



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

To: Councillor T Price (Chair)

Councillor P Aves
Councillor G Cooke
Councillor S Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor J Hubbard
Councillor J Oatley
Councillor S Rabey

29 January 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Asset Management and Amenities Committee** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 5th February 2024** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO

Melksham Town Council
Asset Management and Amenities Committee
Monday 5 February 2024
At 7.00 pm at the Town Hall

Public Participation – To receive questions from members of the public.

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

Virtual Meeting Access:

Please follow the joining instructions below for the virtual Zoom meeting

<https://us02web.zoom.us/j/83669876198?pwd=WlAvY1ZsYVNyUIM3VktgajFzOHhtdz09>

Join Zoom Meeting

Meeting ID: 836 6987 6198 **Passcode:** 481965

Participants will be directly let in the meeting by clicking on the above link. There is no waiting room

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.

3. Minutes (Pages 1 - 4)

To approve the Minutes of the Asset Management and Amenities Committee meeting held on 4 December 2023.

4. King George V Park

4.1 Update

To receive a verbal update from Head of Operations on matters relating to King George V Fields.

4.2 Splashpad Opening Times for 2024

To confirm the Splashpad opening dates and times for the 2024 season.

5. Shurnhold Fields (Pages 5 - 18)

To consider approval of the Shurnhold Fields working party resolution (item 8b on minutes) that the s106 maintenance fund (held in the MWPC bank account) could be used to match fund a grant application for a lawn mower for the Friends of Shurnhold Fields.

For decision.

This page is intentionally left blank

Melksham Town Council

Minutes of the Asset Management and Amenities Committee meeting held on Monday 4th December 2023

PRESENT: Councillor P Aves
Councillor S Crundell
Councillor G Ellis
Councillor J Oatley
Councillor S Rabey, substituting for Councillor T Price

OFFICERS:	Hugh Davies	Head of Operations
	Andrew Meacham	Committee Clerk
	Dave Elms	Amenities Team Manager

PUBLIC PARTICIPATION: One member of the public and one member of the press were present and one member of the public was present virtually.

Joe McCann asked why the Splashpad was being resurfaced. Councillor Rabey advised this was down to degradation of the surface. The Head of Operations confirmed this and that there had been instances of cuts to feet. Joe asked if the Splashpad was under warranty. The Head of Operations did not think so but confirmed that this work was to upgrade the surface, not to repair the surface.

196/23 Election of Chair for the Meeting

It was proposed by Councillor Aves, seconded by the Town Mayor Councillor S Crundell and

UNANIMOUSLY RESOLVED to appoint Councillor Rabey as chair of the meeting.

197/23 Apologies

Apologies were received from Councillor Price, who was substituted by Councillor Rabey, Councillor Hubbard and Councillor Forgacs.

The chair, Councillor Rabey then asked for any public participation.

198/23 Declarations of Interest

There were no declarations of interest.

Councillor Ellis advised that people were unable to join the zoom meeting. The Town Mayor Councillor S Crundell dealt with the issue.

199/23 Minutes

The minutes of 9th October 2023, having previously been circulated, were approved as a correct record and signed by Councillor Rabey.

200/23 Audit of Allotments

The Head of Operations gave a report on status of allotments and asked members for their views on troughs and other possible facilities.

There was discussion of the audit

- suggestions to delegate to the Amenities Team and Finance Officer
- The question of tenants holding multiple plots
- The possibility of offering quarter plots
- Creating accessible plots
- The Council using a plot for its own purposes
- Land grab

It was noted that some people had taken on plots when no one else had wanted them and had kept them tidy. Could the council morally and legally take back plots?

It was suggested that tenants with multiple plots be approached to see if they wish to give up one or more plot.

Thanks were expressed to the Finance Officer for preparing the audit.

It was proposed by Councillor Rabey, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED for the Head of Operations to investigate the legal position and costs implication of removing buildings from the plots at Addison Road that have been subject to a land grab.

It was proposed by the Town Mayor Councillor S Crundell, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to delegate the question of location of troughs to the Head of Operations, to be brought back to the committee if additional funding is required.

It was proposed by Councillor Rabey, seconded by the Town Mayor Councillor S Crundell and

UNANIMOUSLY RESOLVED to cut a hole in the hedge at Southbrook Road Allotments to allow access to Plots 12-15

201/23 Splashpad 2023

The report on Splashpad usage was noted. Councillor Ellis noted that the usage statistics were recorded on the hour and actual usage would have been higher.

202/23 Shambles Festival 2024

It was proposed by Councillor Aves, seconded by the Town Mayor Councillor S Crundell and

UNANIMOUSLY RESOLVED to suspend Standing Orders to allow James Wilkins to speak.

James outlined his proposal to utilise the facilities for Shambles Festival 2024 on the Friday evening for a small “britpop” style event.

Members had some questions and there was a discussion on expanding the usage of the facilities. It was agreed that this was something that could be considered in years to come. The Town Mayor Councillor S Crundell suggested a framework/toolkit be developed to allow community groups to put on similar events

It was proposed by Councillor Rabey, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to reinstate Standing Orders.

It was proposed by Councillor Rabey, seconded by the Town Mayor Councillor S Crundell and

UNANIMOUSLY RESOLVED to approve the proposal from James Wilkins.

203/23 Head of Operations Report

Verbal update from Head of Operations.

Final Amenities Team member – final interviews Tuesday 5th December. Hope to make appointment shortly afterwards.

Assembly Hall roof – repairs start 2nd January 2024.

Pavilion Café Project Management – commencing this week roof insulation, glazed screen, plastering, internal doors to toilets, decorating, kitchen and fence.

Play area signage – being chased.

CCTV deployables – meeting with police on 13th December.

Play area strategy development – meeting with Eugene Minogue on 13th December.

Assembly Hall – Head of operations currently learning procedures. Kevin likely to stay on in part-time capacity for 3 months, mainly dealing with artist liaison.

KGV lighting and power – installation of columns starting in January.

BMX Track – put out to tender.

Lighting works to limit light pollution – hoping to meet with Paul Weymouth this week.

Tree planting – commences first week of January.

Bike maintenance station – has been installed in KGV.

Church garden wall – worked started on 13th November

Roundhouse planning application – notices up. Consultation lasts until 15th December.

Roundabouts – 2nd roundabout sponsored. Enquiry on 3rd.

Dog Bark – repairs to gates complete.

Dog Agility – met with Andrew Bloomfield and meeting again next week. Work to commence this week to remove kit.

Marker's Market – approved for next year by Wiltshire Council.

Chipper – Cost of purchase would be £7600.

Possible usage of the chipper and merits of purchase against hire were discussed. No decision was made.

The Town Mayor, Councillor S Crundell thanked the Amenities Team and Assembly Hall team for their work.

Councillor Ellis asked about the Assembly Hall development. The decision of full council on 27th November 2023 was noted. Committee Clerk confirmed a copy of the final brief would be sent to councillors.

Meeting Closed at: 7.55 pm

Signed:

Dated:

MINUTES OF SHURNHOLD FIELDS WORKING GROUP MEETING
On Thursday 28th September 2023 at 7.00pm
held at Melksham Without Parish Council Offices (First Floor), Melksham
Community Campus, Market Place, SN12 6ES

Present: Councillor J Glover (MWPC)
Councillor D Pafford (MWPC)
Councillor P Aves (MTC)
Councillor S Mortimer (MTC)
Councillor P Alford (MTC)
Andy Newman (Friends of Shurnhold Fields)
Teresa Strange – Clerk MWPC
David Elms – Amenities Manager MTC

1. WELCOME, HOUSEKEEPING AND ANNOUNCEMENTS

Teresa welcome everyone to the meeting, and explained the evacuation procedure in the event of a fire. It was noted that this meeting will be recorded to aid note taking of the meeting.

2. TO NOTE TERMS OF REFERENCE

Teresa reminded everyone of the terms of reference for the working party.

3. ELECTION OF CHAIR (MTC)

It was noted that the last meeting was chaired by a member of MWPC, which means that a member of MTC would need to be elected as chair for this evening's meeting, in line with the Terms of Reference.

Councillor Alford took the chair.

4. APOLOGIES

It was noted that, as MTC had appointed four reps to this working party and only three members had a vote, Councillor Rabey stood down prior to this meeting.

Teresa advised that Councillor Patacchiola was hoping to attend the meeting; however, he was delayed on his way home from work.

5. DECLARATIONS OF INTEREST

There were no declarations of interest.

6. NOTES

To approve as an accurate record the Notes and confidential notes of the last meeting held on Thursday 8th September 2021

Resolved: The minutes of the meeting held on 8th September 2021 be approved.

7. CAR PARK AND ENTRANCE IMPROVEMENT PROJECT

- a) To note progress with applications made for land drainage, Environment Agency and highways consent and consider any feedback received to date.**

Tersea explained that at the last meeting, the working party reviewed the drawings and tenders received for the car park and entrance improvement project. The drawing and tender were approved; however, to date, the works have been unable to commence due to the Environment Agency not granting permission for the works to go ahead. It was explained that permission wasn't granted because the car park site was within 8 meters of a watercourse, in an area where there was known flooding. This was despite the works being to the specification set out by Danny Everett, the Principal Drainage Engineer at Wiltshire Council, who was going to use the spoil to create bunds to prevent flooding in the area. As a result of this, Danny Everett applied to the Environment Agency for £150k to put in flood prevention works at Shurnhold Fields using the land owned by both councils, to put in flood prevention measures to dwellings on Dunch Lane. Teresa had just received confirmation from Danny that he had been successful in obtaining the funding to undertake the proposed flood prevention works; as such, this means that this has now become a Wiltshire Council project. As part of the wider scheme, Danny has the authority to give permission for the car park and entrance project to go ahead.

Councillor Alford advised that Wiltshire Council would need to agree to the scheme for it to go ahead. Teresa advised that she had spoken to Danny with regard to this, and he felt confident that it would be approved as it was to his specification and met the criteria for Land Drainage consent. In addition, Danny had met reps from Wessex Water on site to look at using their spoil from the current mains drainage works in Beanacre to build the bunds to the rear of the Dunch Lane houses, which would be a cost-saving for Wiltshire Council. It was noted that the flood prevention works would need to be completed before the car park improvement works could be started.

Teresa explained that with regard to timeframes for the works, the Wessex Waters main drainage works were due to be completed before Christmas, so the hope was that the spoil from these works could be collected before then, in order for the flood mitigation works to start. She was, however, unable to confirm an exact date as to when the work would be completed at this stage.

Teresa explained that as part of this process, the residents of Dunch Lane needed to be written to; this was to inform them of the work that was due to take place. She suggested that it would be more appropriate if the letter came from the town council, as this was in their parish. It was explained that Danny was also happy to attend a public meeting hosted by the councils.

Teresa reported that Wiltshire Council highways had now confirmed that they were happy with the visibility splays following receipt of latest drawings, so that was now in order.

Everyone welcomed the news of the successful grant for flood prevention work and looks forward to hearing about a start date in due course.

b) To consider way forward with tenders – to re-tender or negotiate with approved contractor and seek new quotes for capital items (shed) nearer project completion

It was noted that the tender that was originally approved for this project is now two years old, and therefore expired. Teresa queried whether the working party wished to go out to tender for this project again once there was a firmer date as to when the car park project could start. The alternative to this would be to negotiate any price increase with the successful tender, bearing in mind that all of the tenders were quite close together in terms of cost last time, and the successful tenderer was chosen based on how local to the area they were. After a discussion, it was agreed that officers should not go out to tender again for the project due to the time involved for both officers and the contractors to put together another tender response. It was suggested that officers should contact I&B Ayliffe Ltd, the successful contractor to ascertain whether they were still interested in doing the work first, as there was no point in asking for a cost at this juncture until a firmer date was known as to when work was able to start.

Teresa reminded members that the councils were awarded £5,000 from the Area Board for this project, with the remaining amounts being split 50/50 between the two councils. This was budgeted by both councils at the time; however, two years had now passed since this project had been agreed. Teresa confirmed that the parish council had £10,000 plus the £5,000 from the Area Board in an earmarked reserve, but suggested that this may need to be checked by MTC to ensure that they still have budgeted for this expenditure.

Resolved: To not go back out to tender for the car park improvement project and contact I&B Ayliffe Ltd to see whether they are still interested in the works. Negotiations on a price increase to take place with the contractor once a firm date is known for the works to start if I&B Ayliffe Ltd confirms that they are still interested in the project.

8. ONGOING MAINTENANCE

a) To note tree work contracted to Acer by MWPC and work undertaken.

Teresa explained that the parish tree inspections were undertaken every 27 months, so they were in different seasons. This inspection had recently been undertaken, and the trees at Shurnhold Fields were included in the schedule. Teresa reported that a number of trees had been rated as either high or medium risk; therefore, the necessary tree works have already been undertaken at a cost of £700 + VAT, with the spend coming from the Shurnhold Fields maintenance 106 contribution held by Melksham Without.

b) To note grass cutting being undertaken by J H Jones since volunteers' mower out of action with associated costs and to consider way forward

It was noted that the current mower that the Friends used for grass cutting at Shurnhold Fields was broken beyond repair. As the mower was out of action, JH Jones had been contracted to undertake the cutting of the pathways in the interim until a decision could be made on a way forward. It had been confirmed that the town council amenities had no capacity to undertake the work.

Andy confirmed that the Friends would be happy to continue the grass cutting if a new mower was purchased. He explained that the original mower was a standard sit-on one and felt that any new mower purchased needed to be of a bigger size due to the amount of land that needed to be covered. Andy explained that on top of the pathway grass cutting, there was more grass cutting that was required at the field, for example, around the WW1 trees, so any new mower needed to have the ability to do this work as well. It was clarified that if the councils were to purchase a new mower for the Friends to use, JH Jones would not be required to grass cut on a regular basis and would only need to undertake the annual cut of the whole field that had previously been agreed. Andy explained that the shed, which was part of the car park project, would be required to safely store the mower. It was noted that the shed was unable to be purchased until the car park improvement works had been finished.

Councillor Alford queried with Andy whether he had an idea of the cost of a new mower. Andy confirmed that he hadn't done any investigations into mowers yet; however, as explained above, he felt that a bigger one was required, even if it was a second-hand one. Councillor Aves felt that there needed to be caution around purchasing a second-hand mower, as this may mean that it's not working at its full performance. It was also queried about what would happen with the equipment in the instance of the Friends of Shurnhold Fields folding. It was confirmed that the equipment would be returned to both councils to use and maintain the field. Teresa queried with Andy whether the Friends had a constitution detailing that the equipment would

be returned to both councils if the group folded. Andy agreed that he would check this.

It was highlighted that the dimensions of the shed would also need to be looked at once the model of the mower was established to ensure that it would fit. It was noted that this could mean that the shed may cost more than originally anticipated, depending on the size required.

It was queried whether the s106-maintenance contribution could be used for the mower. Teresa explained that she had previously asked for clarity from the s106 officer at Wiltshire Council on what the fund could be used for. They explained that the developer, Persimmon, had provided the funding for the maintenance of the land, so this principle needed to be applied when using the funds to purchase items. This is why every time an item is purchased for Shurnhold Fields, it is clearly stated in the minutes where the money is coming from; for example, the shed will be coming from the maintenance fund because it is to store the maintenance tools. The car park project; however, is not for maintenance, so the fund is unable to be used for the project.

Councillor Glover advised that there were grant funding sources that the Friends could apply to for funding towards a new mower, such as the Town and Parish Council and Area Board. Teresa advised that BRAG (Bowerhill Residents Action Group) had recently received a grant from the Wessex Water bio-diversity fund, so she would have a look to see what others were around that could be applied to. It was felt that it would be a good idea for the Friends to apply for some funding towards the cost of a new mower. Teresa also explained that the Friends were currently grass cutting under the parish council's public liability insurance, so they may wish to have their own insurance, funds for that could also be applied for in a grant application.

It was felt that the Friends needed to investigate further what model mower would be suitable for their requirements so that they had an idea of the costs in the first instance. This would then aid any grant funding applied for to go towards the purchase of a new mower. It was noted that some grant funding streams expect an element of match funding, which could come from the s106 maintenance funding.

Resolved: The Friends of Shurnhold Fields to investigate a suitable mower to meet their requirements so that a cost could be determined to aid any grant funding towards the mower applied for. If match funding is required, the s106 maintenance fund could be used.

c) Update from Melksham Town Council on

i) Bin Emptying Schedule

David explained that the bins were emptied three times a week, on Monday, Wednesday, and Friday at Shurnhold Fields. He explained

that there had previously been discussions around reducing the number of times the bins were emptied each week to reduce the cost. He felt that if this were the agreed way forward, it would make the loads heavier for his team to carry, which would increase the risk of injury.

It was felt that to make the bin emptying collections more manageable for the MTC amenities team, the weekly bin emptying schedule should be kept to three times per week.

Resolved: To keep the bin emptying collections at three times per week as per the current schedule.

ii) Amenities Team maintenance activities

David reported that apart from replacing a few bolts on the bridge, there wasn't any other maintenance repairs to note.

iii) Issues arising from weekly visual inspections

David highlighted that as part of the weekly bin emptying, his team undertakes a visual inspection of the field to ensure that there aren't any safety issues that need to be addressed. He advised that the fence on the top right-hand side of the field has a lot of weeds that would need to be removed as they will eventually weaken the fence. It was not causing an issue at the moment, but it will in the future if this isn't actioned. It was noted that weed killer would solve this issue; however, MTC has a policy of not using glyphosate. Teresa advised that the parish council does undertake weed spraying and use glyphosate, but the side of the field that this issue was on was the town council's side of the boundary.

Teresa highlighted that Himalayan balsam has previously been cleared at the brook to stop it from going further down the water course. She explained that there was legislation in place that stated that it should be removed and shouldn't be allowed to grow wild due to its invasive nature. She advised that it may be too late to clear it now as it would have gone to seed, which would spread it more. Councillor Glover had found some information around this issue and advised that under the Wildlife and Countryside Act 1981, it is an offense to plant or cause Himalayan Balsam to grow in the wild. Himalayan Balsam can be pulled; however, this should be done between the months of April-June before it sets seed. There are also issues around disposing of it if it is unable to be piled up on site. If it has to be taken away from the site, it will have to be collected as controlled waste and must be disposed of at a landfill site that is authorised to accept it.

It was felt that, as it was now too late to remove it this year, it needed to be left and revisited at the next working party to determine how best to remove it.

ACTION: To include the removal of the Himalayan Balsam at Shurnhold Fields on the next working party agenda to determine the best way forward on how to remove it.

d) To consider ROSPA inspection report (if received)

Not received.

9. FRIENDS OF SHURNHOLD FIELDS

To note any minutes from “Friends” meetings held since the last working party and consider any new requests

Andy advised that the Friends haven’t had any meetings but had one scheduled for this coming Monday, so he would report back on the items discussed at this meeting.

10. RESIDENT REQUESTS

To consider request for gate access to field and right to horse ride through field for access

Teresa explained that she had received two requests from residents to have access to the field to horse ride through. One of the requests received was asking for access through Shurnhold Fields to Dunch Lane. They have requested for a small gateway to be made to allow them access into the field, as their horse was stabled on land adjacent to Shurnhold Fields. The other request received appeared to be of a similar nature. Members expressed concerns with regards to the safety of members of the public using the field, especially once the car park was complete. This was because there may be instances where cars are coming one way and a horse unexpectedly comes the other way, which could be a safety issue for both the rider and horse as well as the car driver. Once one request like this has been approved, it sets a precedent for all other requests like this to be approved as well, which increases safety concerns. Teresa highlighted that once the entrance has been completed, there will be a height barrier coming into the car park. With regard to the request relating to a private entrance into the field, this was unable to be approved due to the fact that gates are not allowed to be installed to access other people's land.

After a detailed discussion, the working party did not feel that these requests could be approved based on what was discussed above.

Resolved: The above requests could not be approved based on the following reasons:

- If these requests were approved, it would set a precedent for other horse riders to request to use the field. This would mean that this type of access would not be controlled and may cause a safety issue for members of the public.
- Dogs use the field, so it would not be appropriate to allow horses to walk through the field while they are there.
- Gates are not allowed to be installed to access other people's land; therefore, this request cannot be approved.
- Once the car park and entrance work have been completed, there will only be a pedestrian entrance onto the field. Once vehicles are in the car park, there won't be any vehicle access onto the field, apart from vehicles accessing to undertake maintenance. This means that there will be no way for horses to get onto the field.

11. **FINANCE AND GOVERNANCE**

a) **To receive update on progress on the management plan of Shurnhold Fields**

Teresa explained that this was yet to be done. She explained that this was required for two reasons, one as a maintenance schedule and the other to submit planning permission to change the status of the land from playing field to public open space. It was advised that Persimmon, the developer, didn't put in a LEMP (Landscape and Ecological Management Plan), so the planning permission wasn't discharged properly, and now needed to be reapplied for to change its status. It currently means that the field is technically a playing field rather than a public open space. Councillor Glover queried whether there was any reason why the field could not stay as a playing field, as there may be some advantages associated with this designation. It was felt that the pros and cons of each designation needed to be determined first before a final decision could be made.

Councillor Glover had drafted one out, but the action to put it together with input from the Friends hasn't been done yet as it had been an action taken away by Patsy, who had now left MTC. Teresa agreed to send the management plan to Andy ready for their meeting on Monday evening so that they could discuss it then.

As Patsy may have made a start on the plan before she left, Teresa to contact MTC to see whether there was an updated version.

ACTION: Officers to investigate the pros and cons of keeping the field a playing field and bring it back to a future meeting for a final decision to be made on its designation.

MTC to work on the Management Plan further to the draft provided by MWPC.

b) To note current amount in Earmarked Reserve for maintenance (from s106 fund)

Teresa advised that as at 31st March the reserve stood at £80,008.26. In the current year, £690 had been spent on tree work, and there was expenditure for MTC caretaking duties and JH Jones grass cutting. The MWPC Finance Officer was currently away, so Teresa was unable to get an updated spend to date until she returned. Councillor Alford queried whether any interest made on this money was attributed back into the reserve. Teresa advised that this had previously been looked at, but at the time interest rates were very low, so no interest was being made. This was something that could be looked at again now that interest rates had increased. It was noted that the parish council had done an analysis of their reserves with regard to what was classed as contingency and what was medium term. This was so that funds that were not anticipated to be required for the immediate future could be put in longer term deposits. Teresa explained that it wasn't as simple as saying that the funds held in the reserve received a certain amount of interest because some of the money would be classed as contingency meaning that it wouldn't have been put into a long-term fixed deposit. It was felt that moving forward this should be looked into for any future interest received so that it can feed back into the reserve. It was noted that as both councils held money for each other for different projects an agreement between both councils would need to be made so that its reciprocated.

ACTION: Officers to go back to both councils and ask them to consider whether interest made on funds held in accounts for joint projects should be fed back into the respective reserves. If this is agreed an agreement will need to be put together to detail how this will be done.

12. To agree date and time of next meeting.

It was agreed that the next meeting would be scheduled once a firm date was confirmed from Danny for the flood prevention works to commence. The working party could then reconvene to look at the revised cost for the car park project.

Meeting finished at 8.25pm

Signed

This page is intentionally left blank

Grant Application Details

Project	New tractor mower
Application Reference	ABG1544
Submitted On	11 Jan 2024 01:18:55

▼ Project Details

Grant type	Community Area Grant
Amount of funding required	£1001 - £5000
Applied on behalf of Town/Parish Council	No
Further details of any contact with the local Town/Parish Council regarding this project	<p>Yes Shurnhold Fields is owned jointly by Melksham Without Parish Council and Melksham Town Council (Title sits with MWPC as can only have one legal entity). The Friends of Shurnhold Fields are the group of volunteers who maintain the fields for community use. The parish and town council are aware of this project and support it, and representatives of both councils were in attendance at the recent Friends AGM on 14th November 23 when the project was discussed, and noted at both councils afterwards.</p>
Summary	<p>The Friends have been using a volunteer's own mower for a number of years for both grass cutting but more importantly to provide transport for the trailer for moving all sorts of equipment, plants, tree saplings, clearance of vegetation etc. This mower is no longer functioning due to old age and the Friends are looking to purchase a new fit for purpose tractor mower to aid all of their maintenance working parties, and to provide all of the cut grass walkways between the features (rare species orchard, WW1 memorial trees, wildflower meadow, picnic benches, access to the stream).</p>
Area Board	Melksham
Organisation	Friends of Shurnhold Fields

▼ Financial Details

My organisation is a newly formed group without published accounts	No
Your latest accounts	November 2023
Total income	£ 0.00
Total expenditure	£ 660.73
Surplus / deficit for the year	£ -660.73

Free reserves currently held	£ 0.00
Unable to fund from organisation's reserves for the following reason(s)	The group does not have any reserves.
Total cost of the project	£ 8674.00
Funding required from Area Board	£ 4337.00

▼ Expenditure Details

Item	Amount (£)
Park SevenHundredW lawn mower	5899.00
Front cutter Combi Q Plus	2069.00
Galvanised Pro Cart	706.00
TOTAL	£ 8674.00

▼ Income and Contribution Details

Item	Amount (£)	Confirmed
Area Board Grant	4337.00	No
Melksham Without Parish Council and Melksham Town Council maintenance fund for Shurnhold Fields	4337.00	Yes
TOTAL	£ 8674.00	

▼ Additional Details

Council Missions



We have vibrant, well-connected communities - This field was abandoned by Persimmon and is now a mini country park. Community members are now connected in a way they never were before, both those from Shurnhold, Roundponds and Dunch Lane (who never met because of busy A365 between them) and the new housing at George Ward Gardens. Its a real focal point for daily visits as well as regular working parties.



We take responsibility for the environment - The group have planted a rare species orchard with Wiltshire Heritage varieties of apples and pears, many trees with 200 WW1 memorial trees, and a tree nursery to improve their growth. Wildflower meadow. Arboricultural work to the trees on the South Brook to improve light and shade areas for wildlife. Working parties to keep back the blackthorn to allow other species to thrive. Offcuts used for bug hotels and to make habitat for frog, hedgehog, snakes etc. Stream clearance.

Local priority themes being supported

1. improve opportunities for all children and young people - the space and opportunity for many families to visit and run free, explore nature - especially the stream 2. strengthen the local economy, protect and enhance the environment and tackle local deprivation - free to access for all so provides a focal point for deprived families, it enhances the environment as detailed above

Project benefits for community and project monitoring

The residents of both the neighbouring areas, with a large pool from the new housing development at George Ward Gardens (235 houses) and the areas of Shurnhold, Roundponds and Dunch Lane. Plus the local villages of Shaw, Whitley and Atworth. Particularly Beanacre as the Right of Way leads to Beanacre from the fields. Many local people walk their dog twice a day, and many drive there from other parts of Melksham. Some people go there in their lunch break who work in Melksham. The development of a car park by the two councils will give more access to those by vehicle.

How will those involved in the project be protected and safeguarded?

The friends have regular working parties and record the attendees and have risk assessments in place. Their insurance is currently covered by Melksham Without Parish Council but they are looking to obtain their own Public Liability Insurance moving forward. The fields are checking weekly from a H&S perspective by Melksham Town Council amenity staff and an annual independent ROSPA inspection is also undertaken.

How will this project support the council's ambition for Wiltshire to become carbon neutral by 2030?

The grant application is for a lawn mower and cart to aid the volunteers working on this environmental project.

How will this project support equality and inclusion?

The project definitely promotes inclusion, as detailed above, it has really brought together members of the existing community by providing a focal point, as well as those from the new development and wider afield. Its free to access, so provides a good opportunity for those that are deprived. The mown paths and many benches, maps, and features mean its a lovely place for a gentle walk and a friendly face to encourage those that don't take much exercise to take a walk in a pleasant, welcoming space, and provides it for those who live in flats or with small gardens. An easy, safe way to explore nature on your doorstep.

If the project will continue after the Wiltshire Council funding has run out, how will the project continue to be funded?

Supported by Melksham Without Parish Council and Melksham Town Council as owners.

► [Uploaded Evidence Documents](#)

► [Notes](#)

I would like to apply this grant application to another Area Board

Select Area Board and Continue

Cancel

Contact View privacy statement



© Wiltshire Council