

Melksham Town Council

Minutes of the Asset Management and Amenities Committee meeting held on Monday 22nd August 2022

PRESENT: Councillor G Cooke (Chair)
Councillor C Forgacs (Vice-Chair)
Councillor G Ellis
Councillor C Goodhind
Councillor C Houghton

OFFICERS: Linda Roberts Town Clerk
Patsy Clover Deputy Town Clerk

PUBLIC PARTICIPATION: No members of the public or press were present.

118/22 Request from an Allotment Tenant

Judith Gradwell, a tenant at the Awdry Avenue allotments, spoke to her request to the Council to maximise food production from Council-owned allotments enabling excess produce to be donated to the Community Larder, to minimise the use of fertiliser, to encourage tenants who aren't cultivating their plots to do better, to improve water supplies on the Council's allotments. She also asked if the Town Council could take over responsibility for mowing the main paths on the allotments and suggested that the allotment plots could be further subdivided to encourage tenants.

It was proposed by Councillor Ellis, seconded by Councillor Houghton and

UNANIMOUSLY RESOLVED to debate this agenda item at this point in the meeting.

The Town Clerk advised members that allotment tenants are not permitted to produce goods to sell and that, technically, plots cannot be sublet. She reminded members that regular inspections of the allotments were carried out by the Finance Officer who engaged with the tenants who weren't cultivating their plots before issuing notices to quit.

It was proposed by Councillor Goodhind, seconded by Councillor Houghton and

UNANIMOUSLY RESOLVED to ask the Finance Officer to research options to improve the cultivation of allotments and provide data regarding the issue of warning letters and notices to quit, referring the information gathered to the Parks Working Group to review.

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

UNANIMOUSLY RESOLVED to alter the tenancy agreement to include a clause allowing the donation of surplus produce to a charitable cause or purpose recommend this amendment to Full Council. And, exploring other options, including arranging a public

meeting with allotment tenants to discuss the idea of growing produce for donation to charitable causes, and bringing these back to the next Asset Management and Amenities Committee meeting for consideration.

It was also agreed to research the installation of water troughs in all the allotments to aid the distribution of water.

119/22 Apologies

Apologies were received from Councillors Hubbard, Oatley and Price.

120/22 Declarations of Interest

There were no declarations of interest.

121/22 Minutes

The minutes of 27 June 2022, having previously been circulated, were approved as a correct record subject to the following amendments and signed by the Chair, Councillor Cooke.

Sensory Garden Update – the next Asset Management and Amenities Committee meeting should be 22 August, not 28 August.

The Town Clerk advised members that the recommendation made by the Parks Working Group should have been included in the agenda for the Asset Management and Amenities Committee meeting but could still be debated as a separate agenda item had been included.

122/22 King George V Park

122/22.1 King George V Park Slide

It was noted that the slide had been inspected by ROSPA and had a risk score of 6 out of 26. It was agreed that the remedial works recommended by ROSPA would be carried out by the Amenities Team and the slide reopened on an interim basis until after the Food and River Festival.

Concerns were raised about whether the slide had been supplied to the correct specification. It was agreed that a permanent solution would then be sought to address the issues with the slope, the built-up ground and the churned-up grass on either side of the slide.

122/22.2 Sensory Garden Update

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

UNANIMOUSLY RESOLVED to approve the list of items suggested by the Parks Working Group for inclusion in the tender document to be written for the Sensory Garden and to note that the tender document would encourage creativity.

It was proposed by Councillor Houghton, seconded by Councillor Goodhind and

UNANIMOUSLY RESOLVED to recommend to Full Council the use of £80,000 from the Major Projects Reserve for the construction of the Sensory Garden.

The importance of making the Sensory Garden an inclusive place and how this could be achieved was discussed. The additional time which would be required to maintain the Garden by the Amenities Team was also discussed. Councillor Ellis suggested that a benefit/cost ratio should be carried out.

The Town Clerk explained to the committee how the tender process would work.

122/22.3 Consultation re The Pavilion in King George V Park

After some discussion regarding what should and shouldn't be included in the consultation boards and questionnaire and councillors' involvement in promoting the consultation, it was proposed by Councillor Forgacs, seconded by Councillor Goodhind and

UNANIMOUSLY RESOLVED to approve the consultation boards and questionnaire.

123/22 Shambles Festival 2023

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

UNANIMOUSLY RESOLVED to approve the use of the King George V Park for the Melksham Shambles Festival at a charge of £700 to include removal of litter after the event.

124/22 Park Signage

It was proposed by Councillor Goodhind, seconded by Councillor Ellis and

UNANIMOUSLY RESOLVED to approve Option A for the park signage subject to the following:

- To include 'Welcome to' in front of the name of the park
- To remove the images of the bicycle and the dog from the signage
- To remove the wording 'Kids Only'
- To ensure that the WhatThreeWords are appropriate
- To include a QR code on the sign linked to a URL listing and mapping all the parks in Melksham, with wording created by Councillor Ellis
- To include the CCTV image only where appropriate
- To include the wording 'Maintained by', not 'owned and operated by'
- To correct the website address to 'Townhall@melksham-tc.gov.uk'
- To ensure that the signs have rounded edges.

125/22 Assembly Hall Working Group

The draft notes of the Assembly Hall Working Group meeting held on 1 August 2022 were received.

126/22 Town Hall Pricing Structure

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

UNANIMOUSLY RESOLVED to approve the Town Hall pricing structure prepared by the Head of Operations.

127/22 East of Melksham Community Centre

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

UNANIMOUSLY RESOLVED to recommend to Full Council that payment of the quotes received from David Sharp Architects be met from budget code 310/4050 – east Melksham Community Hall Legal Professional – balance £1,000 – and that the balance of £5,525 be met from the Major Projects Reserve.

The Town Clerk advised members that a detailed scope of works may be needed before going to tender in view of increasing construction costs.

Meeting Closed at: 8.55 pm

Signed:

Dated: