



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 C Goodhind (Chair)
Councillor C Forgacs (Vice-Chair)
Councillor G Cooke
Councillor J Crundell
Councillor S Crundell
Councillor C Houghton
Councillor L Lewis
Councillor J Oatley
Councillor T Price

12 April 2022

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 Melksham Town Hall on **Tuesday 19th April 2022** 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

Tuesday 19 April 2022

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.

AGENDA

Virtual Meeting Access

Please follow the joining instructions below for the virtual Zoom meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/82198942071?pwd=MWF6aStlc3JZV0loU0JMQTZ0WlozQT09>

Meeting ID: 821 9894 2071 **Passcode:** 733285

- 1. Apologies**
- 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 Committee meeting held on 14 February 2022.

4. Update on Public Toilets in Melksham (Pages 5 - 6)

To receive an report from the Head of Operations on Bath Road and Market Place toilets and the installation of Eco toilets in the King George V park.

5. Memorial Bench and Donations Policy (Pages 7 - 18)

To receive the revised Memorial Bench and Donations policy, with the following amendments, as resolved at the Full Council meeting held on 21 March 2022.

*It was '**UNANIMOUSLY RESOLVED** that the Bench Sponsorship policy be amended and to delegate authority to the Asset Management and Amenities Committee to approve the revised policy at their meeting on 19 April 2022.*

It was also requested that all members see a copy of the amended policy before approval at the meeting.

The amendments to the policy included:

- 1. Policy Item 4.1 include the wording 'if a bench has been donated, once it is installed it becomes the Town Council's property'.*
- 2. Policy item 4.1 after words 'for the' add the words 'choice, specification and' before the words 'procurement of the bench'.*
- 3. Floral tributes – add 'the council reserves the right to remove all floral tributes left by the bench within (time frame to be specified) days'.*
- 4. Policy item 4.5 delete the wording 'who have lived within the town (within the last 4 years)'*
- 5. Policy Item 4.6 amend the wording 'may contain the name of the person and date of birth and death only' to explain that a more personal inscription is allowed on a bench plaque.*
- 6. Policy Item 4.6 delete the wording 'at the end of a 10-year period any memorial plaque shall be removed and may be collected by the applicant'.*

To receive a councillors' version of the Memorial Bench and Donations policy – one with tracked changes and one with the tracked changes hidden.

To approve the revised version of the Memorial Bench and Donations policy, as delegated by Full Council, or to recommend the councillors' version for approval by Full Council.

6. King George V (KGV) Park

6.1 Opening the Splash Pad (Pages 19 - 22)

To agree opening days and times for the Splash Pad in King George V Park during the 2022 season.

6.2 Lighting Comparison for King George V (KGV) Park (Pages 23 - 26)

Members are requested to choose which power source is preferable for lighting in King George V Park.

A breakdown of costs for installing electric lights and solar lights, including the advantages and disadvantages of both schemes, is included in the attached summary.

For information the Major Projects Reserve will be used to fund the lighting.

7. Parks Working Group - Consultation with the Community (Pages 27 - 32)

To receive a report from the Head of Operations about 'next steps' and approve the course of action recommended (see notes of meeting 20 July 2021 in connection with this).

8. Disposal of Assets (Pages 33 - 34)

To approve the disposal of assets per the report from the Head of Operations.

9. Confidential Session

Members are requested to make the following resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960.

In view of the sensitive nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

9.1 Sculpture for the Sensory Garden

To decide on the future of the project to install a sculpture in the Sensory Garden in King George V Park.

Melksham Town Council

Minutes of the Asset Management and Amenities Committee meeting held on Monday 14th February 2022

PRESENT: Councillor C Goodhind (Chair)
Councillor C Forgacs (Vice-Chair)
Councillor G Cooke
Councillor J Crundell
Councillor C Houghton
Councillor L Lewis

IN ATTENDANCE: Councillor P Aves
Councillor G Ellis
Councillor S Mortimer

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Amenities Manager
	Christine Hunter	Committee Clerk

PUBLIC PARTICIPATION: One member of the press and two members of the public were present. Six members of the public attended the meeting virtually.

Adrienne Westbrook raised her concerns that since the abolition of the KGV (King George V Park) Sub Committee, the topic had not been considered by the Asset Management and Amenities Committee for some time. The following questions were posed:

- what process will the Town Council follow to ensure continued improvements in the town's parks and how are members of the public able to find out what is happening in the KGV park?
- has the burnt bench been replaced in the KGV park?
- what is the KGV park sensory garden?
- would picnic benches in the KGV park be installed in the sensory garden and by the riverside?
- what events have been planned to celebrate the Queen's Jubilee; is a picnic going to be organised?
- will the sports roadshow take place during the summer holidays?
- what progress has been made regarding the suggestion to plant a cherry blossom arcade through the walkway from Lowbourne to Waitrose?
- what progress is being made regarding tree planting in the old dog area in the KGV park to mitigate the flooding issue?
- when would the play equipment that had been removed last August from the KGV park be replaced?
- what is the progress on the Pavilion?
- when will the zip wire be replaced?
- what are the council's plans for the removal of graffiti from the skateboard park?

- would the council consider the re-instatement of the KGV Sub Committee?

The Deputy Town Mayor, Councillor Goodhind, confirmed that the Town Council will respond in writing to the questions raised.

89/21 Apologies

Apologies were received from Councillors S Crundell, Price and Oatley.

90/21 Declarations of Interest

There were no declarations of interest.

91/21 Minutes

Councillor Mortimer requested the minutes of 6 December 2021 be amended to show that she and the Town Mayor, Councillor Hubbard, were in attendance.

It was proposed the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor Houghton and

UNANIMOUSLY AGREED that the minutes of 6 December 2021 having previously been circulated, were approved as a correct record, subject to Councillor Mortimer's query, and signed by the Chair, Councillor Goodhind.

92/21 Motion for a Donate a Bench Policy

It was proposed by Councillor Goodhind seconded by Councillor J Crundell and

UNANIMOUSLY RESOLVED to suspend Standing Orders.

David Roderick explained that he would like to donate a bench with two brass plaques. He stated that he would like the bench sited near the Adventure Centre to give a good view of the river. The Deputy Town Mayor, Councillor Goodhind, explained that both individuals and businesses would be given the opportunity to sponsor a bench, should the motion be approved.

The Deputy Town Mayor, Councillor Goodhind, reinstated Standing Orders.

Councillors considered the pricing structure, type of benches (current Town Council benches were made of recyclable materials and were vandal proof), plaque design and siting of benches.

It was proposed by Councillor J Crundell, seconded by Councillor Lewis and

UNANIMOUSLY RESOLVED to instruct officers to produce a Donate a Bench policy for approval by Full Council.

93/21 Use of the Roundhouse as a Parcel Drop off and Collection Point

The report of the Town Clerk was noted.

The Deputy Town Mayor, Councillor Goodhind, explained that the original motion had been proposed by Councillor Alford but that the restrictions imposed by delivery companies requiring an active manned retail outlet highlighted in the Town Clerk's report made the Roundhouse unsuitable as a drop off and collection point.

It was proposed by the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor Cooke and

UNANIMOUSLY RESOLVED to accept the recommendations contained within the report as follows:

- the Town Clerk would continue to research a suitable and worthwhile community use for the Roundhouse.
- a community consultation exercise would be carried out to gauge ideas, giving an opportunity to share and provide the community with some of the history of the Roundhouse.
- to involve the media to see if they would be interested in the story and the promotion of the community consultation.

94/21 Draft Climate Strategy

The Town Clerk confirmed that she had made applications to two organisations for trees which could be planted in King George V park and another area of land adjacent to Avonside and suggested they could be dedicated to the Queen's Platinum Jubilee.

It was proposed by the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor J Crundell and

UNANIMOUSLY RESOLVED to adopt the draft Climate Strategy policy with Priority for People continuing to work on the items that form part of their remit.

It was proposed by Councillor Forgacs, seconded by Councillor Cooke and

UNANIMOUSLY RESOLVED to ask the Environment and Climate Working Group to progress the three projects listed below:

1. Tree and wild flower planting
2. A climate action day
3. A weekly series of environmental messaging

95/21 Update on Town Council Toilets

The Interim Head of Operations provided the following progress report:

- the lease for the Bath Road toilets between Wiltshire Council and the Town Council is due to be returned by the Town Council's Solicitor.
- quotes Have been requested for repair works to the roof of the Bath Road Toilets.
- power and water are in place and two cubicles should be open within a month.
- replacing the CCTV cameras in the toilets would cost approximately £3,000.
- It was suggested that the back wall of the Bath Road toilets could be boarded for use by graffiti artists.

The Interim Head of Operations provided the background to Eco Loos explaining that should the purchase of these be supported, the Council would be the first Council in the country to have Eco Loos.

The Interim Head of Operations confirmed that the majority of works to the Market Place toilets had been completed.

It was proposed by the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor J Crundell and

UNANIMOUSLY RESOLVED to use the £50,000 Earmarked Reserves, already allocated by Council, to:

- purchase two Eco Loos at a cost of £15,000 each.
- carry out the upgrade to CCTV at Bath Road toilets.
- finalise the repairs to open the Bath Road toilets.

Meeting Closed at: 8.03 pm

Signed:

Dated:

MELKSHAM TOWN COUNCIL

Meeting of the Asset Management & Amenities Committee

19th April 2022

Public Toilets in Melksham

Report of the Head of Operations

1. Purpose of the report

To update the council on progress made to public toilet facilities in Melksham Town

2. Background

The Market Place toilets had faults with doors not closing

The Bath Road Toilets have been closed for several years and the Town Council plans to reopen them

The Town Council has been exploring the possibility of siting some Eco loos at the top of King George V Park (KGV) by the Cricket Pavilion.

3. Current Situation

Bath Road Toilets

- Roof replacement completed
- Guttering replaced
- Two cubicles fully functional

Next steps:

- Deep clean
- Clean walls/paint
- Improve outdoor lighting
- Formalise 'graffiti wall' plan
- Consider installing planters
- New signage
- CCTV replacement
- Lease to be returned from Wellers Hedley
- Opening ceremony w/c 2 May

Eco Loos – KGV

- Groundworks inspection is complete – the units will be sited back and to the right of the Pavilion as you are facing it. They will utilise Pavilion power, water, and sewage to reduce costs (the only power required for the loos will be to operate the small fan, the conveyor belt, LED light and door timers). The water/sewage is for the handwashing sink and not the toilet waste, which will never enter the sewage system or the town's waterways.

Next steps:

Formal quote is expected w/c 11 April, followed by a quick back-and-forth and acceptance.

Publicity and public info campaign (coordinating with Healthmatic) to go out w/c 9 May.

Works to be completed by mid to back-end of June.

Market Place Toilets

Idags have completed the works to the doors, which now close properly.

LED cubicle lighting and Emergency lighting have been installed.

Next steps:

Signage to be drawn up as per agreement with Melksham Without Parish Council with reference to opening times and timers to be programmed.

4. Financial implications

All aspects of the Bath Road toilet reopening, and the Eco Loo installation will be within the earmarked funds of £50,000.

5. Links to Town Council policies and core values

Reopening and improvements to these facilities should enhance resident experience.

6. Risk assessment

Timescales are tight but the Town Council needs to push as hard as possible to complete the various aspects of the works.

7. Crime and disorder implications

The installation of the new CCTV system should improve community safety in the area.

8. Recommendations

None – for information only.

9. Contact

Hugh Davies – Head of Operations

Email: hugh.davies@melksham-tc.gov.uk

Tel: 01225 704187



Melksham Town Council

Memorial Bench and Donations Policy

1. Sponsorship of Commemorative/Memorial Benches Policy

1.1 To add to the quality of Town Council parks and open spaces seating is provided to allow visitors to enjoy the environment and the outdoor space. The Town Council believes that seating is an essential element of the out-door offer and something that all well-maintained and managed parks should accommodate. Seating encourages parents to bring children to parks and watch them play in comfort, seating also offers the less able and older people a welcome rest.

1.2 The Town Council would now like to open up opportunities which enable members of the community to sponsor benches (at approved locations) in memory of a loved one or to celebrate a special occasion. It is envisaged that donated memorial benches will be placed in the town's parks and open spaces and other agreed (in advance) locations.

1.3 There will be two elements to the bench sponsorship scheme. One is to dedicate an existing bench with a commemorative/memorial plaque; the other will be the opportunity for people to pay for a new bench which will be installed at an approved location. Applications for benches in locations other than on the council's approved list will be considered and if they meet the requirements of Highways and Town Council terms, approval may be granted.

2. Principles

2.1 Through this policy the Council will try to ensure that donations and sponsorship at such facilities are appropriate, regulated, and managed. This policy will be reviewed periodically and will be made available to the public and to all applicants for bench donations.

2.2 The Council will ensure a clear, measurable, and sympathetic approach to the provision and management of bench donations and will take into account the sometimes, contrasting needs of a variety of users.

2.3 The policy will also seek to ensure that donated benches have a common appearance, style and size which are appropriate for their location and will not cause offence to others.

2.4 The Town Council will not permit third parties to provide their own benches for installation.

3. Locations

3.1 Donated Benches

Suitable locations within the town where people are likely to make good use of the bench will be considered. These will be areas which lack any seating nearby or are at a likely stopping point such as a particular view or rest point on a path. In addition, the location will be chosen to minimise future maintenance and vandalism. Remote locations with poor access for maintenance and users will not be considered.

Once a bench is erected in a public area, it becomes available for anyone to use.

The Town Council can offer several attractive places for memorial benches to be situated, including:

- St Michaels Closed Churchyard
- King George V Park
- All parks and open spaces (under Town Council control)

(locations to be identified and included in this policy)

3.2 Existing Benches

The Council has several existing benches which could be dedicated with the installation of a plaque.

(locations to be identified and included in this policy)

4. Conditions of Scheme

4.1 The Town Council will arrange for the choice, specification and procurement of the bench, its installation and suitable memorial plaque.

4.2 The cost of a memorial bench is £1,000 which includes installation, regular maintenance, a brass plaque (with an approved inscription) 12.5 cm x 5 cm, naming the loved one to be remembered. Purchase of a memorial/commemorative bench will be for the expected life period of the bench only, after which time it will be removed.

4.3 Donated benches are installed for a fixed term of ten years. **Once a donated bench has been installed, it becomes the Town Council's property.** At the end of the ten-year period the council will attempt to contact the donor and offer to extend the period based on the charge of the service at the time of renewal. If after ten years a new period is not entered into the bench may be removed or refurbished and be made available for reallocation to a new donor.

4.4 It will be the responsibility of the donor to notify the Council if their address or contact details change.

4.5 Memorial/commemorative benches may not be used for advertising or commercial purposes.

4.6 Benches dedicated in memory of someone will require the agreement of the next of kin, personal representative and/or executor.

4.7 The inscribed plaque will be sourced and installed by the Town Council.

4.8 Plaques may contain the name of the person and date of birth and death and must be approved by the Town Clerk. Any additional personal inscriptions/ dedications must also be approved by the Town Clerk.

4.9 Dedications and donated benches will only be available to remember deceased people (not pets).

4.10 The Town Council reserves the right to remove any bench which in its opinion is damaged or beyond economic repair. If this should happen, the Town Council will contact the donor.

4.11 The Council accepts no liability for damage to any donated bench from vandals, third parties or whilst routine maintenance is being carried out.

4.12 The Town Council's open spaces are there for the enjoyment of everyone and as such are not considered to be 'memorial' gardens. Therefore, no additional mementoes e.g. vases, statues, balloons or other ornamentation etc., will be permitted on or around the bench. These will be removed by the Council without reference to the original applicant.

4.13 The Town Council reserves the right to remove any floral tributes/ wreaths left by a bench after ten days.

5. Contact

To arrange for a memorial/commemorative plaque to an existing bench or to donate a new bench, contact the Town Council by email townhall@melksham-tc.gov.uk or telephone the Town Council office on 01225 704187.

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Melksham Town Council

Memorial Bench and Donations Policy

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1.2 The Town Council ~~would now like to open up~~ offers opportunities which enable members of the community to sponsor benches (at approved locations) in memory of a loved ~~one or to celebrate a special occasion~~. It is envisaged that donated memorial benches will be placed in the town's parks and open spaces and other agreed (in advance) locations.

1.3 ~~There will be two elements to the bench sponsorship scheme. One is to dedicate an existing bench with a commemorative/memorial plaque; the other will be the opportunity for people to pay for a new bench which will be installed at an approved location.~~ Applications for benches in locations other than on the council's approved list will be considered and if they meet the requirements of Highways and Town Council terms, approval may be granted.

2. Principles

2.1 Through this policy the Council will try to ensure that donations and sponsorship at such facilities are appropriate, regulated, and managed. This policy will be reviewed periodically and will be made available to the public and to all applicants for bench donations.

2.2 The Council will ensure a clear, measurable, and sympathetic approach to the provision and management of bench donations and will take into account the sometimes, contrasting needs of a variety of users.

2.3 The policy will also seek to ensure that donated benches have a common appearance, style and size which are appropriate for their location and will not cause offence to others.

2.4 The Town Council will not permit third parties to provide their own benches for installation.

3. Locations

3.1 Donated Benches

Suitable locations within the town where people are likely to make good use of the bench will be considered. ~~Whilst the council will consider any reasonable requests for placing a donated bench we ask prospective donors to be mindful of requesting locations that are accessible and where it can be demonstrated that the bench will be used. Likewise the council will have to be mindful that to maximise the lifespan of the bench, locations with high levels of vandalism and that offer poor access for maintenance may not be suitable. These will be areas which lack any seating nearby or are at a likely stopping point such as a particular view or rest point on a path. In addition, the location will be chosen to minimise future maintenance and vandalism. Remote locations with poor access for maintenance and users will not be considered.~~

Once a bench is erected in a public area, it becomes available for anyone to use.

The Town Council ~~can offer several~~has a number of attractive places for memorial benches to be situated, including:

- St Michaels Closed Churchyard
- King George V Park
- All parks and open spaces (under Town Council control)

~~(locations to be identified and included in this policy)~~

3.2 Existing Benches

~~The council recognises that in some areas of the town that have a special significance for the donor/person being remembered there may already be a sufficient supply of seating. In this instance, the Council may be able to offer the opportunity to replace an existing bench that is coming towards needing to be replaced OR allow the donor to adopt an existing bench for the placement of a suitable plaque with the council being able to use their donation to supply a bench in another area of the town where the Council feels it would benefit the community. The Council has several existing benches which could be dedicated with the installation of a plaque.~~

~~(locations to be identified and included in this policy)~~

4. Conditions of Scheme

4.1 The Town Council will arrange for the choice, specification and procurement of the bench, its installation and suitable memorial plaque.

4.2 The cost of a memorial bench is £1,000 which includes installation, regular maintenance, a

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brass plaque (with an approved inscription) 12.5 cm x 5 cm, naming the loved one to be remembered. Purchase of a memorial/commemorative bench will be for the expected life period of the bench only, after which time it will be removed.

4.3 ~~Donated benches are installed for a fixed term of ten years. Once a donated bench has been installed, it becomes the Town Council's property. At the end of the ten-year period~~When the bench has reached the point of needing to be replaced as it is no longer economically repairable, the council will attempt to contact the donor and offer ~~to extend the period based on the charge of the service at the time of renewal. If after ten years a new period is not entered into the bench may be removed or refurbished and be made available for reallocation to a new donor. then the opportunity to replace the memorial bench at whatever the current cost at that time is. If they choose not to replace the bench the donor accepts that any replacement bench will not continue to display their plaque and may be sponsored by someone else and have a different plaque displayed.~~

4.4 It will be the responsibility of the donor to notify the Council if their address or contact details change.

4.5 Memorial/commemorative benches may not be used for advertising or commercial purposes.

4.6 Benches dedicated in memory of someone will require the agreement of the next of kin, personal representative and/or executor.

4.7 The inscribed plaque will be sourced and installed by the Town Council.

4.8 Plaques may contain the name of the person and date of birth and death and must be approved by the Town Clerk. Any additional personal inscriptions/ dedications must also be approved by the Town Clerk, but such requests would not usually be declined. Where the Clerk recommends a request is rejected, the donor may appeal and request that the matter is considered by the Council or any committee of the council that such responsibilities have been delegated to.

4.9 Dedications and donated benches will only be available to remember deceased people (not pets).

4.10 ~~Donated benches become the property of t~~The Town Council and will be included in the council's standard insurance cover. However, ~~t~~The Town Council reserves the right to remove any bench which in its opinion is damaged or beyond economic repair, where it's replacement or repair is not possible through the council's insurance. In this event, the council would follow the procedure set out in 4.3. ~~If this should happen, the Town Council will contact the donor.~~

4.11 ~~The Council accepts no liability for damage to any donated bench from vandals, third parties or whilst routine maintenance is being carried out.~~

4.12 The Town Council's open spaces are there for the enjoyment of everyone and as such are not considered to be 'memorial' gardens. Therefore, no additional mementoes e.g. vases, statues, balloons or other ornamentation etc., will be permitted on or around the bench. These will be removed by the Council without reference to the original applicant.

4.13 ~~Notwithstanding clause 4.1-4.12 above, the c~~Council does recognise that at anniversaries or other significant dates the donor or other individuals may want to place appropriate floral tributes. Such tributes should not prevent the use of the bench and should be removed within

~~seven~~seven days. The Town Council reserves the right to remove any floral tributes/-wreaths left by a bench after ten days without further reference to the donor.

5. Contact

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Melksham Town Council

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1.2 The Town Council offers opportunities which enable members of the community to sponsor benches (at approved locations) in memory of a loved one. It is envisaged that donated memorial benches will be placed in the town's parks and open spaces and other agreed (in advance) locations.

1.3 Applications for benches in locations other than on the council's approved list will be considered and if they meet the requirements of Highways and Town Council terms, approval may be granted.

2. Principles

2.1 Through this policy the Council will try to ensure that donations and sponsorship at such facilities are appropriate, regulated, and managed. This policy will be reviewed periodically and will be made available to the public and to all applicants for bench donations.

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4.6 Benches dedicated in memory of someone will require the agreement of the next of kin, personal representative and/or executor.

4.7 The inscribed plaque will be sourced and installed by the Town Council.

4.8 Plaques may contain the name of the person and date of birth and death and must be approved by the Town Clerk. Any additional personal inscriptions/ dedications must also be approved by the Town Clerk, but such requests would not usually be declined. Where the Clerk recommends a request is rejected, the donor may appeal and request that the matter is considered by the council or any committee of the council that such responsibilities have been delegated to.

4.9 Dedications and donated benches will only be available to remember deceased people (not pets).

4.10 Donated benches become the property of the Town Council and will be included in the council's standard insurance cover. However, the Town Council reserves the right to remove any bench which in its opinion is damaged or beyond economic repair, where it's replacement or repair is not possible through the council's insurance. In this event, the council would follow the procedure set out in 4.3.

4.12 The Town Council's open spaces are there for the enjoyment of everyone and as such are not considered to be 'memorial' gardens. Therefore, no additional mementoes e.g. vases, statues, balloons or other ornamentation etc., will be permitted on or around the bench. These will be removed by the Council without reference to the original applicant.

4.13 Notwithstanding clause 4.12 above, the council does recognise that at anniversaries or other significant dates the donor or other individuals may want to place appropriate floral tributes. Such tributes should not prevent the use of the bench and should be removed within seven days. The Town Council reserves the right to remove any floral tributes/wreaths left by a bench after ten days without further reference to the donor.

5. Contact

To arrange for a memorial/commemorative plaque to an existing bench or to donate a new bench, contact the Town Council by email townhall@melksham-tc.gov.uk or telephone the Town Council office on 01225 704187.

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MELKSHAM TOWN COUNCIL

Meeting of the Asset Management & Amenities Committee

19th April 2022

King George V Park Splashpad

Report of the Head of Operations

1. Purpose of the report

To approve the opening hours of the Splashpad for the 2022 season.

2. Background

The Splashpad had its first full open season in 2021 after a half season and a period of Covid operation. The operation was largely successful.

3. Current Situation

The Splashpad is due to open on Good Friday this year to coincide with the Easter school holidays, which is two weeks earlier than last year.

4. Financial implications

There will be an extra two weeks of operating costs compared with 2021. Costs of utilities have increased recently. It is proposed that the Splashpad opens from 1pm to 5pm during term time when children are at school, to aid staff productivity.

5. Risk assessment

The Splashpad is vulnerable to outside influences such as technical issues, inclement weather, and staffing issues in view of the small Town Council team.

6. Crime and disorder implications

None

7. Biodiversity considerations

None

8. Safeguarding

Children using the Splashpad are supervised by their parents.

9. Recommendations

To approve the schedule of opening times attached.

10. Contact

Hugh Davies – Head of Operations

Email: hugh.davies@melksham-tc.gov.uk

Tel: 01225 704187

Splashpad opening Hours 2022 Season

April			May			June			July			August			September		
Friday	1st								Friday	1st	1pm - 5pm				Thursday	1st	1pm - 5pm
Saturday	2nd								Saturday	2nd	10am - 5 pm				Friday	2nd	1pm - 5pm
Sunday	3rd		Sunday	1st	10am - 5 pm				Sunday	3rd	10am - 5 pm				Saturday	3rd	10am - 5 pm
Monday	4th														Sunday	4th	10am - 5 pm
Tuesday	5th		Monday	2nd	1pm - 5pm				Monday	4th	1pm - 5pm	Monday	1st	10am - 5 pm	Monday	5th	1pm - 5pm
Wednesday	6th		Tuesday	3rd	1pm - 5pm				Tuesday	5th	1pm - 5pm	Tuesday	2nd	10am - 5 pm	Tuesday	6th	1pm - 5pm
Thursday	7th		Wednesday	4th	1pm - 5pm	Wednesday	1st	10am - 5 pm	Wednesday	6th	1pm - 5pm	Wednesday	3rd	10am - 5 pm	Wednesday	7th	1pm - 5pm
Friday	8th		Thursday	5th	1pm - 5pm	Thursday	2nd	10am - 5 pm	Thursday	7th	1pm - 5pm	Thursday	4th	10am - 5 pm	Thursday	8th	1pm - 5pm
Saturday	9th		Friday	6th	1pm - 5pm	Friday	3rd	10am - 5 pm	Friday	8th	1pm - 5pm	Friday	5th	10am - 5 pm	Friday	9th	1pm - 5pm
Sunday	10th		Saturday	7th	10am - 5 pm	Saturday	4th	10am - 5 pm	Saturday	9th	10am - 5 pm	Saturday	6th	10am - 5 pm	Saturday	10th	10am - 5 pm
			Sunday	8th	10am - 5 pm	Sunday	5th	10am - 5 pm	Sunday	10th	10am - 5 pm	Sunday	7th	10am - 5 pm	Sunday	11th	10am - 5 pm
Monday	11th		Monday	9th	1pm - 5pm	Monday	6th	1pm - 5pm	Monday	11th	1pm - 5pm	Monday	8th	10am - 5 pm	Monday	12th	1pm - 5pm
Tuesday	12th		Tuesday	10th	1pm - 5pm	Tuesday	7th	1pm - 5pm	Tuesday	12th	1pm - 5pm	Tuesday	9th	10am - 5 pm	Tuesday	13th	1pm - 5pm
Wednesday	13th		Wednesday	11th	1pm - 5pm	Wednesday	8th	1pm - 5pm	Wednesday	13th	1pm - 5pm	Wednesday	10th	10am - 5 pm	Wednesday	14th	1pm - 5pm
Thursday	14th		Thursday	12th	1pm - 5pm	Thursday	9th	1pm - 5pm	Thursday	14th	1pm - 5pm	Thursday	11th	10am - 5 pm	Thursday	15th	1pm - 5pm
Friday	15th	10am - 5 pm	Friday	13th	1pm - 5pm	Friday	10th	1pm - 5pm	Friday	15th	1pm - 5pm	Friday	12th	10am - 5 pm	Friday	16th	1pm - 5pm
Saturday	16th	10am - 5 pm	Saturday	14th	10am - 5 pm	Saturday	11th	10am - 5 pm	Saturday	16th	10am - 5 pm	Saturday	13th	10am - 5 pm	Saturday	17th	10am - 5 pm
Sunday	17th	10am - 5 pm	Sunday	15th	10am - 5 pm	Sunday	12th	10am - 5 pm	Sunday	17th	10am - 5 pm	Sunday	14th	10am - 5 pm	Sunday	18th	10am - 5 pm
Monday	18th	10am - 5 pm	Monday	16th	1pm - 5pm	Monday	13th	1pm - 5pm	Monday	18th	1pm - 5pm	Monday	15th	10am - 5 pm	Monday	19th	1pm - 5pm
Tuesday	19th	10am - 5 pm	Tuesday	17th	1pm - 5pm	Tuesday	14th	1pm - 5pm	Tuesday	19th	1pm - 5pm	Tuesday	16th	10am - 5 pm	Tuesday	20th	1pm - 5pm
Wednesday	20th	10am - 5 pm	Wednesday	18th	1pm - 5pm	Wednesday	15th	1pm - 5pm	Wednesday	20th	1pm - 5pm	Wednesday	17th	10am - 5 pm	Wednesday	21st	1pm - 5pm
Thursday	21st	10am - 5 pm	Thursday	19th	1pm - 5pm	Thursday	16th	1pm - 5pm	Thursday	21st	1pm - 5pm	Thursday	18th	10am - 5 pm	Thursday	22nd	1pm - 5pm
Friday	22nd	10am - 5 pm	Friday	20th	1pm - 5pm	Friday	17th	1pm - 5pm	Friday	22nd	1pm - 5pm	Friday	19th	10am - 5 pm	Friday	23rd	1pm - 5pm
Saturday	23rd	10am - 5 pm	Saturday	21st	10am - 5 pm	Saturday	18th	10am - 5 pm	Saturday	23rd	10am - 5 pm	Saturday	20th	10am - 5 pm	Saturday	24th	10am - 5 pm
Sunday	24th	10am - 5 pm	Sunday	22nd	10am - 5 pm	Sunday	19th	10am - 5 pm	Sunday	24th	10am - 5 pm	Sunday	21st	10am - 5 pm	Sunday	25th	10am - 5 pm
Monday	25th	1pm - 5pm	Monday	23rd	1pm - 5pm	Monday	20th	1pm - 5pm	Monday	25th	10am - 5 pm	Monday	22nd	10am - 5 pm	Monday	26th	1pm - 5pm
Tuesday	26th	1pm - 5pm	Tuesday	24th	1pm - 5pm	Tuesday	21st	1pm - 5pm	Tuesday	26th	10am - 5 pm	Tuesday	23rd	10am - 5 pm	Tuesday	27th	1pm - 5pm
Wednesday	27th	1pm - 5pm	Wednesday	25th	1pm - 5pm	Wednesday	22nd	1pm - 5pm	Wednesday	27th	10am - 5 pm	Wednesday	24th	10am - 5 pm	Wednesday	28th	1pm - 5pm
Thursday	28th	1pm - 5pm	Thursday	26th	1pm - 5pm	Thursday	23rd	1pm - 5pm	Thursday	28th	10am - 5 pm	Thursday	25th	10am - 5 pm	Thursday	29th	1pm - 5pm
Friday	29th	1pm - 5pm	Friday	27th	1pm - 5pm	Friday	24th	1pm - 5pm	Friday	29th	10am - 5 pm	Friday	26th	10am - 5 pm	Friday	30th	1pm - 5pm
Saturday	30th	10am - 5 pm	Saturday	28th	10am - 5 pm	Saturday	25th	10am - 5 pm	Saturday	30th	10am - 5 pm	Saturday	27th	10am - 5 pm			
			Sunday	29th	10am - 5 pm	Sunday	26th	10am - 5 pm	Sunday	31st	10am - 5 pm	Sunday	28th	10am - 5 pm			
			Monday	30th	10am - 5 pm	Monday	27th	1pm - 5pm				Monday	29th	10am - 5 pm			
			Tuesday	31st	10am - 5 pm	Tuesday	28th	1pm - 5pm				Tuesday	30th	10am - 5 pm			
						Wednesday	29th	1pm - 5pm				Wednesday	31st	10am - 5 pm			
						Thursday	30th	1pm - 5pm									

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MELKSHAM TOWN COUNCIL

Meeting of the Asset Management & Amenities Committee

19th April 2022

Lighting Options for King George V Park (KGV)

Report of the Head of Operations

1. Purpose of the report

To decide between options of hard wired and solar powered lighting for KGV.

2. Background

At the Full Council meeting on 13th December, it was resolved to appoint BJP to design a lighting scheme (Minute Number 231/21). BJP have produced two proposals, one wired, one solar.

3. Current Situation

The advantages and disadvantages of each scheme, including costings are shown on the attached table.

4. Financial implications

Depending on the choice of project, the costs are initially c. £43,000 for the solar option and c. £81,000 for the wired option but there are additional costs associated with the solar option when the batteries are beyond their useful life at around eight years.

5. Risk assessment

Solar panels can be prone to vandalism. The wired option obviously has a higher initial cost due to the infrastructure required but running costs will be minimal throughout the life of the project.

6. Crime and disorder implications

The project has the potential to reduce fear of crime in this popular park.

7. Biodiversity considerations

The project uses absence detection so light pollution and wildlife disturbances are kept to a minimum.





8. Recommendations

That Council weigh up the options and chose a scheme so the project can progress.

9. Contact

Hugh Davies – Head of Operations
Email – Hugh.Davies@Melksham-tc.gov.uk
Telephone – 01225 704187

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Company		
Pictures		
Cost £ excluding VAT	42,865.00	81,500.00
Type	AE3C Solar Street Light All in one design	Hardwired
Suitable for	Street Lighting, Parks and recreation areas, footpaths, bus stops and shelters.	Motorways, urban roads, roundabouts and crossings. Residential streets, parking areas, playgrounds, pedestrian paths
Preliminaries		1,500.00
Distribution		1,000.00
Lighting Circuits to Columns		12,000.00
Column internal wiring		5,000.00
Lights	29,585.00 (23)	15,000.00
Columns	5,645.00	8,750.00
Installation	7,960.00	32,000.00
Testing		500.00
Drawings & O&M		500.00
Carriage	160.00	
Maintenance 12 months		250.00
Contingency		5,000.00
Lead time	5-6 weeks	

King George V Park – Lighting project Melksham Town Council

Company		
Battery Life	8 years + Environmentally friendly battery without metal ingredient	
Motion Sensor	Yes	
Working Mode	8 hours at 30% brightness then OFF with 100% brightness when motion is detected	Equipped with dedicated light recipes that help with maintaining the optimal systems for bats, preserve a dark night sky and reduce light pollution
Bird Spikes	Yes	
LED	Bat wing light distribution improves coverage Sealed lens made of strong anti-ultraviolet PC which enables longer term usage	
Maintenance	Mid hinged columns allowance access and maintenance at ground level	Enabled through dedicated GearFlex module Equipped with a service tag, QR- based identification system that makes each luminaire uniquely identifiable
Disadvantages	Large luminaires due to solar panel	Maintaining electrical compliance – 5 yearly
	Prone to vandalism and removal of solar panels	Reinstatement of paved areas
	Requires enough sun to top up solar batteries	
	Lifespan of batteries	
	Vegetation will interfere with solar capability	
	Can white light be maintained	
Advantages	Low cost of installation	Guaranteed lighting in any weather conditions
	Zero Carbon	Equipped with dedicated light recipes that help with maintaining the optimal systems for bats, preserve a dark night sky and reduce light pollution
	No Mains Power	Can be paired with existing systems
Additional Works required and costed	Include Project Risk Register to provide Health and Safety requirements to all workers on site Melksham TC to fulfil CDM requirements	Include Project Risk Register to provide Health and Safety requirements to all workers on site Melksham TC to fulfil CDM requirements

Notes of the meeting of the Melksham Town Council Parks Working Group

Held on Tuesday 20 July 2021 At 7.00 pm via Zoom

Attending:

Councillor Colin Goodhind
Councillor Jon Hubbard
Councillor Sue Mortimer
Linda Roberts, Clerk
Hugh Davies, Amenities Manager
Miriam Zaccarelli, Community Development Officer

1. Membership of Working Group

Since not all members were present, the appointment of a Chair and Vice Chair of the Working Group was deferred. For this meeting, it was proposed by Councillor Hubbard, seconded by Councillor Mortimer and unanimously resolved that Councillor Goodhind be appointed as interim chair until the committee's next meeting.

2. Apologies

Apologies were received from Councillor Saffi Rabey.

3. Declaration of Interest

There were no declarations of interest.

4. Terms of Reference (Pages 1 - 2)

It was proposed by Councillor Hubbard, seconded by Councillor Goodhind and unanimously resolved that the Working Group adopt the Terms of Reference for the Parks Working Group, which will be forwarded for approval at the Asset Management and Amenities Committee meeting to be held on 2 August 2021.

5. Other Models of 'Friends Of' Groups

No models of other 'Friends Of' groups had been researched for consideration by the Working Group. The Clerk will speak to other clerks and all members of the group will look into examples of other areas where 'Friends Of' groups have been successful.

6. Establishing Community Pride Teams

Councillor Hubbard summarised his thoughts on establishing a network of Community Pride Teams for the parks and play areas in Melksham that are managed by Melksham Town Council.

- The overall idea is to generate community engagement in all parks and play areas across Melksham.
- There would be a series of teams, one of each play area/space.
- Each play area would be allocated one amenities staff team member, with something like half a day per week for dedicated maintenance and to work with the local community.
- These days could include coordinating litter picks, painting fences or other improvement projects that residents can get involved in.
- There could be a monthly/quarterly award for the team with the best kept area, providing a competitive source of motivation for residents and staff.

The Amenities Manager cautioned the need to be realistic with existing resources and Councillor Hubbard explained that the vision is an ambition for the future to work towards.

The Clerk suggested that one way to start would be showcasing and celebrating the existing community groups that take responsibility for their play areas, without taking over the good work that is already taking place.

It was agreed that it is important to listen to groups and learn from them before making any suggestions.

A survey can be created to ascertain what inspired the groups to set up, what they have learned, and how to develop a group to take pride in a community space.

Meanwhile, the Amenities team can consider a realistic approach to coordinating the groups and what additional resource might be required for a future scheme.

The Clerk and Community Development Officer will consider ways to approach groups and carry out research into existing schemes.

7. Research Findings and Recommendations

Staff will carry out research and community engagement to compile a report to be brought back to Council for consideration. It is likely to be several weeks before a meaningful report can be brought back to the Asset Management and Amenities Committee for consideration.

MELKSHAM TOWN COUNCIL

Meeting of the Asset Management & Amenities Committee

19th April 2022

Parks Working Group public consultation

Report of the Head of Operations

1. Purpose of the report

To consider next steps after the recent Councillor play area visits.

2. Background

There has been concern that the majority of park and play area replacements in Melksham have been at one park in particular and that the rest of facilities in the town have been neglected. The Councillors were recently engaged in touring all of the facilities during half term to ascertain usage and condition.

3. Current Situation

The current stock of equipment is maintained to the required standard, but additions and replacements have been lacking and a consultation with park and playground users should take place to ascertain their aspirations of the facilities. Attached is a sample of questions that could be used to gain this information on how to proceed.

4. Financial implications

There could be some investment required. There may be a suggestion of some consolidation but ultimately, the residents should be allowed to have their say.

5. Links to Town Council policies and core values

Inclusivity and consultation

6. Risk assessment

N/A

7. Crime and disorder implications

N/A

8. Biodiversity considerations

Any equipment that is surplus to requirements will be recycled if it serves no further purpose. Any purchase of equipment would be from suitably resourced suppliers.

9. Safeguarding

N/A

10. Recommendations

To comment on the sample questionnaire attached and add pertinent issues that you may wish to be included. Following promotion of the consultation exercise, each Councillor attends the play areas and green spaces in their ward over a weekend and engages with users and residents to garner their thought and aspirations as to what their local play area should look like.

11. Contact

Hugh Davies – Head of
Operations

Email:

[hugh.davies@melksham-
tc.gov.uk](mailto:hugh.davies@melksham-tc.gov.uk)

Tel: 01225 704187

Park and Playground Survey - sample

1. Please tell us what your visit(s) is for?

- | | |
|-------------------------------|--------------------------|
| Fitness | <input type="checkbox"/> |
| Walking the dog | <input type="checkbox"/> |
| A kick about or game playing | <input type="checkbox"/> |
| To enjoy the open space | <input type="checkbox"/> |
| Have a picnic or get together | <input type="checkbox"/> |
| To use the play equipment | <input type="checkbox"/> |
| A diversion / short cut | <input type="checkbox"/> |
| For a community event | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

2. How often do you come here?

- | | |
|----------------------------------|--------------------------|
| Daily or more often | <input type="checkbox"/> |
| Weekly or more often | <input type="checkbox"/> |
| Monthly or several times a month | <input type="checkbox"/> |
| Once or twice a year | <input type="checkbox"/> |
| Rarely | <input type="checkbox"/> |
| Just when its sunny | <input type="checkbox"/> |
| First time | <input type="checkbox"/> |

3. How did you travel to here today?

- | | |
|-------|--------------------------|
| Walk | <input type="checkbox"/> |
| Cycle | <input type="checkbox"/> |
| Car | <input type="checkbox"/> |
| Bus | <input type="checkbox"/> |
| Train | <input type="checkbox"/> |

4. Whereabouts do you live

- | | |
|--|--------------------------|
| Within Melksham Town Wards | <input type="checkbox"/> |
| Melksham Without wards | <input type="checkbox"/> |
| If neither, up to 5 miles away | <input type="checkbox"/> |
| If neither between 5 and 10 miles away | <input type="checkbox"/> |
| Further afield | <input type="checkbox"/> |
| Can you please give us the start of your postcode? | |

.....

5. What would make your visits even better?

6. What improvements would you like to see?

7. If you would like to be informed of any upcoming events or developments regarding our parks and play areas, and would like to be informed, how would you prefer to be contacted?

Phone

Text

Email

Name

8. Is there anything else you would like to tell us?

MELKSHAM TOWN COUNCIL

Meeting of the Asset Management & Amenities Committee

19th April 2022

Disposal of Assets

Report of the Head of Operations

1. Purpose of the report

To inform Council of surplus Town Council assets and seek approval for their disposal.

2. Background

Due to various repairs and replacements, some lower value council assets have become surplus to requirement.

3. Current Situation

The list below is suggested as surplus to requirement:

NiftyLift 50 cherry picker

Double stainless-steel sink from Assembly Hall kitchen

Cameras from the initial AV install

Two scrubbing machines from the Assembly Hall

Wooden trailer

Bowser on trailer

Anticipated sale guide prices will be sought from various online auction sites.

4. Financial implications

Income will be derived from surplus equipment.

5. Links to Town Council policies and core values

To realise the value of underused assets.

6. Risk assessment

All items to be sold as seen without warranty.

7. Crime and disorder implications

None.

8. Biodiversity considerations

None.

9. Safeguarding

None.

10. Recommendations

To sell the surplus equipment and ring fence the proceeds to be used to purchase equipment to improve the service delivered by the Town Council.

11. Contact

Hugh Davies – Head of Operations

Email: hugh.davies@melksham-tc.gov.uk

Tel: 01225 704187