



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 G Cooke (Chair)
Councillor C Forgacs (Vice-Chair)
Councillor G Ellis
Councillor C Goodhind
Councillor C Houghton
Councillor J Hubbard
Councillor J Oatley
Councillor T Price

29 November 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 the Town Hall on **Monday 5th December 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

Monday 5 December 2022
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

Join Zoom Meeting

<https://us02web.zoom.us/j/86096062782?pwd=ZjdqZUpiU1RSVTNVWFdCL3N5eVMwZz09>

Meeting ID: 860 9606 2782 **Passcode:** 181629

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 - 6)

Email: towncouncil@melksham-tc.gov.uk **Web:** www.melksham-tc.gov.uk
Facebook: facebook.com/melksham.town

To approve the Minutes of the Asset Management and Amenities Committee meeting held on 17 October 2022 (see attached).

4. King George V Park Pavilion Consultation (Pages 7 - 14)

To receive the results of the Pavilion Consultation and to consider the next steps (see attached).

5. Assembly Hall Roof Works Tender (Pages 15 - 24)

To approve the tender specification for works to the Assembly Hall roof and to recommend to Full Council that the works are funded from the General Reserve – see attached.

6. Memorial Stone to Rachel Fowler (Pages 25 - 26)

To consider the attached request from the Trustees of the Melksham Almshouses Charities to erect a memorial stone in the Friends Garden, with the cost of the project being met by the Charity.

7. Allotments (Pages 27 - 34)

Members are requested to approve price increases for the Town Council's allotments for the financial year 2024/2025. Current charges are £20 for a half plot and £40 for a full plot. The suggested increase in rent is to be £25 for half a plot and £50 for a full plot.

Members to note that there has been no increase in allotment fees for five years and that any increase in allotment charges must be notified to the plot holders a year before they are brought into force. Allotment rents are due in March.

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Melksham Town Council

Minutes of the Asset Management and Amenities Committee meeting held on Monday 17th October 2022

PRESENT:

Councillor C Goodhind
Councillor C Houghton
Councillor J Hubbard
Councillor T Price

OFFICERS:

Linda Roberts
Patsy Clover

Town Clerk
Deputy Town Clerk

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

128/22 Apologies

Apologies were received from Councillors Cooke, Ellis, Forgacs, and Oatley.

In the absence of the Chair and Vice Chair of the committee, It was proposed by Councillor Hubbard, seconded by Councillor Price and,

UNANIMOUSLY RESOLVED that Councillor Price would Chair the meeting.

129/22 Declarations of Interest

There were no declarations of interest.

130/22 Minutes

The minutes of 22 August 2022, having previously been circulated, were approved as a correct record and signed by Councillor Price.

131/22 King George V Park

131/22.1 King George V Park Slide

It was identified that the ROSPA report had not been attached to the agenda. The Head of Operations explained that ROSPA had carried out an independent inspection of the slide and the surrounding area and agreed that it could be reopened until a permanent solution for the erosion of the bank could be put in place.

The Town Clerk confirmed that Wicksteed had supplied the correct

slide and that it was compliant and safe to use.

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

UNANIMOUSLY RESOLVED to instruct officers to prepare a fully costed options report to be brought back to the next meeting of the Asset Management and Amenities Committee on 5 December 2022.

131/22.2

KGV Zip Wire

The Head of Operations advised that the old zip wire had been dismantled on 17 October and that installation of the new one would begin on 19 October. The new zip wire would be available for use from the week commencing 24 October at the latest.

There was then a discussion about the play equipment in the main park. One of the beams had split and the equipment had been taken out of service. The Town Clerk advised that she had been in touch with Wicksteed, the suppliers, about a full replacement which was on its way. However, there was a long lead time on delivery. The Town Clerk confirmed that the replacement equipment would be carried out under the warranty.

Councillor Hubbard suggested that a new measure should be incorporated in future tender documents regarding the availability/ locality of parts and recommended to Full Council for adoption. The Town Clerk suggested that this could be incorporated in the scoring matrix.

131/22.3

KGV Maintenance Shed

Councillor Houghton understood that costings for the maintenance shed had been approved by the Council last year. The Town Clerk advised that estimates had been approved but not costings.

Councillor Hubbard felt that the only practical option was Option 3 and stated that the price would continue to increase the longer the Council procrastinated.

After some discussion, It was proposed by Councillor Hubbard, seconded by Councillor Houghton, and

UNANIMOUSLY RESOLVED to instruct officers to make the maintenance shed a top priority project, bringing detailed costings to an additional meeting of Full Council at the earliest opportunity and initiating the application for a Public Works Board loan.

131/22.4 Lighting for King George V Park

Members discussed the dramatic difference in the two costed options for 6m and 4m lighting columns in King George V Park.

The Head of Operations confirmed that 19 columns would be required if they were 4m high and 15 columns would be required if they were 6m high. It was suggested by Councillor Goodhind that maybe fewer lighting columns could perform the same function.

Councillor Hubbard stated that his understanding was that a consultant had been appointed to project lead the sourcing of a contractor and to find the best option. Details of the light cast and position of the lighting columns had been provided in May for the 6m columns but had not been provided for the 4m columns.

It was proposed by Councillor Hubbard, seconded by Councillor Price, and

UNANIMOUSLY RESOLVED to call a special meeting of the Asset Management and Amenities committee to receive a report and presentation from the design consultant to explain and demonstrate the two options.

132/22 Consultation re The Pavilion in King George V Park

Concerns were raised about the response rate to the consultation but it was noted that there was a lot of public interest in seeing a café open. Councillor Houghton noted the number of people who indicated an interest in hiring space in a cafe. Councillor Goodhind was concerned that if the Council accepted that people may want to hire space in a café, this may restrict how a café could operate.

Councillor Hubbard mentioned the need to be really clear about the offering and the outcome from the space.

The Town Clerk emphasised the need to ensure that the expression of interest document and subsequent tender/ specification was right; a community café for hire would exclude a franchisee.

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

UNANIMOUSLY RESOLVED to organise a group of interested members and arrange a visit to a number of park cafes. Members would talk to the people who were responsible for running the cafes and decide what they wanted from the café in King George V Park. Those members would then make a list of all points which they

liked about the cafes visited which could inform the specification to come back to the next meeting of the Asset Management and Performance committee.

133/22 Consultation re Parks Green Spaces and Playgrounds

It was noted that the provision of a café in Melksham's play areas etc was more important to respondents than the provision of toilet facilities.

Councillor Hubbard stated that the challenge was to create a mission statement and action plan based on the consultation and then take the town's play areas to a whole new level to meet present day needs which may involve further consultation with the public. This presented an opportunity to be ambitious. In his opinion, the Parks Working Group could create a proposal having read the report and visited the play areas. Priorities could be determined on a park-by-park basis. Consideration could also be given as to whether play areas were still in the right places.

The Town Clerk that if the Council had an action plan drawn from the public consultation clearly demonstrating aims and objectives for improvements to town parks following the consultation, the Town Council would be in a strong position to apply for any grant funding opportunities which might become available.

Councillor Hubbard mentioned the need to investigate the existence of any constraints that there may be on each of the town's play areas as those transferred from Wiltshire Council were under licence.

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

UNANIMOUSLY RESOLVED to refer the consultation responses to the Parks Working Group asking them to dissect the responses and produce a draft high level, ambitious strategy to improve play areas and parks across the community. The strategy would then be referred back to the Asset Management and Amenities committee for consideration regarding what was wanted, where and how the strategy could be delivered through a 10-year action plan.

The Town Clerk also advised that the estimated delivery date for the eco loos in King George V Park was now November.

134/22 Asset Management and Amenities Committee Budget 2023-2024

It was proposed by Councillor Hubbard, seconded by Councillor Price, and

UNANIMOUSLY RESOLVED to increase the budget amount for Maintenance Play Areas to £25,000 and the Street Furniture and Signage amount to £20,000.

The Town Clerk suggested that anything unspent under code 220 4158 Replacement Play Equipment at 31 March 2023 could be rolled over into a new earmarked reserve: Replacement Play Equipment.

It was proposed by Councillor Hubbard, seconded by Councillor Houghton, and
UNANIMOUSLY RESOLVED to recommend the draft budget to the Finance,
Administration and Performance Committee.

135/22 Friends of Shurnhold Fields

Councillor Aves stated that she understood that two new volunteers had come forward to join the Friends of Shurnhold Fields. It was suggested that the need for further volunteers could be promoted on social media.

It was agreed that nothing further would be done until after the meeting of the Friends of Shurnhold Fields on 25 October.

Meeting Closed at: 8.55 pm

Signed:

Dated:

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Melksham Pavilion Survey Results 2022

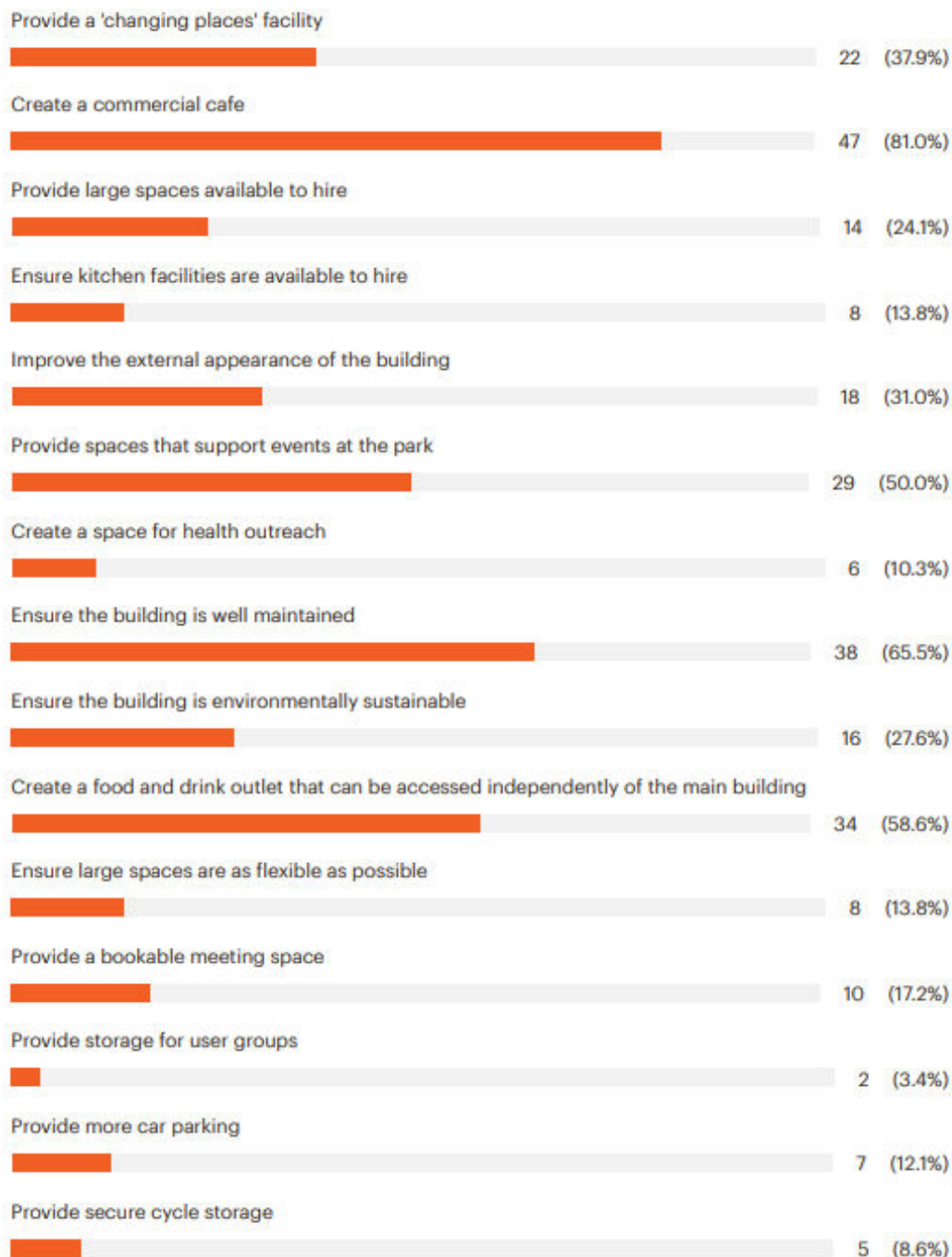
A public consultation was carried out by NVB between 25 August and 30 September 2022 on the Pavilion in King George V Playing Field.

There were display boards at the Campus, the Pavilion and the Town Hall, with paper surveys. A corresponding online survey was created through Mailchimp and the consultation was promoted through Melksham News and facebook.

There were 57 responses – 48 online, 9 on paper.

Question 1 has 57 answers (Checkboxes)

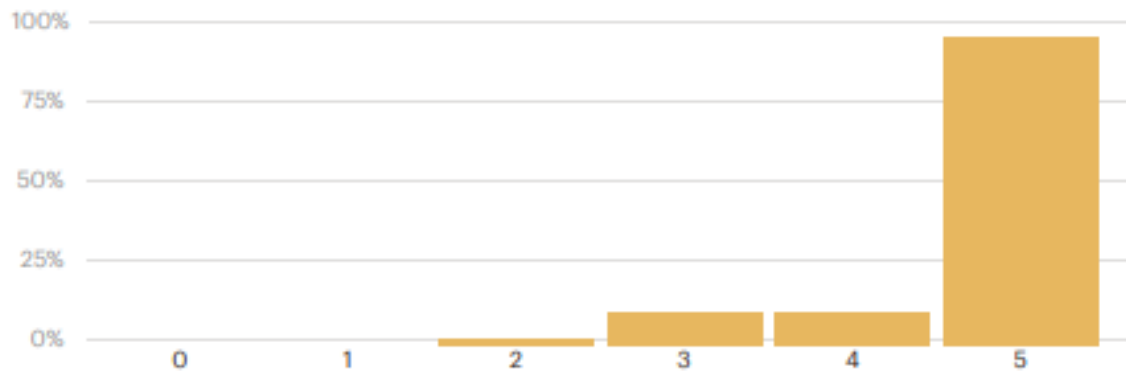
“Please pick your ‘top 5’ ingredients for the pavilion from the list below”



Question 2 has 57 answers (Range) Avg rating: 4.7



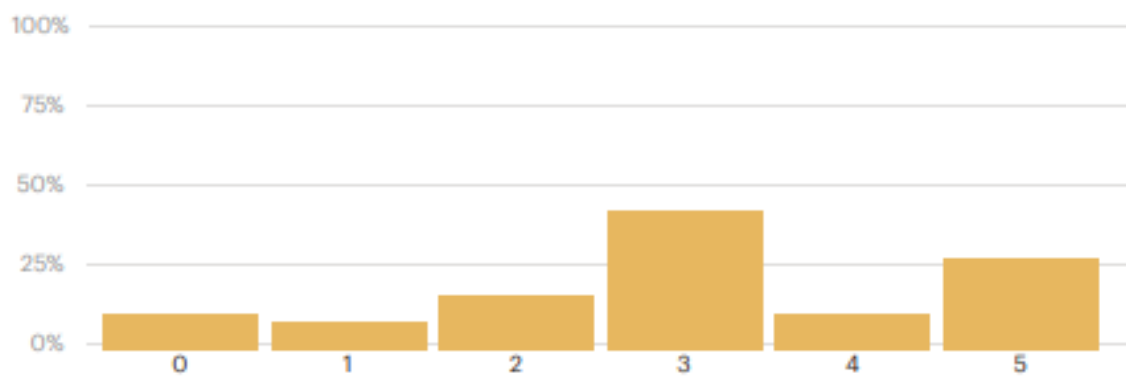
“I think the pavilion should be open for as much of the year as possible.”



Question 3 has 55 answers (Range) Avg rating: 3.0



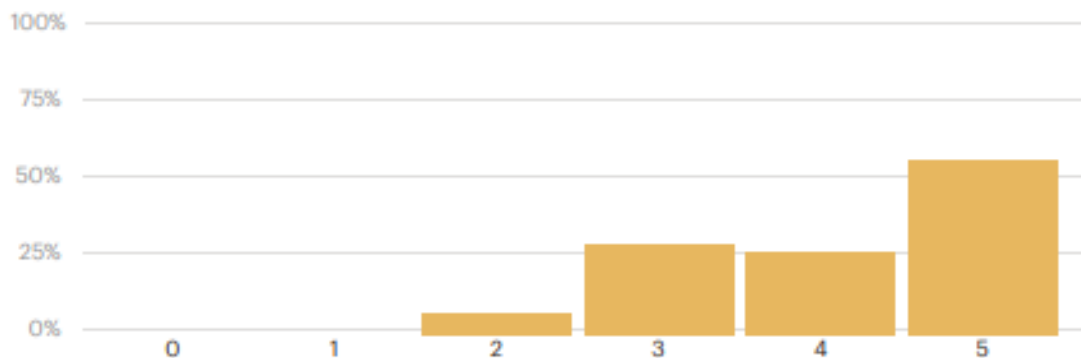
“I think the pavilion should be available for me to hire.”



Question 4 has 53 answers (Range) Avg rating: 4.1



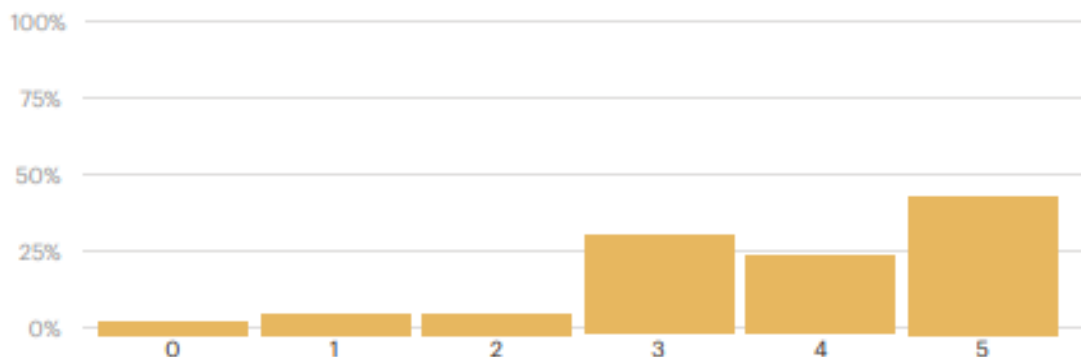
“I think it is vitally important that the building is as environmentally sustainable as possible.”



Question 5 has 56 answers (Range) Avg rating: 3.7



“I think it is critical that the pavilion is owned and controlled by Melksham Town Council for the town.”



Question 6 has 31 answers (Open Text)

“Do you have any other ideas or thoughts that you think should be considered?”

All the comments are included and a summary of the main points is as follows:

CAFÉ to include:	
Drinks	7
Snacks	6
Reasonable prices	4
Seating for café only	3
Lunch/sandwiches	2
Ice cream	2
Vending machine out of hours	2
Open regularly and consistently	1
Cakes	1
Open all year	1
Provide jobs for teenagers	1
Farm shop	1
Shop for nappies, suncream etc	1

Other	
Shade/shelter from rain	2
Mini golf	1
Lawn games	1
Car parking	1
Bike rack	1
Paddle-board hire	1
Support events in the park	1
No dogs where kids play	1
Admin office for park	1

TOILETS needed	12
All year	2
Accessible from outside	2
Splashpad only	1
Changing facilities	1
Control toilet access	1

Activities	
Community bookings (for income & community)	5
Craft workshops	1
Facepainting	1
Coffee mornings for care homes	1
youth workers/ groups	1
Drop in recycling/repair shop	1

Process	
Keep it simple/ uncomplicated	2
Don't try to do too much	2
Update look of the pavilion	2
Consult with prospective operators	1
Lease it to operator	1
Offer café out to tender	1
Sell the pavilion to be a café	1
Joined up Programme of events etc in all buildings in the Park	1

Look at examples of:	
John Coles Park, Chippenham	2
Hillworth Park, Devizes	1
Warminster	1
Alice Park	1
New Cricket Club in Melksham - group hires	1
Melksham Station Café - events	1

All comments:

- Thank you for the survey
- Main things are changing facilities, cafe/food & drinks outlet and toilets. Have a large area for hiring or to support park events would also be nice to see, a bookable meeting room for me would be optional and maybe better served as an admin office for the park/pavilion.
- It would be great if it was a space like at Hillworth Park in Devizes, providing basic drinks and refreshments. Craft workshops could be provided, as it's right by the children's park, face painting, etc. Just a general building for the community to come together, meet friends etc.
- Toilet facilities for splash pad use only
- Toilet facilities being available to access all year
- Toilet accessibility year round, vending machines,
- Toilets available with cafe or tuck shop and picnic tables. Also to be reasonably priced like chippenham Park cafe aimed at families and others to use :)
- It doesn't need to be over complicated, toilets that are open and serviced all year round. Simple drinks and snacks (more than just ice cream). I would prefer funding to be spent on creating more sheltered areas around the splash pad/park to provide shelter from sun/rain, and make longer visits to the park area more viable
- Here are some ideas you could consider:

-Coffee mornings would be a very good idea for the local care home residents as they would benefit from the social interactions and would have a positive impact on their wellbeing.

- If there is youth workers available, there could be youth groups available for the children of Melksham. The children would benefit from social interactions as well as meeting new friends, boosting their self esteem and confidence.

- hiring out the large space to outside activities for example; Zumba, brownies, scouts ect.. this would be good for the people of melksham as they would be able to get involved in a variety of activities that are available.

- I would like there to be an extended cafe/ shop to expand things for sale, Sun cream, nappies etc
- Create a great cafe, with fresh cakes, brownies etc, offerings of fresh sandwiches etc & employing school age children from 14 upwards, give them a chance aswell as opportunities to others :)
- Please avoid trying to be all things to all groups. It will not be difficult to provide a self funded cafe model as long as you don't try to run it as a 'posh' cafe like the last tenets. Keep it simple, snacks, drinks and especially ice lollys/creams. All profits reinvested into facility.
- We need a cafe which is affordable and run similar to Warminster Park. Families still want to buy drinks and food whilst watching children play. Previously the prices were to high and hence why this was not used how it was intended.
- Go to John Cole's park in Chippenham and see their cafe kiosk it's fab we definitely need something like this. Also provide more shade by the splash pad and seating areas. Easy affordable place to buy a take away lunch at the park. Including ice creams the vans are incredibly expensive. More community booking to boost income. No dogs area where the children play
- All year round cafe/tuck shop. Fairly priced, toilet facilities
- A cafe like the one at John Cole's, reasonable prices, goodies for children Etc and dog walkers/runners etc in the winter can get a hot drink on a cold day easily.
- Offering a cafe facility out to tender for an independent business to take on
- The only time I've ever been in the space was when it was temporarily a cafe last summer(?) The cafe facility did not suit the space / community at all. It was lack lustre, no community events to attract people in, toilets for parents with young children in the park, the food & drink offer was also very limited and expensive. Would be better to use the space as a mixed community space, also available for hire / events for small and larger groups - including free hire & use of the space for all to attract people in. Something more along the lines of the

a community Hub cafe at Melksham train station with maker spaces, and encouraging groups to use it for diverse reasons, cinema evenings, book groups, knitting groups. There are lots of sports and leisure facilities in and around the park, but no uniting force to give information about who can use them and how. A more joined up approach, running activities and events, pop-ups in the park might help with instruction in the pavilion as well as the canoe club.

- Toilets either at the venue or added to the venue are a must. This would help on a day to day basis and when the field has events on.

Making the outside of the building look updated and stylish would make it more inviting.

Could it be a place to hire paddle boards for the river as an attraction?

Could it have a farm shop attached for local produce to be sold?

-
- Toilets and baby changing space for splash pad when building/cafe is shut.
- I believe the proposal from Alice Park in Bath should be reconsidered and this has been sent to the Parks Working Group.
- Controlled/limited access to toilets.

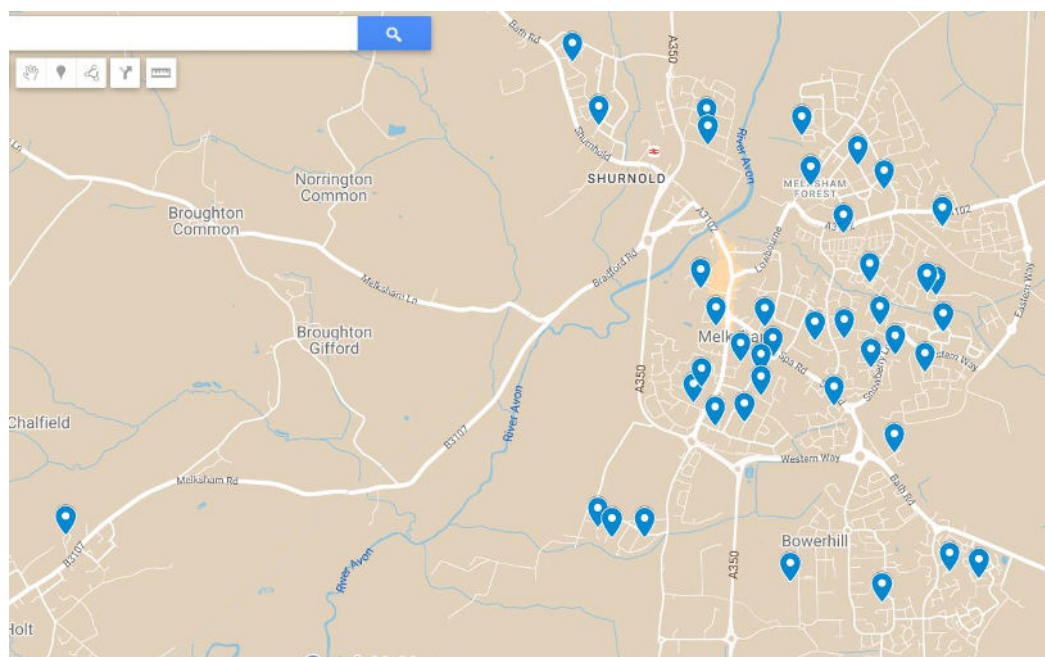
* * * * *

I am keen to see something happen but I'm opposed to decisions on the building being made without consultation with prospective operators who may come forward. I worry about trying to do too much with this building and restricting it's value in helping to make the Park a destination.

- The George V pavilion could be used by multiple groups. Parkrun previously shared it with, the cricketers, diet groups etc. A "drop in" once a week for a repair/recycling base would be good. The new cricket pavilion by the campus is successfully used by art groups, toddler groups, dog training, cricket teas, a bar and a meeting place etc. If the new cricket club can be used successfully, we can hopefully learn from them how to create a thriving hub in George V Pavilion for Melksham.
- There seems to be a meeting places used and unused all over Melksham. This needs to be a cafe/shop for park users. It is crying out for it and sooner its brought into use the better - icecreams, crisps, drinks, healthy alternatives. Does it not need to be open al year, but does need to be open regularly and consisttely. PLEASE get on with it. Revenue is being lost and customers are disappointed and lost.
- I think that the pavilion should be sold to someone to make a proper cafe. The council should keep the splash pad and pump room only.
- Toilets and changing facilities need to be accessible from the outside children should not be taking water into the building when they are wet from the splashpad.
- Toilets facilities available for park users.
- Provide seating for cafe customers only.
Plus additional seating for splashpad, play area people.
Needs for car parking spaces and a bike rack.
- If it was possible to create a mini-golf course or similar could be used for hire (also for balls/ tennis rackets etc) - large lawn games like Connect 4, Chess etc. Possible use of vending machines out of hours
- Should be leased to an operator who has control
- THERE NEEDS TO BE A LOT MORE OUTDOOR SEATING. PEOPLE TAKE PICNICS AND USE EXISTING TABLES. IF THERE IS A CAFE SOME SEATING SHOULD BE RESERVED FOR CUSTOMERS



Word Cloud showing the most common words used in the comments



Map showing postcodes of online respondents

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Melksham Town Hall
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Tel: (01225) 704187
Email: townhall@melkshamtown.co.uk

INVITATION TO TENDER FOR REPAIRS TO THE ROOF AT THE ASSEMBLY HALL

Melksham Town Council invites companies to supply competitive quotes for the supply of the following: repairs to the pitched roof and flat roof for the Assembly Hall, in Melksham.

Pitched Roof

The pitched roof to the Assembly Hall is formed around a steel 'fink' truss structure with over-clad in a trapezoidal aluminium-based clad sheeting. The pitched roof construction allows for glass reinforced plastic light sheets to strategic areas along with ventilation caps over its apex.

The gutter channelling around the perimeter of the pitched roof is formed in a proprietary metal-based system which has been painted lined in a UV anti-degradation system.

Within the roof void, the steel fink trusses span in a Mansard style construction down to load-bearing walls. Within the roof void, allowance is made for approximately 50mm of rigid insulation sheets with foil inner backing which are adhered to the underside of the steel cladding.

A timber walkway is suspended on the steel gantry system over the steel fink roof trusses.

The roof structure within central section appears to be original and of timber traditional king post construction. Some of the end bearings to those king posts are buried in solid walls. Walls are approximately 500mm in thickness.

Flat Roof

The front elevation of the building allows for a timber decked flat roof system with parapet upstands. The flat roof is furnished in a torched on bituminous felt with an overlying of UV protection gravel to prevent degradation of the felt system. The felt has been dressed into rainwater channels and up parapet walls with an over-dressing of lead flashing detail. The flat roofs allow for rooflight systems which are strategically located over the flat roofs to benefit the offices directly below. These allow for a small 100mm-150mm upstand with a combination of

polycarbonate domed rooflight finishes and Georgian wired glass. Additionally, over the flat roof areas are air handling units which are the cassettes for the internal office air conditioning systems.

The left side flat roof is decked with a concrete flat roof system and over-flaunched in a torched-on bituminous felt. It adjoins the neighbouring swimming pool. Again, formed over single storey with overpainted metal parapet guttering to the perimeter of the mansard designed, clad roof covering.

The righthand backs onto a residential rear garden. The elevation is believed to be in similar rubble stone 'brought to course'. The bituminous torched-on felt has been dressed beneath the lead flashings to the front parapet upstand.

The main hall roof is formed over a steel fink truss system with overlying metal clad sheet finish. The underside of the cladding has a 50mm foil backed, rigid insulation adhered to it. The main hall is mainly solid walled with the steel fink roof trusses bearing loading down the walls.

Numerous shortfalls which require consideration and remedial work, have been identified. The key items are as follows:

- The metal clad mansard roof exhibits corrosion to its underside due to trapped condensing moisture. Additionally, numerous internal rigid insulation panels have lost adhesion to the clad roof
- All the flat roof 'rooflights' are either tired, leaking to upstands or damaged
- The flat roof is prone to ponding rainwater, moss growth and debris accumulation
- Better insulation is required
- Upstands serving the flat roofs exhibit loose cappings/copings and poorly installed kerbs junctions between felt and lead flashings.

The Town Council has formerly considered such a facility at a meeting of Full Council on 28 November 2022 and made the following resolution:

RESOLVED THAT:

- *Members endorsed the proposal to arrange for the replacement of the roof at the Assembly Hall.*
- *Officers undertake an open tender exercise inviting specialist contractors to quote for the replacement of the pitched and flat roof.*
- *That a report on the outcome of the tender exercise is brought to a future meeting of the Full Council for consideration.*

As a consequence of the above, I am writing to formally invite you to tender for the provision of materials and repairs to a pitched and flat roof meeting the specification determined by the Council.

Melksham Town Council's Procurement Policy

Melksham Town Council's Procurement Policy has four main purposes:

1. To obtain best value in the way that the Council spends money, so that it may in turn offer better and more cost-effective services to the public.
2. To support the ability of the Council's officers to procure and manage goods, services, and suppliers effectively, advising all Council staff of the appropriate procedures and responsibilities.
3. To enable the Council to comply with legal obligations that govern the spending of public money.
4. To contribute to the Council's duty towards biodiversity and environmental aims by recognising the importance of sustainability and considering the environmental, social, and economic impacts of its purchasing decisions.

The Council recognises the benefits to the economy of using local businesses and will seek out local contractors and suppliers, wherever possible to:

- minimise waste and maximise efficiency
- minimise travel
- minimise energy consumption
- promote greater use of new sustainable technologies
- keep material consumption to a minimum.

The tender shall be advertised in a local newspaper, the Government's 'Contracts Finder' website, the Melksham Town Council website, and social media, and in any other manner that is appropriate including notifying local businesses, setting out particulars of the contract and inviting persons interested to apply for the opportunity to tender.

After the expiration of the period specified in the public notice invitations to tender shall be sent to individuals or organisations that could undertake the contract.

The Council shall only enter a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing, and technical capacity to undertake the contract by carrying out appropriate due diligence. A credit check will be carried out for all contracts which exceed the threshold in Financial Regulations. Officers will also seek references from suppliers.

A credit check will be carried out before the Council enters a contract with a supplier.

Normally the Council will accept the quotation, estimate, or tender that provides best value for money. However, in accordance with Standing Orders, the Council is not obliged to accept the lowest of any tender, quotation, or estimate.

Potential suppliers will be assessed to ensure that they comply with Articles 109 to 114 of the Public Contracts Regulations 2015. Suppliers and contractors are required to assess their compliance against the pre-determined performance criteria which will be set out in the contract documentation.

Works to be Tendered for

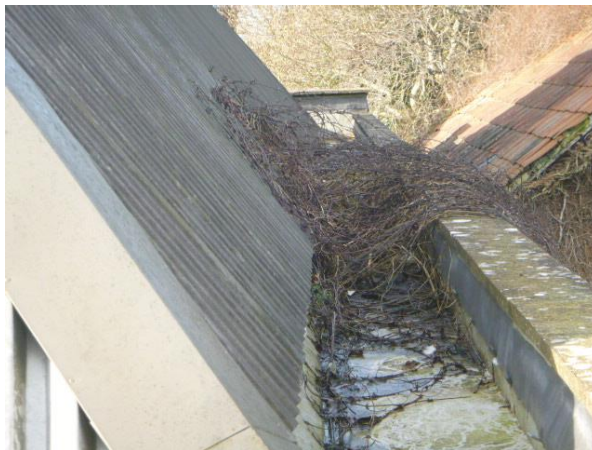
In terms of the specification and information the Council wishes to provide, I can confirm the following:

- All bids should include separate costs for the pitched roof and the flat roof based on the above information or a site inspection.
- All bids should include separate costs for both a short - term fix and a long – term fix.
- Risk assessments and safe working method statements are required as part of the tender.
- A bid showing the refurbishment of two Georgian wired glass rooflights as an optional inclusion would be welcome.
- Regard should be given to the existence of asbestos in the building.
- A fully itemised programme of works and timeframe for completion should be provided as part of the tender.
- Any external requirements to facilitate the work should be separately identified.
- Potential suppliers should note that non-compliance with instructions may lead to disqualification from the procurement process.
- If contractors feel that specific requirements could be varied to the benefit or improvement in overall value to or effective operation by the Council, they are encouraged to say so as part of the tender application along with detailed justification.
- The tender application must include a contact name, address, phone number, and email address.
- In terms of timescales, the Council's aim is for work to commence in spring 2023.

Photos



Front elevated view of the Assembly Hall and roofs



.View of the rear parapet gutter run – heavy vegetation growing and blocking the ability of the gutter.



Cracked Georgian wired roof lights over the Dressing Rooms.



Flat roof felt upstand and lead flashing



View across the flat roofs serving the frontage



Lead flashings to the parapet upstands



Gradient on flat roof



Lead upstands to office/foyer rooflights



Lead flashing details, parapet, and gutter



Wall mounted air conditioning units



Metal pitched roof, parapet gutter, and copings



GRP roof light to the metal clad roof



King post trusses embedded in the solid wall of the older section of the central core



View across the Assembly Hall roof void steel trusses

Contact

For further details or to arrange a site visit, interested parties should contact:

Hugh Davies

Head of Operations

Tel: 01225 704187

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

Terms and Conditions:

- 1) All prices tendered are to be net of VAT which are to be added by the successful tenderer at invoice stage.
- 2) A Melksham Town Council Purchase Order will be issued to the successful tenderer as confirmation of the works order and as soon as is practicably possible after the closing date for the Receipt of Tender.

TENDER DOCUMENTS MUST BE RETURNED TO THE TOWN COUNCIL MARKED FOR THE ATTENTION OF HUGH DAVIES AS SOON AS POSSIBLE BUT NO LATER THAN 12 NOON ON TUESDAY 28TH FEBRUARY 2023.

27.10.2022

FAO The Town Clerk

Dear Linda,

The Trustees of The Melksham Almshouses through dialogue with ex Trustee/ Town Councilor Mike Sankey and Chair John Crook have agreed subject to your permission to erect a memorial stone in the Friends gardens.

It would be useful to meet at a convenient time and date to discuss the proposal and to get formal permission.

The cost of the project will be met by the Charity and the proposed wording drafted by Trustee Pat Aves would be "This stone was erected in 2023 as a memorial to Rachel Fowler by the Trustees of the Melksham Almshouses Charities in gratitude of her bequest which enables charitable gifts to be made to the residents of Melksham to this day".

I await your comments when convenient.

Yours sincerely Russell Lewis Secretary

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21/11/2022		Melksham Town Council Current Year				Page 1	
11:28		Nominal Ledger Report by ACCOUNT				User :MEL	
A/c Code	1045	Income Allotments				Annual Budget	5,000
Centre	203	Allotments				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
Opening Balance							0.00
1	04/04/2022	BACS	Cashbook	Allotment rent			20.00
1	05/04/2022	BACS	Cashbook	Allotment rent			40.00
1	19/04/2022	BACS	Cashbook	Allotment rent			20.00
2	13/05/2022	BACS	Cashbook	Allotment rent			20.00
3	06/06/2022	BACS	Cashbook	S. Hiscox (Langton)			40.00
3	07/06/2022	BACS	Cashbook	Allotment rent			40.00
4	06/07/2022	SB23A	Cashbook	Allotment rent			20.00
4	07/07/2022	SB15A	Cashbook	Allotment rent			20.00
4	14/07/2022	BACS	Cashbook	Allotment rent			20.00
5	01/08/2022	ME2	Cashbook	Allotment rent			20.00
5	01/08/2022	ME2	Cashbook	Allotment rent			20.00
5	02/08/2022	ME35	Cashbook	Allotment rent			20.00
5	15/08/2022	BACS	Cashbook	Allotment rent			20.00
6	05/09/2022	18A MA	Cashbook	Allotment rent			20.00
6	20/09/2022	52B AA	Cashbook	Allotment rent			20.00
6	30/09/2022	AA52B	Cashbook	Allotment rent			20.00
Account Income Allotments					Account Totals	0.00	380.00
Centre Allotments					Net Balance Month 8		380.00

A/c Code	4200	Water Rates - Allotments				Annual Budget	1,800
Centre	203	Allotments				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
Opening Balance						0.00	
5	01/08/2022	DDR	Cashbook	Water rates - Dorset Crescent		46.11	
5	01/08/2022	DDR	Cashbook	Water rates - Addison Road		20.05	
5	09/08/2022	DDR	Cashbook	Water rates - Southbrook		200.32	
6	01/09/2022	DDR	Cashbook	Water rates - Methuen		112.52	
7	03/10/2022	DDR	Cashbook	Water rates - SB/AA allotments		32.29	
Account Water Rates - Allotments					Account Totals	411.29	0.00
Centre Allotments					Net Balance Month 8	411.29	

A/c Code	4201	Maintenance - Allotments				Annual Budget	1,000
Centre	203	Allotments				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
Opening Balance						0.00	
5	16/08/2022	DDR	Cashbook	Methuen Allotments - w asp nest		72.00	

21/11/2022

Melksham Town Council Current Year

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Nominal Ledger Report by ACCOUNT

User :MEL

A/c Code 4201 Maintenance - Allotments

Centre 203 Allotments

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	Maintenance - Allotments	Account Totals	72.00	0.00
		Centre	Allotments	Net Balance Month 8	72.00	

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A/c Code	1045	Income Allotments				Annual Budget	4,700
Centre	203	Allotments				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance		0.00
1	12/04/2021	BACS	Cashbook	Allotment rent			20.00
1	12/04/2021	BACS	Cashbook	Allotment rent			40.00
1	13/04/2021	BACS	Cashbook	Allotment rent			20.00
1	19/04/2021	BACS	Cashbook	Allotment rent			20.00
1	30/04/2021	PO credit	Cashbook	Allotment rent			40.00
1	30/04/2021	PO credit	Cashbook	Allotment rent			20.00
2	11/05/2021	Cash	Cashbook	Allotment rent			40.00
2	24/05/2021	BACS	Cashbook	Allotment rent			20.00
2	28/05/2021	BACS	Cashbook	Allotment rent			20.00
3	04/06/2021	BACS	Cashbook	Allotment rent			20.00
4	02/07/2021	BACS	Cashbook	Allotment rent			20.00
6	10/09/2021	BACS	Cashbook	Rent - allotment			40.00
6	23/09/2021	BACS	Cashbook	Allotment rent			20.00
6	28/09/2021	BACS	Cashbook	Allotment rent			40.00
7	12/10/2021	BACS	Cashbook	Allotment rent			20.00
7	29/10/2021	BACS	Cashbook	Allotment rent			20.00
10	04/01/2022	BACS	Cashbook	Allotment rent			10.00
11	02/02/2022	SB26	Cashbook	Allotment rent			40.00
11	02/02/2022	SB28	Cashbook	Allotment rent			40.00
11	02/02/2022	ME4B5B	Cashbook	Allotment rent			40.00
11	02/02/2022	PR4	Cashbook	Allotment rent			20.00
11	03/02/2022	AR8	Cashbook	Allotment rent			40.00
11	03/02/2022	AA69	Cashbook	Allotment rent			40.00
11	03/02/2022	AA57	Cashbook	Allotment rent			40.00
11	03/02/2022	ME15B	Cashbook	Allotment rent			20.00
11	03/02/2022	SB3A	Cashbook	Allotment rent			20.00
11	04/02/2022	SB22	Cashbook	Allotment rent			40.00
11	04/02/2022	MA 1	Cashbook	Allotment rent			40.00
11	04/02/2022	AA73B	Cashbook	Allotment rent			20.00
11	07/02/2022	AR6	Cashbook	Allotment rent			40.00
11	07/02/2022	MA 6	Cashbook	Allotment rent			40.00
11	07/02/2022	ME6	Cashbook	Allotment rent			40.00
11	07/02/2022	AA68B	Cashbook	Allotment rent			20.00
11	07/02/2022	SB5B	Cashbook	Allotment rent			20.00
11	07/02/2022	ME33	Cashbook	Allotment rent			20.00
11	07/02/2022	AA74A	Cashbook	Allotment rent			20.00
11	07/02/2022	SB30A31A	Cashbook	Allotment rent			40.00
11	07/02/2022	ME13A14	Cashbook	Allotment rent			60.00
11	07/02/2022	AA56A	Cashbook	Allotment rent			20.00
11	08/02/2022	ME5A6A	Cashbook	Allotment rent			40.00
11	09/02/2022	AR2	Cashbook	Allotment rent			40.00
11	09/02/2022	AR4	Cashbook	Allotment rent			40.00
11	09/02/2022	AR1&3	Cashbook	Allotment rent			80.00
11	10/02/2022	AR7&9	Cashbook	Allotment rent			80.00

A/c Code 1045 Income Allotments

Centre 203 Allotments

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
11	11/02/2022	ME20	Cashbook	Allotment rent		40.00
11	11/02/2022	SB37/39	Cashbook	Allotment rent		80.00
11	14/02/2022	SB20A	Cashbook	Allotment rent		20.00
11	14/02/2022	SB35	Cashbook	Allotment rent		40.00
11	14/02/2022	SB31B2B	Cashbook	Allotment rent		40.00
11	14/02/2022	SB12/13	Cashbook	Allotment rent		80.00
11	17/02/2022	AA73A	Cashbook	Allotment rent		20.00
11	17/02/2022	AA68A	Cashbook	Allotment rent		20.00
11	17/02/2022	ME16B17B	Cashbook	Allotment rent		40.00
11	17/02/2022	AR11	Cashbook	Allotment rent		40.00
11	17/02/2022	SB17	Cashbook	Allotment rent		40.00
11	17/02/2022	PO credit	Cashbook	Allotment rent		160.00
11	21/02/2022	DC3B	Cashbook	Allotment rent		20.00
11	21/02/2022	AA53A	Cashbook	Allotment rent		20.00
11	21/02/2022	ME26	Cashbook	Allotment rent		40.00
11	21/02/2022	ME1	Cashbook	Allotment rent		40.00
11	22/02/2022	SB5A	Cashbook	Allotment rent		20.00
11	22/02/2022	SB30B	Cashbook	Allotment rent		20.00
11	22/02/2022	AA54B	Cashbook	Allotment rent		20.00
11	22/02/2022	DC3A	Cashbook	Allotment rent		20.00
11	22/02/2022	SB27	Cashbook	Allotment rent		40.00
11	22/02/2022	AA55	Cashbook	Allotment rent		40.00
11	22/02/2022	SB29/33B	Cashbook	Allotment rent		60.00
11	22/02/2022	*	Cashbook	Allotment rent		20.00
11	22/02/2022	PO credit	Cashbook	Allotment rent		146.00
11	22/02/2022	PO credit	Cashbook	Allotment rent		260.00
11	23/02/2022	PO credit	Cashbook	Allotment rent		140.00
11	25/02/2022	ME38A	Cashbook	Allotment rent		20.00
11	25/02/2022	ME8	Cashbook	Allotment rent		40.00
11	25/02/2022	AA51	Cashbook	Allotment rent		40.00
11	25/02/2022	SB15	Cashbook	Allotment rent		40.00
11	28/02/2022	SB25B	Cashbook	Allotment rent		20.00
11	28/02/2022	SB25A	Cashbook	Allotment rent		20.00
11	28/02/2022	ME35	Cashbook	Allotment rent		20.00
11	28/02/2022	SB8A	Cashbook	Allotment rent		20.00
11	28/02/2022	SB20B	Cashbook	Allotment rent		20.00
11	28/02/2022	WC4B	Cashbook	Allotment rent		20.00
11	28/02/2022	ME31	Cashbook	Allotment rent		40.00
11	28/02/2022	SB14	Cashbook	Allotment rent		40.00
11	28/02/2022	SB10	Cashbook	Allotment rent		40.00
11	28/02/2022	SB6A	Cashbook	Allotment rent		20.00
11	28/02/2022	SB34	Cashbook	Allotment rent		40.00
12	04/03/2020	24ME	Cashbook	Allotment rent		40.00
12	01/03/2022	ME40	Cashbook	Allotment rent		20.00
12	01/03/2022	ME34	Cashbook	Allotment rent		20.00

A/c Code 1045 Income Allotments

Centre 203 Allotments

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
12	01/03/2022	ME13B	Cashbook	Allotment rent		20.00
12	01/03/2022	ME39	Cashbook	Allotment rent		40.00
12	02/03/2022	WC1	Cashbook	Allotment rent		40.00
12	03/03/2022	WC4A	Cashbook	Allotment rent		20.00
12	03/03/2022	SB11A	Cashbook	Allotment rent		20.00
12	03/03/2022	ME32	Cashbook	Allotment rent		40.00
12	04/03/2022	70AA	Cashbook	Allotment rent		40.00
12	07/03/2022	6BSB	Cashbook	Allotment rent		20.00
12	07/03/2022	37ME	Cashbook	Allotment rent		20.00
12	07/03/2022	SB2A	Cashbook	Allotment rent		20.00
12	07/03/2022	ME19	Cashbook	Allotment rent		40.00
12	10/03/2022	PO credit	Cashbook	Allotment rent		60.00
12	10/03/2022	PO credit	Cashbook	Allotment rent		80.00
12	10/03/2022	PO credit	Cashbook	Allotment rent		40.00
12	10/03/2022	PO credit	Cashbook	Allotment rent		40.00
12	10/03/2022	PO credit	Cashbook	Allotment rent		20.00
12	10/03/2022	PO credit	Cashbook	Allotment rent		40.00
12	15/03/2022	PO credit	Cashbook	Allotment rent		40.00
12	15/03/2022	PO credit	Cashbook	Allotment rent		20.00
12	15/03/2022	PO credit	Cashbook	Allotment rent		80.00
12	15/03/2022	PO credit	Cashbook	Allotment rent		20.00
12	15/03/2022	PO credit	Cashbook	Allotment rent		60.00
12	15/03/2022	PO credit	Cashbook	Allotment rent		40.00
12	15/03/2022	PO credit	Cashbook	Allotment rent		20.00
12	15/03/2022	PO credit	Cashbook	Allotment rent		40.00
12	15/03/2022	PO credit	Cashbook	Allotment rent		80.00
12	15/03/2022	PO credit	Cashbook	Allotment rent		20.00
12	15/03/2022	PO credit	Cashbook	Allotment rent		20.00
12	15/03/2022	PO credit	Cashbook	Allotment rent		40.00
12	15/03/2022	PO credit	Cashbook	Allotment rent		40.00
12	15/03/2022	PO credit	Cashbook	Allotment rent		20.00
12	21/03/2022	AA72	Cashbook	Allotment rent		40.00
12	23/03/2022	SB7	Cashbook	Allotment rent		20.00
12	29/03/2022	MA4	Cashbook	Allotment rent		40.00

Account Income Allotments

Account Totals

0.00

4,716.00

Centre Allotments

Net Balance Month 12

4,716.00

A/c Code 4200 Water Rates - Allotments

Annual Budget

1,700

Centre 203 Allotments

Committed

0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
4	01/07/2021	DDR	Cashbook	Water rates - Aw dry allotments	31.35	

21/11/2022

Melksham Town Council 2021-2022

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Nominal Ledger Report by ACCOUNT

User :MEL

A/c Code	4200	Water Rates - Allotments					
Centre	203	Allotments					
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
4	01/07/2021	DDR	Cashbook	Water rates - Methuen allotmts	266.62		
4	01/07/2021	DDR	Cashbook	Water rates - Southbrook allot	69.70		
4	01/07/2021	792	Journal	Water rates - Southbrook allot		69.70	
5	02/08/2021	DDR	Cashbook	Water - Addison Rd allotments	27.14		
5	02/08/2021	DDR	Cashbook	Water - Dorset Cres allotments	40.52		
5	02/08/2021	DDR	Cashbook	Water - Southbrook Rd allotmts	161.42		
10	04/01/2022	DDR	Cashbook	Water rates - Addison Road	18.53		
10	04/01/2022	DDR	Cashbook	Water rates - Southbrook	162.94		
11	01/02/2022	DDR	Cashbook	Water rates - Aw dry Allotments	35.95		
11	01/02/2022	DDR	Cashbook	Water rates - Dorset Allotment	40.07		
11	01/02/2022	DDR	Cashbook	Water rates - Methuen Allot	165.92		
Account			Water Rates - Allotments		Account Totals	1,020.16	69.70
Centre			Allotments		Net Balance Month 12	950.46	

A/c Code	4201	Maintenance - Allotments			Annual Budget	300
Centre	203	Allotments			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
6	23/08/2021	THCOP02	Purchase Ledger	Hire - Excavator (Methuen)	206.55	
Account			Maintenance - Allotments		Account Totals	206.55
Centre			Allotments		Net Balance Month 12	206.55