

**MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 1<sup>st</sup> July 2024 at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES at 7:30pm**

**Present:** Councillors John Glover (Council Chair), David Pafford (Council Vice-Chair), Alan Baines (Committee Chair), Nathan Keates and Martin Franks (Committee Vice-Chair).

**Officers:** Teresa Strange (Clerk) and Marianne Rossi (Finance & Amenities Officer).

**79/24 Apologies & Housekeeping:**

Councillor Baines, as outgoing Chair of the Asset Management Committee, welcomed everyone to the meeting. As there were two members of the public in attendance at the meeting, the housekeeping messages were read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

The Clerk advised that she had received apologies from Councillor Holt, who was on holiday; this reason for absence was accepted. Councillor Chivers was not present at the meeting.

It was confirmed that the meeting was quorate.

Nominations were invited for the Chair of the Asset Management Committee for 2024/25.

**80/24 Chairman & Vice Chair of Asset Management Committee for 2024/25**

**a) To elect Chair of Asset Management Committee for 2024/25**

**Resolved:** That Councillor Baines be Chair of the Asset Management Committee for 2024/25.

**b) To elect Vice-Chair of Asset Management Committee for 2024/25**

**Resolved:** That Councillor Franks be Vice Chair of the Asset Management Committee for 2024/25.

**81/24 To receive Declarations of Interest:**

Councillor Glover declared an interest in agenda item 8a as his grandson worked for the youth organisation being discussed. He also declared an interest in agenda item 14b as he is a resident of Wellington Drive, which was one of the proposed bench locations.

Councillor Franks declared an interest in all items related to the allotments as he was an allotment holder.

The Clerk, although not a voting member, declared an interest in agenda item 15, as her husband was on the list of approved contractors and suppliers.

**82/24 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 the consideration of the following items of business (Item **7f & 8a**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Clerk advised that there were a number of agenda items that included quotations; however, they could be discussed outside of a closed session as long as the contractors who had provided them were not named in the public domain. It was noted that the awarding contractor would be named in the minutes.

**Resolved:** Agenda items 7f & 8a to be held in closed session for the following reasons:

- 7f Legal/ contractual
- 8a early stages of a legal dispute

The committee agreed to suspend standing orders for a period of public participation.

**83/24 Public Participation:**

There were two members of the public present at the meeting who wished to speak on agenda item 7c regarding the Kestrel Court Play Area bench location. Resident A explained that she had previously contacted the parish council to request for an additional bench to be installed inside the Kestrel Court Play Area as there was a large open area inside the play area that could be better utilised. She was grateful when she was informed that the parish council had agreed to install a new picnic table inside of the play area; however, upon seeing the bench after the installation, she does not feel that the location is suitable. This is due to the fact that it is positioned close to the fence around the play area, which makes the bench difficult to get in and out of, which isn't accessible, especially for people with mobility issues. Secondly, the other side of the bench is close to the edge of the slabs, which she feels is a safety hazard for people getting off the bench as there is a slight drop due to the height of the slabs. In addition, due to the positioning of the bench, people are unable to supervise their children playing inside the play area unless they are able to access the side closest to the fence, as the more accessible side means that people would have their backs to the play area. She feels that there were much better areas inside the play area where this bench could have been positioned.

Resident B explained that originally there was a bench at this location inside of the play area; however, this had been moved and the picnic table has been installed in

its place. She feels that the original bench could have been left in this location, and the new picnic table could have been installed in a much more suitable location inside the play area.

Councillor Baines explained to the residents that the bench was unable to be installed in the agreed location due to the size of the plinth required for the picnic table, which meant that it was too close to the play equipment. When contractors had attended the site to look at another suitable place, bearing in mind access for grass cutting and ensuring it wouldn't be too close to the play equipment, they had suggested that the table would fit on the concrete slabs by the fence where the existing bench was located. It was agreed that the positions of the existing bench and the picnic table could be switched around as the bench was much smaller than the picnic table.

Resident A provided members with aerial images of other play areas with open space where benches have been located. She explained that the benches inside these areas are spaced out within the space to make good use of the area. She felt that there was an opportunity to do something similar inside the Kestrel Court Play Area. Councillor Glover queried whether the resident was proposing to locate the bench underneath the trees inside the play area, as the council has previously had issues in other play areas when benches have been located underneath trees with birds roosting in the trees. The resident explained that she understood that there were issues with benches under trees, such as the requirement to keep cleaning them, so she was not suggesting that the bench should be positioned there. She explained that there was a large open area inside the play area on the left-hand side if you were outside of the play area facing in, on the side where the bungalows were located. She felt that this would be a much more suitable location for the picnic table.

The committee reconvened and agreed to bring agenda item 7c forward for discussion.

**84/24 To note complaint received regarding the location of the picnic bench installed inside of Kestrel Court Play Area and consider any action**

Members discussed the current location of the picnic table inside the Kestrel Court Play Area. Councillor Pafford explored the possibility of the council moving the picnic table to another location inside the play area. He felt that if the table was not installed on hardstanding, it would be unlikely that people would use it during the winter months unless it was accessible via a path. He went on to explain that, although it looks like there is a lot of space inside the play area, there is not a lot of adequate space for this particular bench due to the size of the picnic table. As a result, this would cause the council an issue if they were to decide to move it to another location inside the play area. He agreed that the table in its current position was not suitable, so the council would need to carefully consider this.

Councillor Baines explained that the council has previously had issues with benches inside other play areas where there hasn't been any adequate hardstanding and the ground has eroded, causing puddles all around the bench. For that reason, he did not feel that it was an option to relocate the bench without any hardstanding.

Furthermore, he also felt that the council needed to be mindful not to hinder the possibility of children playing ball games on the open grass area, so there is a limitation as to where the table could be moved. He suggested that the current hardstanding could be extended so that the table is moved away from the fence without impacting the grass cutting. This would also remove the current trip hazard around the bench. Members agreed that this was a good way forward, and by extending the hardstanding, it would provide the ability for the table to be turned 90°, which could allow for an additional bench to be installed on the same hardstanding. It was also felt that the extension of the hardstanding should be big enough to allow for a wheelchair to be able to sit at one end of the table.

The committee agreed to suspend standing orders to ask the residents a question. Councillor Baines queried with the residents whether there would be an improvement to the bench if the picnic table was turned around. The resident agreed that it would improve accessibility as well as allow people to sit at the bench and be able to observe their children playing in the play area.

The committee reconvened.

Councillor Franks highlighted that the council had some spare patio slabs located at Briansfield allotments that could be used to extend the current hardstanding. After a robust discussion, members agreed that officers should obtain a quotation to extend the hardstanding by three slab lengths using the patio slabs located at the allotments to enable the bench to be moved away from the fencing. The Clerk highlighted that the patio slabs at the allotments may be a different size or depth from the current flag stones; therefore, queried whether officers should also obtain a quote to take the existing flag stones up and replace them fully with the ones currently located at the allotments.

The Clerk advised that the council had previously gone out to consult with residents regarding the location of the bench. She wished to check with members about whether they wanted to reconsult with residents. It was felt that, as this bench was staying in the same position, there was no need to do this.

**Recommendation 1:** Officers to obtain a quotation to extend the length of the current hardstanding inside of Kestrel Court Play Area and turn the existing picnic table around by 90°.

**Recommendation 2:** If there is enough room for a second bench, a quote should be obtained to purchase and install another bench on the same hardstanding, ensuring that both benches are adequately spaced out from each other.

*8pm both residents left the meeting.*

**85/24 Council Assets: To consider Report on condition of Council assets, and recommend future action.**

The Clerk reported that the asset check for the parish, allotments, and office had recently been undertaken by staff. It was noted that each council asset had been given the following rating depending on their current condition:

Good: Unlikely to need attention in the next 5 years

Satisfactory: May need attention in the next 2-3 years.

Poor: Needs attention in the next year

The Clerk explained that there were a few items that she wished to draw members attention to on the Caretaker's asset reports.

It was noted that the Hornchurch Road Play Area safety surfacing was rated as poor, which was due to be discussed under the next agenda item. Similarly, the drinking water fountain that was installed outside of the pavilion was not working, which was an item on the agenda for discussion later on at this evening's meeting.

Attention was drawn to the fact that the paint was flaking off of the doors at the Bowerhill Sports Pavilion. The Clerk explained that the council had the doors repainted a few years ago by a professional paint contractor; however, this hasn't lasted. It was also noted that during covid, the council had installed a number of signs on the door; however, officers have been unable to remove them as they would remove the paint from the doors. The Clerk confirmed that the doors were galvanised, which made it difficult for paint to stick, but aesthetically, they now looked untidy. Councillor Glover queried whether the doors needed to be painted again and whether they could be stripped down and left. The Clerk confirmed that each set of changing rooms was colour coded; however, when officers allocate changing rooms to hirers, they provide them with the number rather than the colour. Members felt that a quote needed to be obtained to strip the paint off of all of the doors at the pavilion as the paint was not sticking to the doors but included numbers for the changing rooms so hirers could identify which changing room they were being allocated.

The Clerk advised that the Caretaker had not provided a rating for the finger post signs located at the bridleway in Bowerhill (asset 104), which was a scheme undertaken by BRAG (Bowerhill Residents Action Group). She had been made aware by BRAG that the finger post was missing, and she had provided them with details of the Melksham Shed volunteer group to see whether they could help. As this was on the council's asset register, she wanted to make members aware of it.

All items at Beanacre were rated as satisfactory; however, the Caretaker had detailed in his report that there was some small cracking on the safety surfacing at Beanacre Play Area. The Clerk advised that the Caretaker could repair this with a safety surfacing repair kit but reminded members that the council has been keeping a watch for some time on some of the wooden equipment inside the play area. She

explained that members may not wish to patch repair at this time depending on where the crack was located, especially if the council has to eventually replace the equipment inside this area. The majority of the cost when replacing a piece of equipment is for the safety surfacing to be replaced around it, so if the surfacing needs to be repaired, the equipment might as well be replaced at the same time. The Caretaker has rated the play area and equipment as satisfactory; therefore, there is no immediate need for this to be replaced. The Clerk explained that the council had an annual independent inspection undertaken by ROSPA (The Royal Society for the Prevention of Accidents), which was due in September/ October time, so the council could wait for their report. Members agreed that the council should wait for the ROSPA report.

There were no issues identified with any assets at Sandridge, Berryfield, or Shurnhold Fields.

Most assets at Shaw and Whitley were rated as satisfactory; however, the aeroplane springer inside Shaw Play Area was rated as poor and needs to be replaced. The officers had obtained some quotations for the replacement of the springer for members to consider at the meeting, which were as follows:

#### **Quotation A**

- Remove and dispose of existing rocker.
- Supply and install Lappset Pico Rocker
- Make good existing rubber mulch surface

**Total £2,498.00 + VAT**

#### **Quotation B**

- Removal and disposal of all existing damaged spring rocker
- Supply and installation of 1no Mule spring rocker
- Repair to Rhino Mulch surfacing
- HERAS fencing

**Total £2,250.00 + VAT**

#### **Quotation C**

- Remove and dispose of existing spring rider
- Supply and install 1no sit in spring rider
- Repair surface with bonded rubber mulch in autumn blend Provisions include:
  - HERAS fencing
  - Spoil removal
  - Materials and machinery

**Total £1,835.00 + VAT**

Members considered each of the quotations and noted that quotation C provided a choice of several different springers. After a detailed discussion, members felt that all quotations provided were like-for-like; therefore, they felt that option C offered the most value.

It was noted that there wasn't a theme of equipment at Shaw Play Area, and the Clerk queried with members whether they wished to consult with Shaw Pre-school on which springer to purchase, as option C provided a choice. She suggested that it might be a nice gesture to ask the children who are based in the village hall near the play area which springer they would like to be installed. Members agreed that Shaw Pre-School should be consulted on which springer design out of the options provided on quotation C should be purchased.

At the allotments, most items were rated as either good or satisfactory. The Allotment Warden had highlighted that one of the troughs at Berryfield may need to be levelled, which has been done by the Caretaker. The Clerk advised that the council had received a high-water bill for the allotments, and on inspection by the Caretaker there was no leak found; however, he discovered that the trough was not level with the ground, causing the water to drip out from one side. It was also highlighted that the noticeboards at the allotments were in poor condition, and the cork on the boards was drying out. The Clerk explained that the noticeboards were made by the Melksham Shed group as part of one of their projects some time ago. The cork is exposed to the weather as there is no cover for the noticeboards, so the council may wish to consider replacing them.

It was noted that the petrol strimmer had not been used this year at the allotments. The Clerk explained that the council had purchased a rechargeable strimmer for the Allotment Warden to use as the petrol strimmer was too heavy to use. Councillor Franks highlighted that the petrol strimmer may be useful to be used to trim back some of the overgrown allotments, which were due to be discussed later on in the agenda. The Clerk advised that it would be a question of whether the Allotment Warden would be happy to undertake the clearance, or if a contractor undertook this, they would have their own equipment. Members agreed that this was something that they could review when they discuss the overgrown allotments later on at the meeting. The Clerk advised that the leaf blower was something that had been purchased some time ago for the Caretaker to use to blow all of the debris away from the play area safety surfacing, which was something he still needed to action.

All office equipment was rated as either good or satisfactory in the report. The Finance & Amenities Officer highlighted in her report that the out of hours mobile phone that diverts to a staff member takes a lot of time to undertake an action due to its age. She provided members with some upgrade options for a new mobile phone; however, these were all contract options. It was noted that the out of hours mobile phone was not used as a phone and was only used on occasions to divert to another staff member's mobile phone. The Clerk explained that her personal mobile phone was out of contract and she was looking to replace it with a new one. She suggested that she could donate her phone to the parish council to be the out of hours mobile phone, which would give the ability for the council's number to be used in WhatsApp

groups rather than the officer's personal mobile numbers, for example. The Clerk explained that officers would need to investigate whether the mobile phone is locked to a network first and whether the out of hours phone sim card would fit into the new device. Members welcomed the kind donation of the mobile phone from the Clerk.

The Clerk drew members' attention to the fact that the council had a noticeboard on the side of the Melksham library building, which was due to be demolished. The noticeboard is weathered and is no longer used by the council, but wanted to check with members that they were happy for it to be demolished with the building. Members confirmed that they were happy with this.

**Recommendation 1:** Officers to obtain a quote to remove all of the paint off of the pavilion doors but ensure that each changing room is numbered.

**Recommendation 2:** The council accepts the kind donation from the Clerk of her old mobile phone to replace the existing out of hours mobile pending investigations by officers on whether the existing sim card will work.

**Recommendation 3:** The council confirms that they are happy that the old noticeboard on the side of the Melksham Library is demolished with the building.

**Recommendation 4:** The council approve quotation C (Infinity Playgrounds) at a cost of £1,835 + VAT to replace and install a new springer inside of Shaw Play Area. As this quotation provided different options to choose from, Shaw Pre-School should be consulted on which springer design the council should purchase.

#### **86/24 Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:**

**a) To review latest quarterly play area inspection reports and consider any action required.**

The Clerk reported that the quarterly play area reports were not currently available; however, as per the above, this has been done within the asset check reports.

**b) Hornchurch Road Play Area Safety Surfacing:**

**i) To receive feedback following earlier site visit and note temporary repair undertaken w/c 17th June 24.**

Councillor Baines reported that following the earlier site visit to Hornchurch Road Play Area, the safety surfacing is in a poor state of repair and members needed to consider options to replace the surfacing. Officers had obtained three quotations, which would be reviewed under item 7biii.



**ii) To review Financial Regulations advice re thresholds for quotations vs tenders**

The Clerk advised that officers had sent a query to WALC (Wiltshire Association of Local Councils) about the procurement procedure in relation to Contracts Finder as the NALC model standing orders and financial regulations do not seem to align with each other. It was noted that the model financial regulations had recently been updated, which the council has adopted. The council has agreed that the threshold to go out to tender would be £40,000 + VAT. The standing orders, however, seem to suggest to officers that the council may need to advertise the contract opportunity on Contracts Finder. Councillor Glover highlighted that the council's financial regulations stated, '*For contracts estimated to exceed £40,000 excluding VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation*' which he interprets to mean that the council does not need to go out to tender or publish the opportunity on Contracts Finder as officers have obtained quotations from specific contractors. The advice note that officers had provided from Parkinson Partnership also confirms that if the council was going to specific firms rather than opening up the opportunity, this does not need to be published as long as the council is following their own standing orders and financial regulations.

It was acknowledged that for any contract awarded over £30,000, including VAT, there is a requirement for the council to publish the award of the contract on Contracts Finder.

**iii) To consider options for Hornchurch Road Play Area safety surfacing replacement and approve quotation if appropriate**

The Clerk explained that some of the quotes received are over £40,000 + VAT and queried whether they wished to wait and go out to tender or whether they were happy to consider the quotes provided. She advised that members needed to bear in mind the fact that any quote approved this evening would not be approved until the Full Council meeting on the 29th July when the schools have broken up for the summer holidays. Members agreed that Hornchurch Road Play Area should not be closed during the summer holidays, and any works agreed upon will need to be done once the holidays are over. It was noted that if the council agreed to a quotation, the contractor could be advised that the works would have to take place after the summer holidays to avoid any disruption to children wishing to use the play area during the holidays. It was felt that the council did not need to go out to tender as officers had already obtained quotations for the project, and as per the financial regulations, as discussed under the above agenda item, this was not a requirement.

The quotations received for the safety surfacing replacement at Hornchurch Road Play Area were as follows:

#### **Quotation A**

- Removal and disposal of all existing EPDM to take the surface back to the subbase, approx. 400m<sup>2</sup>
- Regrade subbase with type one stone top up and compact, approx. 400m<sup>2</sup>
- Supply and installation of black EPDM safety surfacing to a minimum depth of 40mm
- Area surrounding seesaw, swings and climbing frames to be minimum 50mm in depth.
- Provisions including HERAS, Skips & Welfare

**Total £38,488.00 + VAT**

If order is placed inside the 14-day validity period, they are able to hold the price from 2022

**Total £35,802.86**

#### **Quotation B**

- Supply and install Heras and welfare for the duration of the works
- Remove and dispose of 420m<sup>2</sup> of existing rubber
- Supply and install 420m<sup>2</sup> x 40mm black wet pour rubber

**Total £40,220.00 + VAT**

#### **Quotation C**

##### **OPTION ONE: OVERSKIM - BLACK EPDM with colour wear pads**

- Erect 90lm of double clipped HERAS fencing with signage
- Clear area of all loose rubber crumb
- Chase cut 300-400 mm (remove the rubber) around the perimeter of the play area and under the roundabout to allow for new surface to be slowly ramped down at the edges and under equipment to the correct height
- Supply and install COLOUR EPDM at bottom of slides, swings, roundabout and climbing features and spring rider totalling 50m<sup>2</sup> of colour wear pad graphics
- Supply and install 375m<sup>2</sup> of BLACK EPDM at 20mm over existing surfacing up to existing PCC edging

**Total £23,200.00 + VAT**

**OPTION TWO: OVERSKIM - Bonded rubber MULCH with colour EPDM wear pads**

- Erect 90lm of double clipped HERAS fencing with signage
- Clear area of all loose rubber crumb
- Chase cut 300-400 mm (remove the rubber) around the perimeter of the play area and under the roundabout to allow for new surface to be slowly ramped down at the edges and under equipment to the correct height
- Supply and install COLOUR EPDM at bottom of slides, swings, roundabout and climbing features and spring rider totalling 50m2 of colour wear pad graphics
- Supply and install 375m2 of BONDED RUBBER MULCH AT 30MM over existing surfacing up to existing PCC edging

**Total £28,700.00 + VAT**

**OPTION THREE: REMOVE AND REPLACE - BLACK EPDM with colour wear pads**

- Erect 90lm of double clipped HERAS fencing with signage
- Remove and dispose of all existing EPDM surfacing at 60mm – 80mm x 425m2
- Re-instate groundworks with compacted type one stone
- Cover with 425m2 of terram geotextile membrane
- Supply and install between 20 and 40mm of BLACK EPDM Base rubber
- Supply and install COLOUR EPDM at bottom of slides, swings, roundabout and climbing features and spring rider totalling 50m2 of colour wear pad graphics
- Supply and install 375m2 of BLACK EPDM at 20mm over existing surfacing up to existing PCC edging

**Total £43,800.00 + VAT**

**OPTION FOUR: FULL REPLACEMENT - Bonded rubber MULCH with colour EPDM wear pads**

- Erect 90lm of double clipped HERAS fencing with signage
- Remove and dispose of all existing EPDM surfacing at 60mm – 80mm x 425m2
- Re-instate groundworks with compacted type one stone and cover in a Terram weed suppressant membrane
- Supply and install COLOUR EPDM at bottom of slides, swings, roundabout and climbing features and spring rider totalling 50m2 of colour wear pad graphics

- Supply and install 375m<sup>2</sup> of BONDED RUBBER MULCH in a variety of colours at between 40 and 60mm in line with FFH requirements over existing surfacing up to existing PCC edging

**Total £42,200.00 + VAT**

Members considered each quotation received, and it was noted that quotation C had provided four options for the safety surfacing; however, options 1 & 2 were for over skimming the surfacing rather than fully replacing it. Councillor Baines reported that in 2018, the council had the surfacing over skimmed inside this play area, and it was evident following the site visit that this had failed, so he feels that the surfacing needs to be replaced fully. Quotation C also provided an option to replace the surfacing with mulch (option 4). It was noted that both quotations A and C (option 3) detailed in their quotations that they would remove and replace the subbase with type one stone, whereas quotation B did not specify this in their quotation. It was felt that there needed to be a good subbase for the surfacing to be laid on top of to ensure the surfacing doesn't break up or become unstable in the future. Option 3 provided under quotation C included colour wear pads, which would mean that there would be joins in the surfacing. Members acknowledged that from previous experience, where areas of surfacing are broken up with colour pads, it can become problematic in future years as joins can separate and can cause trip hazards. It was noted that quotation A did not include any colour pads, and therefore there would be no joins in the surfacing.

Discussions took place as to when the safety surfacing replacement should be undertaken if they were minded to agree on a quotation for this work, bearing in mind whether the council had the budget for the works to be undertaken in the current financial year. The Clerk highlighted that she had a concern that if the surfacing is left and it fails in late autumn, for example, she doesn't feel that the contractors would be able to get into the play area to undertake the replacement. This is due to the fact that the open space area around the play area, which is the only way that the contractors could access the area, gets very wet. She feels that there is a risk that the heavy vehicles that will need to be used may get stuck in the open space, which means that the replacement would have to be left until the spring time. It was noted that Wiltshire Council had recently undertook tree works in the open space, and their vehicle got stuck.

In terms of the budget, the Clerk advised that there was £40,000 in the play area contingency reserve; however, the council had budgeted £20,000 for the replacement of the Beanacre Play Area wooden equipment. The Caretaker in his asset report, which was reviewed earlier in the meeting, rated the play area as satisfactory, so there was no requirement for the equipment to be replaced immediately or in this financial year. From CIL (Community Infrastructure Levy), £20,000 was shown as coming out of the reserve for this project. Officers are also aware that the Suez grant funding covers Hornchurch Road Play Area, so the council could apply to them for some funding towards the surfacing replacement costs. It was noted that the council would have to apply to this fund first before the project could start.

After a robust discussion, members felt that quotation A should be approved as it included all of the council's requirements and provided the best value. The contractor should be advised that the council would like the works to be undertaken in September after the school summer holidays.

Officers had provided members with a quotation for site security once the surfacing had been laid and was drying. The Clerk explained that when the surfacing at this play area was over skimmed previously, there was evidence that people were getting under the heras fencing erected around the site. As a result, the parish council paid for site security to ensure that no one went inside the play area while the surface was setting. The Clerk explained that the issue with someone walking on the surfacing before it was fully cured was that the footprints would cause a weakness in the surfacing. Councillor Franks highlighted that the contractor should be securing their own site; therefore, this cost should not be for the parish council to bear. Councillor Pafford felt that the council was making a significant investment in this play area and, therefore, felt that the council should have site security while the surfacing is setting. The quotation provided was for £18 per hour, with a minimum booking of 12 hours. It was felt that this quote should be approved to ensure the security of the site while the surfacing was setting.

**Recommendation 1:** The council approve quotation A (Vita Play) at a cost of £35,802.86 to undertake the full replacement of the safety surfacing at Hornchurch Road Play Area in black EPDM in September, as per the quote detailed above. The expenditure for the project to come from the play area contingency reserve (£20,000) and CIL (£20,000).

**Recommendation 2:** The council apply to the Suez Communities Fund for funding towards the project.

**Recommendation 3:** The council approve the quotation from Security 2000 to provide site security while the new surfacing at Hornchurch Road Play Area is curing at a cost of £18 per hour with a minimum booking of 12 hours.

**c) To note reports of recent dog bites at both Bowerhill Sports Field and Shurnhold Fields and consider any action**

The Clerk reported that in recent weeks, officers had been made aware of two separate incidences occurring at both Bowerhill Sports Field and Shurnhold Fields. The incident that took place at the Bowerhill Sports Field was a dog-on-dog attack, with the police requesting footage from the pavilion CCTV cameras, which had been provided to them by officers. The second incident that officers are aware of via the Melksham Police social media is that a dog bit a human at Shurnhold Fields, but the incident had not been reported to the parish council. As these incidents had occurred in public open spaces that the council owned and maintained, the Clerk wished to make members aware. Members noted this information and agreed that there was not anything that the council could do over what they were already doing by providing signage, etc., as a dog is the responsibility of the dog owner to control when out in public.

**d) To note remedial works required at Whitworth play area and consider way forward**

Members reviewed the Whitworth Play area report produced by Wiltshire Council. The Clerk explained that last year Wiltshire Council issued the practical completion certificate and was scheduled to come back 12 months later with a view to issuing the Final Completion Certificate. Councillor Glover queried whether Wiltshire Council should be referring this report back to the developers for them to address as this is the standard that it was left in when the parish council adopted it. The Clerk advised that the Amenities Officer had queried this with the Wiltshire Council Officer when they were both at site and inspected the area together, and the Wiltshire Council officer confirmed that as the parish council had adopted the play area, it was the council's responsibility to undertake the remedial works. It was noted that this was only discussed verbally and not in writing. The Clerk explained that this was part of the flawed process, which the council has spoken about with the head of the planning department at Wiltshire Council. It was felt that this should be given as an example, and the officer who compiled the report should be copied into the email. It was felt that Councillor Richard Clewer (Leader of Wiltshire Council) should be copied into any correspondence sent to Wiltshire Council regarding this process, as Councillor Pafford had discussed this matter with him previously.

Officers had obtained a quotation from JH Jones for the following works, as per the report:

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

The Clerk advised that one of the items listed on the report was to fit a tube into the ground for the maintenance gate in order for the drop down bolt to be able to engage to prevent access. She explained that the parish council installed the tarmac pathway at this play area due to the unsatisfactory gravel pathway left by the developers, so this was down to the parish council's contractors when they installed the path. It was felt that this work should be undertaken by the parish council at a cost of £120 + VAT.

**2. Level up with topsoil and sow seed to take out trip hazard as necessary for complete length of path between soil and concrete kerb**

It was noted that when the parish council took over the play area, the pathway was not edged; therefore, the installation of the edging stones was something that the parish council did. JH Jones had provided a quotation of £475 + VAT to remedial this. Members agreed that the council should do this work, therefore, this quote should be accepted.

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

Councillor Baines highlighted that there were some dead trees inside the play area; however, he explained that this would have been part of the planning condition that any planting that dies within a certain time should be replaced by

the developer. Members did not feel that this work should be done by the parish council and should be referred back to Wiltshire Council to ask the developers to replace them as per their planning conditions.

**4. Remove all 2”x2” timber posts, trip hazard, for complete length of open space. (at least 3no)**

Members agreed that the posts needed to be actioned in order to prevent a trip hazard. Members were concerned that if the timber posts were taken out of the ground, it may disturb the edging stones, which could cause cracking in the pathway. Members felt that the posts could be hammered into the ground to prevent the trip hazard. This could then be covered by top soil, as per item two in the report. Members agreed that the contractors should be asked to hammer the posts down into the surface rather than remove them.

**5. Pointed ends of hazel branches need to be made safe.**

It was noted that a tree has snapped off inside the play area and has left a sharp edge. It was noted that this was something the Parish Caretaker could take action on.

**Recommendation 1:** The parish council to approve the quotation from JH Jones for works to be undertaken on items 1 and 2 as detailed in the inspection report at a cost of £595 + VAT. The contractors to be asked to hammer the timber posts into the ground rather than remove them (item 4).

**Recommendation 2:** The council refer the dead trees (item 3) back to Wiltshire Council for the developers to replace as this is something that they should action as part of their planning conditions.

**Recommendation 3:** The Parish Caretaker to be asked to make the hazel branch safe on the tree identified inside of Whitworth Play Area (item 5).

**e) To receive update on play area legal transfers and to recommend for approval if received (Pathfinder Place, Berryfield, Kestrel Court).**

The Clerk explained that the council is now in receipt of the play area legal transfers for both the Berryfield and Kestrel Court Play Areas. The transfer for the Davey Play Area inside of the Pathfinder Place development has not been received. In both of the documents received, there are a number of errors that need to be rectified before the parish council signs the transfers, which the Clerk has highlighted to members in the document. Most of the errors are because the document mentions ‘town clerk’ or ‘town council’ which would need to be changed. The Clerk advised that in terms of the Berryfield Play Area transfer, she had noted that there was only a signature for one councillor; normally, when the council signs such transfers, there are two councillors who sign the document. Members agreed that two councillors should sign this document.

9.00pm Councillor Baines left the room for a short time; Councillor Franks took over chairing the meeting.

The Clerk advised that the red line drawing for the play area had not been provided with the transfer document; therefore, this would need to be received before the transfer was signed. Members agreed with the amendments highlighted by the Clerk and felt that the transfer for Berryfield Play Area should be signed once the red line drawing had been received.

9.03pm Councillor Baines returned to the room and took over the chairing of the meeting.

With regard to the transfer of Kestrel Court Play Area, there were also a number of errors that the council has highlighted to members. Members agreed that this document should be signed once the errors have been corrected.

**Recommendation:** The parish council sign the transfers for both Berryfield Play Area and Kestrel Court Play Area once the amendments have been made as discussed.

**87/24 QEII Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):**

**a) To note pitch layout for new season and to receive update on current bookings**

Held in closed session.

Members reviewed the football booking report for the forthcoming football season. It was noted that the following teams had booked the sports field for the new season:

**Trowbridge and District League—Saturday Afternoons:**

- Staverton Rangers
- FC Pilot

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

- Bath Road Wanderers

Youth- Future of Football FC- Blanket booking of youth pitches  
Future of Football- Training sessions and day camps.

The Finance & Amenities Officer had been contacted by the youth hirer as they now had five teams requiring the use of an 11-aside pitch during the season. She queried with members whether they wished to accept this, bearing in mind that there are only currently two stand-alone, 11-aside pitches that are for the use of the adult teams. It was noted that there was no capacity to mark another stand-alone pitch at the field



due to the number of youth pitches that are required to be marked out at the field. The parish council has previously given priority to the adult teams for the use of the two stand-alone pitches as the youth organisation had a weekend blanket booking of all of the youth pitches during the season. The Amenities Officer advised that she had suggested to the organisation that the council could mark out an 11-aside pitch around the two 9-aside pitches that would be inside their blanket booking; however, she hasn't received a response to this. It was noted that the new 11-aside pitch could be marked out in a different colour to ensure that teams knew which pitch markings they were playing on. Last season, the organisation was allowed to use the 11-aside if they were booked in advance and were paid for separately from their blanket booking, but the adult teams were given priority. The council gave officers delegated powers to manage this usage to ensure that the 11-aside pitches did not get overused.

Members felt that providing this organisation with an 11-aside pitch around the two 9-aside pitches was a good solution and should be something that the council includes in their pitch layout. It was felt that this organisation should be told that their teams requiring an 11-aside can be hosted as long as they use the pitch that will be marked around the two 9-aside pitches that will be included in their blanket booking. The organisation will not be allowed to use the two stand-alone 11-aside pitches, as these were for adult bookings.

The Clerk advised that officers had gone back to one of the hirers following the decision made at the Full Council meeting on the 17th June to advise that they must make bookings and pay for these bookings a month in advance. There has not been any reply from the organisation to date. The Amenities Officer explained that this organisation was still undertaking sessions on the sports field and now owed money for their usage in June. It was felt that this organisation needed to be sent a reminder about this and told that payment for their usage in June was required immediately, otherwise their sessions would be cancelled and they would not be allowed any more bookings.

**Recommendation 1:** The council mark out an additional 11-aside pitch around the two existing 9-aside pitches in a different colour marking for the youth organisation to use as part of their weekend blanket booking.

**Recommendation 2:** The council approve the current pitch layout with the addition of an 11-aside pitch marked around the two 9-aside pitches.

#### **b) To note pitch power assessment**

Members reviewed the pitch power assessment that had recently been undertaken. As per minute 445/23c of the Finance Committee meeting held on 4th March 2024, members agreed to apply to the Football Foundation for funding towards pitch maintenance over the next six years. In order for officers to apply for funding, a Pitch Power assessment needed to be undertaken to assess the condition of all of the pitches and provide a Performance Quality Standard (PQS) score, which will inform the council of how much grant funding can be obtained for each pitch. The report

received has inspected all of the current pitches at the sports field and provided recommendations. Officers have had a look at the grant application, which gives information on how much the council could receive based on the report. It was noted that the council will be required to provide some funding towards this project as the full grant amount will only be paid over years 1 and 2 by the Football Foundation, with the grant percentage paid being reduced every two years from the initial grant amount. The breakdown of the percentage of the grant that will be received each year is as follows:

- Years 1 & 2 = 100%
- Years 3 & 4 = 67%
- Years 5 & 6 = 33%

This means that from year 3 onwards, it does require the parish council to contribute some funding towards the maintenance, which is as follows:

<b>Year</b>	<b>Maintenance Cost</b>	<b>Football Foundation Contribution</b>	<b>Parish Council Contribution</b>
Year 1	£14,452	£14,452	£ 0
Year 2	£14,452	£14,452	£ 0
Year 3	£14,080	£ 9,636	£ 4,444
Year 4	£14,080	£ 9,636	£ 4,444
Year 5	£13,705	£ 4,818	£ 8,888
Year 6	<u>£13,705</u>	<u>£ 4,818</u>	<u>£ 8,888</u>
<b>Total</b>	<b>£84,480</b>	<b>£57,812</b>	<b>£26,668</b>

Members felt that the idea of this assessment was to get information on how the football pitches could be improved, and the report provides detailed guidance on how this can be done. It was also noted that the parish council's overall contribution would be £26,668, which worked out to roughly £4,500 excl VAT each year, and the Football Foundation's contribution would be £57,812 towards the project. It was considered that, although it looked like a large financial contribution over six years; by undertaking this maintenance, the end result should be a much-improved facility for the community. The Clerk confirmed that the parish council was able to use their own contractors to undertake the maintenance on the pitches. The Amenities Officer advised that the council will be paid the funding and will have to submit invoices to the Football Foundation, providing evidence of the work that has been undertaken on the field, in order to get the next years' worth of funding. She advised that only the works that have been included in the assessment can be undertaken using the grant funding; therefore, things such as line marking and grass cutting would not be included and would have to be funded by the council separately. Members noted that the grant would pay for some of the work that the council was already paying for, such as pitch fertilising and spiking. The grant would enable the council to undertake more of this maintenance, which they would otherwise not have the funds for. It was agreed that this report should be sent to the parish council's contractors if the grant application is successful and should form the specification for the pitch maintenance.

In terms of funding available for this project, in the current financial year, the council has received a £0 rate bill for the Bowerhill Sports Pavilion but had budgeted £835 for this as it was not known at the time of budgeting whether the pavilion would be applicable to pay rates. In previous years, the council has vired this budget to the sports field maintenance budget heading, and although, if successful, the council does not have to pay any contribution this year or next year, this could be put into the sports field maintenance reserve at year end to be put towards costs for other years. Included in the grass cutting contract for the current year are goal mouth repairs; however, this grant would fund this maintenance, so the £582 budgeted for this could be put into the sports field maintenance reserve at year end. Additionally, at budget setting, the council had budgeted £2,000 to come from the sports field maintenance reserve to fund pitch spiking and fertilising during the year, so this amount could be left in the reserve for future years as the grant would cover these costs. Separately, £3,750 has been budgeted for the ditch works, which the council has applied to the Suez Communities Fund for funding. If this is successful, the funds budgeted for these works could be put into the reserve. Members acknowledged that as they would be aware of what funding would be required each year, they would be able to budget accordingly by building funds up in the next budget.

It was noted that the council had already agreed to apply to the fund; however, officers wanted to make sure that members were aware of the cost implications before they applied, as this was not known at the time of agreement. Members agreed that they were happy to go forward with the application and that officers should apply to the fund now, and as this has already been agreed upon, they do not need to go back to the Full Council for approval first.

**Recommendation 1:** The council accept their contribution costs towards the pitch maintenance as detailed above.

**Recommendation 2:** If the grant application is successful, officers to send the Pitch Power assessment report to JH Jones, the council's contractors, to be the specification for pitch maintenance at the Bowerhill Sports Field.

### **c) To approve quotation to fertilise the pitches during the season**

The Clerk explained that in previous years, the council had missed the boat to undertake both the pitch fertilising and spiking because, by the time the quotation got to a meeting, the window of opportunity had been missed. Last year, the contractors provided the council with a quote to be pre-approved so that they could undertake this maintenance when it was necessary during the season, which worked well last year. The contractors have provided a quotation on the same basis for this year. The Clerk advised that, as per the above agenda item, this maintenance could be funded as part of the grant application that the council is going to make to the Football Foundation. Members felt that they should accept the quotations, and the contractors should only be instructed if the grant application to the Football Foundation is unsuccessful as this work would form part of the grant.

**Recommendation:** The council approve the quotation of £2,420 + VAT from JH Jones to undertake pitch fertilising during the season if the council is unsuccessful in obtaining grant funding from the Football Foundation for this maintenance.

**d) To approve quotation to spike the football pitches**

This item was discussed above under item 8c.

**Recommendation:** The council approve the quotation of £800 + VAT from JH Jones to undertake pitch spiking during the season if the council is unsuccessful in obtaining grant funding from the Football Foundation for this maintenance.

**e) To approve quotation for annual cold water boost pump service**

The Clerk reported that, as part of the pavilion maintenance regime, the cold-water boost pump needed to be serviced on an annual basis. The officers had obtained two quotations for this, which were as follows:

**Quotation A**

**Quote A1- One off service**

- Journey to site with all relevant materials and equipment. isolate system as required.
- Carry out full service on Grundfos Hydro Multi-E 3 CRIE 5-4 Booster Pump Set, complete with controls and 12LV expansion vessel.
- Test and leave the system fully operational.

**Total      £395.00 + VAT**

**Quote A2- Three-year contract**

As per the above specification.

**Total      £385.00 + VAT**

**Quotation B**

One off service

**Total      £390.00 + VAT**

Members considered both quotations and noted that quotation A2 held the price for three years if the council was to take out a maintenance contract for this length, and it was also at a slightly reduced cost. Members felt that the three-year contract offered the best value for money, and therefore this should be approved.

**Recommendation:** The council approve quotation A2 from (Carter Pumps) at a cost of £385 + VAT (excluding materials) per year for three years.

**f) To approve quotation for annual ventilation service**

The Clerk advised that officers had obtained a quotation to service the ventilation system at the pavilion, which is as follows:

- To Inspect and Service the Lossnay LGH-65RX5-E in the games room

**£207.00 + VAT (this includes replacing the filters for this unit)**

- To Inspect and service of extraction fans in locker room

**£310.50 + VAT**

**Total      £517.50 + VAT**

Councillor Baines queried whether the ventilation unit in the games room needed to be serviced now that the room wasn't being used as an office. It was queried whether this room was being hired out on a regular basis. The Clerk confirmed that although there have been some enquiries to use the room, it is rarely hired out; however, there were no openable windows in this room. The Clerk advised that the changing rooms had no windows to open; therefore, members agreed that the extraction fans needed to be serviced. Councillor Glover queried whether this could expose someone to legionnaires disease because of the moisture in the system if the fans were turned on after being off for some time. The Clerk advised that she was not sure, and that would be something that officers would need to investigate. The Clerk explained that the Caretaker ran the showers at the pavilion once a week, as it was the droplets in the air from the showers that were the problem. Members agreed that the quotation should be accepted, but the contractor should be asked whether the equipment in the games room needed to be serviced if it was not in use. The Clerk suggested that the contractors should also be asked whether the ventilation system should be put on each week to flush the system through. If so, this is something that the Caretaker could do each week as part of his weekly regime for the pavilion.

**Recommendation:** The council approve the quotation of £517.50 + VAT from Wiltshire Air Conditioning Services to service the ventilation system in the games room and the extraction fans in the changing rooms, pending confirmation received from the contractor as to whether the system in the games room needed servicing if it wasn't being used.

**g) To note report received from contractor following control panel repair and service and consider associated quotations**

Members reviewed the control panel report following its service undertaken in February. The Clerk advised that this had been put on the agenda because there were some recommendations detailed in the report that she wanted to draw attention to. It was recommended in the report that the council should upgrade the existing BMS system (Trend IQ3) to the latest Trend IQ4E range as the current control system is now obsolete. Officers had obtained a quotation for this work, which was

provided in the late papers. It was noted that the contractor advised when providing the quotation that although the system was obsolete, replacement parts were still available for this system, and it was expected that they would be available for many years. Based on this information, members did not feel that the system needed to be upgraded to a new system at this time.

**Recommendation:** The council do not upgrade the control panel system at the Bowerhill Sports Pavilion, as replacement parts for the system were still available.

**h) To receive an update on the progress of the grant application submitted for outdoor gym equipment**

The Clerk advised that the application for the outdoor gym equipment had been submitted and officers were expecting a decision to be received by the end of July.

**i) To note drinking water fountain is currently not in use due to leak and approve quotation for its repair**

The Clerk reported that the drinking water fountain was not currently working due to an internal leak that was caused by the frost. The installers did manage to mostly stop the leak when they attended the site; however, it does slightly weep when on; therefore, the fountain has been left off. The push button on the front of the fountain doesn't operate due to an internal issue, but the push-down function does work, so it would be usable if it were turned on. The installers have advised officers on what parts would be required to fix the issues, and officers have obtained a quote from the manufacturer for the parts, which are as follows:

• 98678C - Regulator Housing Kit for 4400	£118.65 + VAT
• Series Outdoor Bottle Fillers /Fountains	
• 55996C - inline strainers	£ 41.29 + VAT
• Delivery	<u>£ 10.00 +VAT</u>
<b>Total</b>	<b>£169.94 + VAT</b>

Officers had received a quotation of £450 + VAT from the original installers, which was obtained by Aquasafe Environmental to repair the issue. Officers had contacted two other plumbers to obtain a quotation for this, but they have not received any response. Concerns were raised with regard to the future if the parts kept getting damaged due to the weather, as this was a large cost. It was advised that the installers had recommended that some rock wool be inserted inside to protect the parts. It was queried how often the fountain was used, and the Clerk advised that it hadn't really been in action long enough to determine this. In addition, the council office is no longer located on site, so it was difficult for officers to monitor; however, when officers were located at the pavilion, on a number of occasions, people asked for drinking water. It was also noted that during the summer there are lots of activities going on at the sports field, so it is more likely to be used during this period. Members agreed that this needed to be repaired, and therefore, these costs should be approved.

**Recommendation:** The council approve the quotation of £619.94 + VAT (£169.94 + VAT for parts and £450 + VAT for the contractor) for the original installers arranged by Aquasafe Environmental to repair the drinking water fountain at the Bowerhill Sports Pavilion.

## 88/24 Allotments

### a) To receive report on waiting list

The Finance & Amenities Officer had compiled an allotment report for members to review. It was noted that there are currently four vacant plots at the allotments, three on Berryfield and one on Briansfield. There are currently eight people on the waiting list for plots. The Allotment Warden has recently undertaken the quarterly plot inspection report, and thirteen tenants have been written to due to the condition of their plot. The Amenities Officer reported that eleven tenants had responded to the letter, with two plot holders being issued a second letter.

It was noted that the Clerk had given retrospective permission to the tenant on Briansfield plot 30 to have a netted fence around their plot.

Members noted the report.

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

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

### c) To consider greenhouse request received larger than Clerk's delegated powers

The Amenities Officer had been contacted by the tenant of plot 12a on Berryfield, as they wished to erect a greenhouse on their plot. When officers reviewed this request, it was discovered that it was outside of the Clerk's delegated powers to approve due to the size they require, and, therefore, this needed to come to this committee for members to consider. It was noted that the maximum permitted size for a greenhouse as per the tenancy agreement was 183cm x 183cm (6ft x 6ft) and the request from the tenant was for a 4m x 3m (13ft x 10ft) polytunnel greenhouse. The largest greenhouse the council has previously approved was an 8ft x 6ft.

Members discussed this request and felt that the greenhouse proposed was too big, as it was much bigger than what was detailed in the tenancy agreement; therefore, the request should be refused.

**Recommendation:** The council refuse the request from the tenant to install a 13ft x 10ft greenhouse on their plot.

**d) To consider clearing options for very overgrown plot at Briansfield allotments**

It was advised that the Allotment Warden had reported to officers that, despite the waiting list, plot 16a on Briansfield has not been let out for some time. It was noted that this plot was a 2.5 perches plot, so is smaller than most of the other plots on site; however, it is very overgrown. The Clerk advised that previously, when the council had this situation, the plot had been offered out for a few years free of charge to allow the new plot holder time to get it together. Officers queried whether members wished to do this again, as it was unfair on the other plot holders on site for the plot to be overgrown and the weeds to spread.

Councillor Franks advised that the plot holder next door to the plot has already started to clear the plot out and may wish to take it on. He explained that the issue with this particular plot is that it has been overgrown for several years, with the previous tenant only cultivating patches of the plot. He advised that it was not currently in great condition. The Clerk advised that the reason why the council allowed one of their plots to be let out for free for a few years was because they didn't want to set a precedent by clearing the plot themselves. This may give the impression to other plot holders that they can leave it in an overgrown condition and the council will clear it for them. Members felt that it was a good solution to let out the plot for two allotment years for free. The Clerk advised members that the current allotment rules were to offer the plot to the next person on the waiting list and queried what they wanted to do as Councillor Franks had advised that the plot holder next door had started to clear the plot. Members agreed that the plot should be offered to the next person on the waiting list, and the tenant who has started clearing the plot should be encouraged to join the list if they wish to take the plot on.

**Recommendation:** The Council let out plot 16a on Briansfield for free for two allotment years.

**e) To review rules on keeping chickens and rabbits at the allotments**

It was noted that the council last reviewed the rules for keeping chickens and rabbits at the allotments in 2021. The Finance & Amenities Officer advised that it would be worth adding something to the rules around disease control and the disposal of dead hens and rabbits. She explained that there wasn't anything in the current rules that provided information to tenants about what the council required them to do under these circumstances. She has contacted the Allotment Society, who the council has a membership with, and they have provided her with a copy of the London Borough of Bexley's hen keeping agreement. The Finance & Amenities Officer advised that she had highlighted a few pieces of information that she thought members should consider adding to the council's policy, which were as follows:



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

#### *Disease Control*

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

Members agreed that the above should be added to the council's rules for keeping chickens and rabbits at the allotments.

**Recommendation:** The council to add the above clauses to the allotment rules for keeping chickens and rabbits at the allotments.

**f) To note allotments is eligible for grant funding and consider options to apply for**

The Clerk reported that the allotments were eligible for grant funding from the Suez Communities Fund and queried whether there was anything at the allotments that members wished to apply for. Councillor Glover queried whether any allotment tenants had come back to the council when they were consulted on whether they wished to form an allotment association. It was noted that the council had consulted with the tenants on two occasions regarding this matter and did not receive many responses back, so this was not moved forward.

Members noted that the allotments were eligible for Suez Grant funding; however, there were no suggestions on what the council could apply for funding for at the allotments.

**g) To receive updated on Allotments database**

It was noted that the new allotment database was coming along well and was nearly completed. The IT contractor is currently adding the facility for officers to record payment information on the system, and then it will be ready to use. It was noted that once this was completed, the IT contractor would move on to creating the asset database using the same template.

**89/24 Shurnhold Fields**

**a) To receive update on the car park enhancement project**

The Clerk advised that there was no update on the car park enhancement project.

**b) To consider 'Friends of Shurnhold Fields' insurance update**

The Clerk advised that the 'Friends of Shurnhold Fields' were unable to insure their mower that they purchased. This was due to the fact that it was stored in a resident's personal garage and was not considered to be in a secure location. Officers had tried to insure the mower in the interim on the parish council's insurance, but because it was not an asset that the parish council owned, it was unable to be on the council's policy. It was considered that if the asset was donated to the parish council, which would mean that it would become a council asset, officers would have been able to insure the mower. The 'Friends' had purchased the mower following receiving some grant funding for it; therefore, the asset was unable to be transferred to the parish council. Officers provided the 'Friends' with details of insurance companies and brokers to try and obtain a quotation. It is now understood that insurance for the mower is now in place. Separately, it was discovered that the 'Friends' were not covered under the parish council's public liability insurance as they were considered their own entity. Officers contacted the 'Friends', and they have confirmed that they have public liability insurance in place in their own names.

**90/24 Biodiversity Policy: To note actions contained in the policy relating to land and property management and consider way forward**

The Clerk explained that she had gone through the council's adopted policy with Councillor Keates in March, following the council's adoption of the policy at the Full Council meeting in December. She advised that the Planning Committee had reviewed this policy with regard to anything relating to planning matters, but there were a number of things in the policy relating to how the council managed their land and property. The Clerk explained, for example, that in the policy, it stated that the council carries out a biodiversity audit of their land holdings, but she wasn't sure how the council could do this. She suggested that the council could ask Melksham Town Council how they do theirs. The Clerk explained that the council's grass cutting contract doesn't specify anything about biodiversity, but she had seen an example from Corsham Town Council that included information about biodiversity and how the work should be done.

The Clerk explained that Melksham Town Council has produced an action plan on the biodiversity actions they are undertaking. She asked members whether they wished for officers to do the same for the parish council.

Members felt that this needed more consideration and should be brought back to a future meeting.

**Recommendation:** To defer the actions within the biodiversity policy to a future Asset Management meeting.

**91/24 Stabbing and Bleed kits: To consider information received following further investigations into stabbing and bleed kits and consider installing them around the parish**

It was noted that the council had previously considered installing stabbing and bleed kits around the parish. Officers had been tasked with investigating this further and had contacted other councils that had installed these kits in their parish to find out how they did this. Members had been provided with some information received from South Woodham Ferrers Town Council on the kits, who explained that it was not advisable to place the bleed kits inside of defibrillator cabinets as they would both be registered with the ambulance service, meaning that if one of these items was taken out in the event of an emergency, the other item would be registered offline. This meant that if another emergency occurred, people would not be sent there until both items were put back online. As a result, their bleed kits are placed in a stand-alone unit. They had provided officers with an idea of the cost for the cabinet and bleed kit, which would be around £425 + VAT each. Councillor Pafford advised that when the council had previously discussed this, there was a suggestion to put these kits inside pubs. It was felt that this wouldn't be the best option because pubs are not open 24 hours a day, and therefore there could be a requirement for the kit when the pub was closed. After a discussion, members felt that these bleed kits would require professional training and, therefore, did not feel that this was something the council should install.

Members noted the information provided.

Recommendation: To not proceed with installing bleed and stab kits in the parish.

**92/24 Defibrillator:**

**a) To receive update on progress with defibrillator installation outside of Bowerhill Village Hall**

Officers confirmed that the defibrillator cabinet had now been installed outside of Bowerhill Village Hall and that the defibrillator had been placed in the cabinet. The contractor who installed the cabinet highlighted to officers that they did not feel that it was as robust as the council's usual model and had concerns regarding the stability of the cabinet on the post. They suggested that they could install a metal plate behind the cabinet to reinforce it. Members felt that a quotation for the metal plate should be obtained.

It was also noted that due to the limited space as to where the post could be located due to services in the ground, the cabinet is located next to the gate, which hits the cabinet. The parish council's contractors went back to site the next day and fitted a small strip of wood to the gate post to prevent the gate from hitting the cabinet.

**Recommendation:** Officers to obtain a quotation to install a metal plate to secure the defibrillator cabinet outside of Bowerhill Village Hall.

**b) To consider what to do with defibrillator inside of Bowerhill Village Hall**

Councillor Baines advised that now that there was a defibrillator outside of Bowerhill Village Hall, there was no longer a requirement for one to be located inside the hall. It has previously been understood that Bowerhill Primary School has taken the defibrillator for precautionary measures on occasions, but it appears that they now have their own. The council had previously agreed to donate the device to the school on the condition that they take over the maintenance costs of the device. Officers had contacted the school to see whether they would like the device, but they had not received any response to date. As it is believed that the school is now catered for, the Clerk asked whether members would like to relocate it to another location in the parish. Officers had provided members in their packs with a map of where the current defibrillators were located in the parish to show where there may be a gap in provision. It was noted that if the council were to relocate the device to another location in the parish, a cabinet would need to be purchased for it as well as installation costs.

The clerk advised that officers had subsequently received a phone call from Councillor Sankey, whom she understood had been in conversation with the owner of Sahara on the A3102 about recent accidents in the area, and they advised that they would be happy for a defibrillator to be placed on one of their pillars upon entering their site. The Clerk advised that she hadn't taken the call, so it was unclear whether the parish council was being asked to locate a defibrillator at this location. Officers included this in the agenda pack for this evening's meeting in case members felt this was a suitable location to re-locate the defibrillator inside the village hall. It was acknowledged that the defibrillator was one that had been donated to the parish council, was some years old, and was not the standard model that the council purchased. It was felt that it shouldn't be taken out of the hall and re-located to another position. Furthermore, members felt that perhaps a bleed kit was more suitable for treating road accidents than a defibrillator.

Members felt that they should wait for a response from Bowerhill Primary School to see whether they would like the defibrillator.

**Recommendation:** The council wait for a response from Bowerhill Primary School with regard to whether they wish for the old Bowerhill Village Hall defibrillator to be donated to them. If they confirm that that they do not require the defibrillator the council leave it inside of Bowerhill Village Hall.

**93/24 Benches:**

**a) To note updated information on the "Happy to Chat" bench project and consider any action**

The Clerk reported that CAWS (Community Action Whitley and Shaw) were already doing the "Happy to Chat" bench project. Officers had contacted other

councils that had also done this project to see how it worked for them. The Clerk suggested that the council could start off with some laminated signs and install them on some benches around the parish initially to see how well the scheme works.

**Recommendation:** The council install some laminated “Happy to Chat” bench signs on some benches around the parish.

**b) To note correspondence from BRAG regarding locations of outstanding benches still in storage and consider way forward**

The Clerk reported that officers had been in correspondence with BRAG (Bowerhill Residents Action Group) with regard to suitable locations for the two picnic benches purchased as part of the BRAG project and also the two wildflower benches donated by Wiltshire Council. The parish council had already agreed on the following locations; however, due to these areas being large, they had asked for BRAG to provide specific locations within these areas.

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

Officers had received a reply from BRAG, who suggested a site meeting so that a suitable area could be determined for these benches. Councillor Glover advised that the area at Wellington Drive is waterlogged, so this needed to be taken into consideration.

**Recommendation:** The council arrange a site meeting with BRAG to determine where the benches should be installed.

**94/24 Approved contractors and suppliers: To consider current list of approved contractors and suppliers**

Members reviewed the list of contractors and suppliers. It was noted that the council received good service from all the contractors listed on the list.

COMPANY	SERVICE PROVIDED
J.H.Jones & Sons	Grasscutting & sports field maintenance/ Bin emptying / Repairs / Concreting / Grounds Maintenance, installing bins/ noticeboards, speed indicator device deployment- <b>Agreed 1 year parish grass cutting &amp; bin emptying contract for 2024/25</b>
Kan connections	Electrician / CCTV / Mosquito
Andy Strange Property & Garden Maintenance	Repairs & Maintenance
Community Heartbeat Trust	Defibrillator, issues and temporary replacement
JC Combustion Services	Boilers @ Bowerhill Pavilion / Emergency
Aquasafe Environmental Ltd	Water / Legionella Testing @ Bowerhill Pavilion
Phil Alford (Plumber)	Plumbing
Radcliffe Fire Protection Ltd	Automatic Fire Alarm & Detection System, emergency lighting system @ Bowerhill Pavilion
Tollgate Security Ltd	Intruder Alarm System @ Bowerhill Pavilion
Grist Environmental	Waste Away @ Bowerhill Sports Field
Jens Cleaning	Jens Cleaning @ Bowerhill Pavilion
idverde	Call out in case of an emergency
SSE	Gas @ Pavilion
EDF Energy	Electricity @ Pavilion

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

**Recommendation:** The council approve the current list of contractors and suppliers as per above.

**95/24 To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk’s delegated powers**

None.

**96/24 Real Time Information displays at Bus Shelters/Stops – To consider how to prioritise future installations**

The Clerk advised that one of the actions was for the council to do a matrix to determine which bus shelters would be priority for real time information. When members met with Wiltshire Council, they advised that they would be able to provide the passenger data and criteria they use for prioritising bus stops for real time information. When the Clerk chased this up, they advised that they did not have this kind of data to supply. It was suggested that the council ask the community groups in the parish where they think real time information should go. Suggestions could then be considered by the Highways Committee on Monday 22nd July ready for approval at the Full Council meeting on Monday 29th July. It was noted that Wiltshire Council only had a small allocation of funding budgeted for this financial year, but they would look favourably on any requests that could be match funded. Members felt that this project needed to be moved forward in order to get match funding from Wiltshire Council.

**Resolved:** The council contact the parish councillors and community groups in the parish and ask them to suggest some bus stop locations for real time information in their areas. These to be considered at the Highways Committee meeting on Monday 22<sup>nd</sup> July ready for approval at the Full Council meeting on 29<sup>th</sup> July.

Meeting closed at 22:08 pm

Chairman, 29<sup>th</sup> July 2024