having specific entry controls. In such a scenario, the standard tier premises hosting the qualifying event would be subject to the enhanced tier requirements for the event duration. However, outside of the event, the premises will remain in standard tier.

An example of this might be premises that usually fall within the standard tier; however, it hosts a one-off music event with over 800 attendees. Attendees must purchase a ticket to enter the event, and staff will be checking that attendees have a ticket before they enter. In such a scenario, the specific event will be treated as a qualifying event. However, the premises will remain within the standard tier when not part of the music event for that one weekend.

The specific context of the event will need to be taken into account to determine whether the event is a qualifying event. Guidance will set out the overarching principles which will help duty holders determine whether their event is a qualifying event, when taking place at a standard tier premises.

In this scenario, the responsible person could be the same entity in both scenarios; however, they could also be different entities. More information on the entity that is responsible for a qualifying event can be found in the [responsible person factsheet](https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-protection-of-premises-act-2025-responsible-person-factsheet) (<https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-protection-of-premises-act-2025-responsible-person-factsheet>).

Application to events with both open access areas and locations subject to entry checks

Many events take place across a range of locations. For example, the many marathons, triathlons, carnivals, festivals, and parades that occur across the UK each year. These events might include a mix of open-access areas, such as streets and other open areas, and other locations where entry is controlled.

Where parts of such events fulfil the conditions in Clause 3, the Act will apply to each such part separately (depending on the circumstances). For example, at a cross-city marathon, the legislation will apply to each area that has specific entry controls and where that area meets or exceeds the 800-person threshold (this could include staging areas, grandstands, start areas, and finish areas), whilst the areas with no entry checks will not be in scope of the legislation (for example, pavements, towpaths and roads with no access control measures). This will be the case even if the marathon as a whole does not fall in scope of the Act (as it does not fulfil the conditions in Clause 3).

Exclusions

Certain events are excluded from being qualifying events under Part II of Schedule 2 to the Act. These are:

- an event held at premises specified or described in the following paragraphs in Schedule 2 to the Act—
 - paragraphs 1 and 2 (legislatures and devolved administrations),
 - paragraph 4 (transport security)
- an event that is to be held at premises wholly or mainly used for a use specified in the following paragraphs of Schedule 1 to the Act—
 - paragraph 9 (places of worship)
 - paragraph 13 (childcare)
 - paragraph 14 (primary and secondary education)
 - paragraph 15 (further education)

Examples of qualifying events

Example 1: A music event that takes place in a park or field. The event is open to the public and will have over 800 individuals attending. Attendees must purchase a ticket in advance of the event, and staff will be checking that attendees have a ticket before they enter the event.

Example 2: A one-off event that takes place in premises that are not usually open to the public, and the premises therefore do not fall within the Act's scope. However, the event is open to the public and will have over 800 individuals attending. The event is free; however, attendees must register online to attend the event. Staff or volunteers will be checking that attendees have registered before they enter the event.

Example 3: An event that takes place at premises which falls within the standard tier, and the premises are not used as a place of worship, or for childcare, primary, secondary, or further education. The premises host a one-off event at the weekend which is open to the public and will have over 800 individuals attending. Due to the much higher number of people expected to attend the event, the event organiser uses the building and outside land to host the event. Attendees must purchase a

ticket in advance of the event, and staff will be checking that attendees have a ticket before they enter the event.

Footnotes

1. The Act was granted Royal Assent on 3 April but these requirements have not yet been commenced. This means that they are not yet in force and so do not need to be complied with until brought into force by regulations.



OG

All content is available under the [Open Government Licence v3.0](#), except where otherwise stated



© Crown copyright

Parish defibrillators:

As you are aware, there is a requirement for all community defibrillators to be registered on the Circuit system which is managed by the British Heart Foundation. All parish council managed defibrillators have been registered on this system. Included in your packs is an information sheet which provides details of the differences between the Community Heartbeat Trust's Webnos System and the Circuit system.

It's important to be aware that the Circuit system is purely to log a site check and inform them if the defibrillator is out of action so that they don't send anyone to get it. It does not provide assistance on how to deal with the issue or let you order consumables, which was what the Webnos system did. We still have the Webnos system in place and have paid for another year's support for our defibs, which includes an annual service, replacement consumables and support. Currently our defib checkers log a site check on the Webnos system, and we would really still need a site check to be logged onto the system to keep the records up to date. Plus, this system notifies us if a site check has not been undertaken within the month, whereas we will only get a notification from the Circuit after 90 days (the Circuit requires a site check to be logged every 90 days).

To keep both systems running, it will mean that we would need to ask our defib checkers to have an account with the Circuit system as well so that they are able to log the site checks there too. Currently, I am logging the site checks onto the Circuit for each defib upon checking them on the Webnos system, but I think there's more margin for error in terms of if there is an issue with a defib and it's logged on the Webnos system by our volunteers, it may be missed and, as a consequence, not taken offline on the Circuit system. Community Heartbeat Trust are very good at informing us when an issue has been reported, but I am not sure whether this may change now that it's moved across to the Circuit system. (Previously, because the defibs were on the Webnos system, Community Heartbeat Trust would inform the ambulance service on our behalf, but this is now different.)

Marianne Rossi

From: Webnos <webnos@communityheartbeat.org.uk>
Sent: 20 May 2025 09:13
To: Marianne Rossi
Subject: Please register your site on 'The Circuit'

WEBNOS

WEB NOTIFICATION SYSTEM

Dear Marianne Rossi,

We hope you are well.

As you may be aware, Ambulance Services across the country have changed how they register defibrillator sites to make them available for use in emergency situations. New sites are now required to be registered via **The Circuit**, which is an online system operated by the **British Heart Foundation**. The Circuit allows for the Ambulance Service to directly inform Guardians when the defibrillator they are responsible for may have been deployed and needs checking. It also allows Guardians to directly inform the Ambulance Service when their defibrillator is unavailable. This direct approach can reduce the delay between incidents and action.

As part of the nationwide adoption of this system, existing defibrillator sites need to be newly registered on The Circuit as well. This includes your site, so please visit thecircuit.uk to register the defibrillator shown below, with the express permission of the owner(s) of the equipment.

Site: Beanacre, St Barnabas Church, Beanacre Road, Wiltshire, SN12 7PT (400099274)
Device: Lifeline View (Defibtech)
Serial number: 400099274

Please note: This email may have been sent to multiple reporters on this site. Please coordinate to ensure that only one registration is created for the defibrillator on The Circuit.

Once you have completed this registration, please complete the short [Circuit Status Notification form](#) on defibcheck.org. We will then request that the Ambulance Service remove the existing registration for the defibrillator from their legacy system, ensuring there are no duplications. This is a vital part of the process as the Ambulance Service are in the process of retiring their legacy system. Please note, if you are responsible for multiple defibrillators you will need to create a registration on The Circuit for each one and complete a Circuit Status Notification on each site on WebNos. Please ensure you complete the Notification on the correct site.

The Circuit requires at least one check every 90 days, or the registered defibrillator may be temporarily taken offline by the Ambulance Service. It does not allow for governance like WebNos, with no facility to report specific problems for assistance or to order new consumables. However, it is up to the Guardian (and the owner if different) whether to continue using WebNos. Please inform us via the short Circuit Status Notification above whether your site intends to continue using WebNos alongside The Circuit, as we recommend.

For a more comprehensive breakdown of the differences between The Circuit and WebNos please see: [Understanding Defibrillator Governance: WebNos and The Circuit](#)

We are more than happy to help with any queries you may have about any stage of this process. Please call [0330 124 3067](tel:03301243067), select option 2, and leave a message after the tone. We will then get in touch to assist you.

Kind regards,

The Community Heartbeat Trust Defibrillator Team

P: [0330 124 3067](tel:03301243067) E: defibrillators@communityheartbeat.org.uk W: www.communityheartbeat.org.uk



WEBNOS 2

DEFIB SYSTEMS WEBNOS

Understanding Defibrillator Governance: WebNos and The Circuit

Defibrillators are essential life-saving devices, and proper governance ensures they remain operational and accessible when needed. This guide explains the roles of WebNos and The Circuit, how they differ, and what steps communities need to take to ensure their equipment is properly managed and registered. It is your responsibility to ensure you maintain and check your equipment using these systems.

What Are WebNos and The Circuit?

WebNos

Managed by the Community Heartbeat Trust (CHT), WebNos is a comprehensive governance and support system designed to ensure the operational readiness and long-term management of defibrillators.

Key Features:

- Governance and Maintenance: Communities log regular checks to ensure defibrillators are working and compliant with insurance requirements.
- Problem Reporting: Allows users to report missing, damaged, or faulty equipment directly to CHT.
- Support Services: Facilitates requests for counselling, training records, and investigations into missing equipment.
- Telephone Box Registry: Maintains data for BT to ensure continuity of electricity supply to defibrillators installed in telephone boxes.
- Small Support Team: CHT's dedicated team helps communities resolve equipment issues and keep defibrillators operational.
- Important: WebNos does not directly share data with The Circuit or DefibFinder.

The Circuit

Managed by the British Heart Foundation (BHF), The Circuit is the national defibrillator network in the UK. It links defibrillator locations with ambulance services, enabling these life-saving devices to be quickly located during 999 calls.

Key Features:

- National Registration: Provides a central database of defibrillator locations for ambulance services across the UK.
- Emergency Access: Ensures ambulance services know where defibrillators are located and ready for deployment during emergencies.
- Streamlining Registrations: Overwrites historical CAD (Command and Dispatch) system registrations for consistency across regions.

Important: The Circuit is focused solely on location visibility and deployment in emergencies; it does not provide detailed governance or support services.



WEBNOS 2

DEFIB SYSTEMS WEBNOS

Understanding Defibrillator Governance: WebNos and The Circuit

Why Is Registration Important?

To ensure your defibrillator is available to save lives in emergencies, it must be registered with the ambulance service through The Circuit. At the same time, governance systems like WebNos ensure the equipment remains functional and compliant with maintenance and insurance requirements.

So What Do We Do?

For Communities Under the CHT Managed Solution

If you are part of the Managed Solution Scheme, CHT owns and insures the equipment on your behalf. To simplify governance and registration:

1. We register your defibrillator on The Circuit under the CHT account.
2. WebNos Governance Transitions to The Circuit: We transition site checks and maintenance data from WebNos to The Circuit, meaning only one system needs to be used.
3. Ongoing Support: CHT continues to provide additional governance support, where necessary, to keep equipment operational.

Key Benefits:

- One streamlined system for logging checks and ensuring ambulance service visibility.
- Continued support from CHT for equipment issues and maintenance.

For Communities That Own Their Equipment

If your community has purchased and owns the defibrillator:

1. You must register the defibrillator on The Circuit directly, using a Guardian account.
2. Overwriting Historical Registrations: Registering on The Circuit will overwrite older ambulance service registrations (e.g., those maintained through WebNos). This eliminates ambiguity about whether the defibrillator is fully registered.
3. Ongoing Governance: As the owner, your community must manage maintenance, checks, and insurance independently.

Feature List and FAQ on next Page



IF YOU DO TAKE AN INDEPENDENT ACTION TO REGISTER ONTO CIRCUIT PLEASE ENSURE COMMUNITY HEARTBEAT KNOWS SO WE CAN MARK UP OUR SYSTEMS APPROPRIATELY AND TO PROTECT AGAINST DUPLICATION OR ERRORS.



WEBNOS 2

DEFIB SYSTEMS WEBNOS

Understanding Defibrillator Governance: WebNos and The Circuit

FEATURE	WEBNOS™	CIRCUIT
Purpose	Governance, maintenance, and support system	National defibrillator registration system
Managed By	Community HeartBeat Trust	British Heart Foundation
System Focus	Comprehensive governance for long-term site management	Real-time visibility for emergency deployment for ambulance services
Problem Reporting	Yes, small support staff assist with issues	No
Maintenance Logs	Yes, for site checks, problems, training and other statuses	Yes. limited reporting to notify ambulance service off or on.
Support Services	Includes training records, issue resolution, BT Telephone box power records and more.	Limited to help registering defib only
Ambulance Service Use	Historically use by ambulance services for registrations and to verify data due to accuracy.	Primary system for 999 call deployments

FAQ

Why do we need to register on The Circuit if we're already on WebNos?

A: The Circuit is now the primary system for ambulance services to locate defibrillators during emergencies. Whilst WebNos was previously used for CAD registrations, to maintain consistency and eliminate ambiguity we recommend if you do own your equipment that you now register onto The Circuit. This will overwrite the original direct registration made by CHT or yourselves.

Can I use both systems?

A: Communities in the Managed Solution scheme only need to use WebNos, as CHT will manage the transition. For independently owned sites, you may choose to use both systems, but maintenance and governance remain your responsibility.

What happens if we don't register on The Circuit?

A: Without registration on The Circuit, ambulance services may not be able to locate your defibrillator during an emergency.



WEBNOS 2

DEFIB SYSTEMS **WEBNOS**

Understanding Defibrillator Governance: WebNos and The Circuit

FAQ

We are a Managed Solution, but someone already listed our site onto The Circuit, what now?

A: If you are a Managed Solution scheme already registered on circuit please continue to use both systems and log any deployments you are notified about onto WebNos for accurate record keeping.

Marianne Rossi

From: [REDACTED]
Sent: 02 June 2025 09:16
To: Marianne Rossi
Cc: Teresa Strange; Fiona Dey; Peter Richardson; mike.sarson@hotmail.co.uk
Subject: Re: Enquiry

Dear Marianne,

Many thanks for your email.

This would be very helpful indeed, thank you.

I am copying in Mike, the owner/guardian who is aware.

Best wishes,

[REDACTED]

On Fri, 30 May 2025, 10:40 Marianne Rossi, <admin@melkshamwithout-pc.gov.uk> wrote:

Hi Daisy,

Many thanks for your email.

When we have had similar requests previously, the parish council have resolved not to empty bins that are not on land that they don't own/manage due to the ongoing cost of someone coming to empty it and then disposing of the waste.

Having said that, we might be able to put your request on our Asset Management agenda scheduled for July for the new council to consider and can let you know when that is.

Many thanks

Best Wishes,

Marianne

Marianne Rossi

Finance and Amenities Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

SN12 6ES

01225 705700

www.melkshamwithout-pc.gov.uk

Want to keep in touch?

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

On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk

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

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

From: Daisy E [REDACTED]

Sent: 30 May 2025 07:08

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Fiona Dey <office@melkshamwithout-pc.gov.uk>;

Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Peter Richardson <peter.richardson@melkshamwithout-pc.gov.uk>

Subject: Fwd: Enquiry

Dear Councillors,

I copied you in to my email to Wiltshire Council regarding the dog waste bin in Evergreen Meadow.

I have received the following reply from the County Council.

I wonder if you as the Parish Councillors and representatives will have a view as to the next steps?

Given that the Meadow is intended to be used and shared by the community is there a role for CAWS to play?

Best wishes

[REDACTED]

[REDACTED]

----- Forwarded message -----

From: Waind, Fiona <[F\[REDACTED\]@melkshamwithout-pc.gov.uk](mailto:F[REDACTED]@melkshamwithout-pc.gov.uk)>

Date: Tue, 27 May 2025, 15:51

Subject: RE: Enquiry

To: [e\[REDACTED\]@melkshamwithout-pc.gov.uk](mailto:e[REDACTED]@melkshamwithout-pc.gov.uk)

Wiltshire Council provides circa 3500 litter bins across the County. These are situated on **Wiltshire Council land** and are a last resort for managing litter as they are a significant cost to service annually.

You mention that these fields have been gifted which means they don't belong to Wiltshire Council. I'm sorry but we do not take on additional bins.

Your options would be to continue emptying the bins yourself or to contact a contractor who would do that for you. We use idverde.

I hope you are successful in finding a solution to this.

Best Regards.

Fiona Waind

Streetscene Engineer

Highway Operations

Mobile 07920 206683

Email Fiona.Waind@wiltshire.gov.uk

<http://www.wiltshire.gov.uk/mywiltshire-online-reporting>

Wiltshire Council

The logo for Wiltshire Council, featuring the text "Wiltshire Council" in a bold, green, sans-serif font. Below the text is a decorative green wavy line that tapers at both ends.

From: Dogs <Dogs@wiltshire.gov.uk>
Sent: 27 May 2025 14:52
To: StreetScene <StreetScene@wiltshire.gov.uk>
Subject: FW: Enquiry

Hi all,

Are you able to help with the query below please?

Regards

Sebastian Williams
Public Protection Officer - Dog Control

Environment

Wiltshire Council

Tel: 0300 456 0107

Email: sebastian.williams@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

Follow Wiltshire Council



[Sign up](#) to Wiltshire Council's email news service



From: [REDACTED]
Sent: 25 May 2025 09:09
To: Dogs <Dogs@wiltshire.gov.uk>
Cc: clerk@melkshamwithout-pc.gov.uk; office@melkshamwithout-pc.gov.uk; admin@melkshamwithout-pc.gov.uk; peter.richardson@melkshamwithout-pc.gov.uk
Subject: Enquiry

You don't often get email from ellis.daisy@googlemail.com. [Learn why this is important](#)

Dear All,



In Shaw in Melksham two residents very kindly purchased a field and have gifted it to the village. Within the field they have placed a dog waste bin and have been generously emptying it for the last 18 months. The wider residents are unaware that they are doing this and believe the council is responsible. I suspect residents would be shocked to know this is not the case.


Please can you let me know how to get this waste bin permanently adopted by the council? It is well used which demonstrates the need for it.

Regards,



This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Wiltshire Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Wiltshire Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Wiltshire Council.

24	Corsham Road	Refurbish bench opposite school			Low	Put to next Asset Management agenda
25	Corsham Road	Replace bin			Low	There is a cost – for asset management as not burnt out or missing

26	Bath Road	Paint internal walls of bus shelter			High	Caretaker or Community Pay Back or Corporate Social Responsibility
----	-----------	-------------------------------------	--	---	------	--

Other general points – RSWG to prioritise							
27	General	Undertake Traffic Surveys to inform possible 20 MPH limit on Top/Middle/First Lanes Note 1. WC HW Engineer advised that WC pay for surveys and there is no limit to the number that can be requested, but not all requests would necessarily be supported.			TBA	TBA	<p>YES Prioritise the three areas that most likely to have an accident – Shaw Hill and Corsham Road. Use data to inform location of village gates and potential crossings. Also get data about the type of traffic, as well as the speed (impact of Cleveland Bridge HGV and CA Zone, construction traffic to National Grid)</p> <p>Sites:</p> <ul style="list-style-type: none"> Shaw Hill Bus Shelter at Beltane Place