



# 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

30 January 2023

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 6th February 2023** 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 6 February 2023**  
**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.*

**AGENDA**

**Virtual Meeting Access**

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

**Join Zoom Meeting**

<https://us02web.zoom.us/j/82527882977?pwd=QmlPUWMxM2c2RlBmVkvV2amJKbTZEQT09>

Meeting ID: **825 2788 2977**

Passcode: **699517**

**1. Apologies**

To receive apologies for absence.

**2. Declarations of Interest**

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

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

**3. Minutes (Pages 1 - 4)**

To approve the Minutes of the Asset Management and Amenities Committee meeting

Email: [towncouncil@melksham-tc.gov.uk](mailto:towncouncil@melksham-tc.gov.uk) Web: [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)  
Facebook: [facebook.com/melksham.town](https://facebook.com/melksham.town)

held on 5 December 2022.

**4. Tree Planting (Pages 5 - 12)**

To receive the report of the Community Development Officer regarding the recommendations made by the Environment and Climate Working Group for tree planting in the 2022/2023 season.

**5. King George V Park**

**5.1 Slide (Pages 13 - 16)**

To approve the quote from the Town Council's preferred contractor to remove all trip hazards and to ensure the safety of the slide and its environs.

**5.2 Splashpad Opening Hours for the 2023 Season (Pages 17 - 20)**

To receive the report of the Head of Operations and approve the recommendations contained therein re the opening hours for the 2023 season.

**5.3 Fencing**

To receive the report of the Head of Operations and approve the recommendations contained therein (report to follow).

**5.4 Pavilion drainage repairs (Pages 21 - 30)**

To consider the recommendation made by the Head of Operations re the repairs to the drainage at the Pavilion and determine from which budget the cost will be met.

**5.5 Cricketers' Cafe (Pages 31 - 34)**

To receive the report of the Head of Operations and appoint a panel to interview the prospective operators, as requested.

**6. Building Conditions Reports - proposed works 2023 - 2024 (Pages 35 - 38)**

To approve the works per the Building Condition Reports proposed by the Head of Operations for completion during the 2023 – 2024 financial year (see attached).

**7. Big Spring Clean Day (Pages 39 - 40)**

To receive the report of the Community Development Officer and approve the recommendations contained therein.

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## Melksham Town Council

### Minutes of the Asset Management and Amenities Committee meeting held on Monday 5th December 2022

**PRESENT:** Councillor G Cooke (Chair)

Councillor G Ellis  
Councillor C Goodhind  
Councillor C Houghton  
Councillor J Hubbard  
Councillor S Rabey

**OFFICERS:** Patsy Clover Deputy Town Clerk  
Hugh Davies Head of Operations

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

#### **136/22 Apologies**

Apologies were received from Councillors Forgacs, Oatley, and Price. Councillor Price was substituted by Councillor Rabey.

Councillor Ellis explained that he had received a request from a resident for the Church Street toilets to be re-opened , following an article in the Melksham Independent News in 2016, citing the issue of accessibility.

#### **137/22 Declarations of Interest**

There were no declarations of interest.

#### **138/22 Minutes**

Councillor Hubbard stated that if Members instructed the Town Clerk to bring items back to the next meeting of the committee, it was insulting to Members if she didn't report back or provide an update at that meeting. He was concerned that things which they had asked for were not happening, citing the following items per the minutes of 17 October 2022:

- King George V Park slide
- King George V Park maintenance shed
- Lighting for King George V Park

Updates were provided by the Deputy Town Clerk and the Head of Operations.

The minutes of 17 October 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Cooke.

#### **139/22 King George V Park Pavilion Consultation**

Councillor Rabey expressed her concern about the response rate which she felt was massively disappointing and did not create a wide enough survey base.

Information and ideas gleaned following visits undertaken by councillors to various other cafes in the area, run by the relevant council or as a franchise, were shared. It was agreed that it was imperative for the café to be open for the 2023 season. Any refurbishment work would be carried out in conjunction with the successful franchisee; however, the drainage work would have to be completed before the franchisee took over.

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

**UNANIMOUSLY RESOLVED** to instruct the Head of Operations to create and issue a simple tender document enabling the successful franchisee to take over the café by 1 April 2023 noting the following:

- The document should provide details of the current facility
- Potential franchisees should state whether they were prepared to accept the facility in its current condition
- If not, what refurbishments would they require
- Potential franchisees would be required to provide details of
  1. How the café would be operated and what would be offered
  2. What they would pay to run the facility
  3. What initial investment they would offer
  4. What initial investment would be required from the Town Council, if any
  5. What social benefit would be offered to the community – this would be measured against what people wanted from the cafe
- A five year lease would be offered with break clauses after one and two years
- The scoring matrix would be based 50% on price and 50% on social benefit.

#### **140/22 Assembly Hall Roof Works Tender**

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

**UNANIMOUSLY RESOLVED** to approve the tender document subject to the amendment of references to *replacement* to *repair*. All tenders received would be referred to the Asset Management and Amenities committee to make a recommendation to Full Council.

#### **141/22 Memorial Stone to Rachel Fowler**

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

**UNANIMOUSLY RESOLVED** to approve the request from the Trustees of the Melksham Almshouses to erect a memorial stone in the Friends Garden to Rachel Fowler, with the costs being met by the charity.

It was noted that requests for any other individual to be commemorated by way of a memorial could be made.

**142/22 Allotments**

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

**UNANIMOUSLY RESOLVED** to approve the proposed price increases to £25 for half a plot and £50 for a full plot for the 2024/2025 financial year.

Meeting Closed at: 7.52 pm

Signed: .....

Dated:

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## MELKSHAM TOWN COUNCIL

### MEETING OF THE ASSET MANAGEMENT AND AMENITIES COMMITTEE

06/02/23

#### *Options for tree planting in Melksham*

#### Report of the Community Development Officer

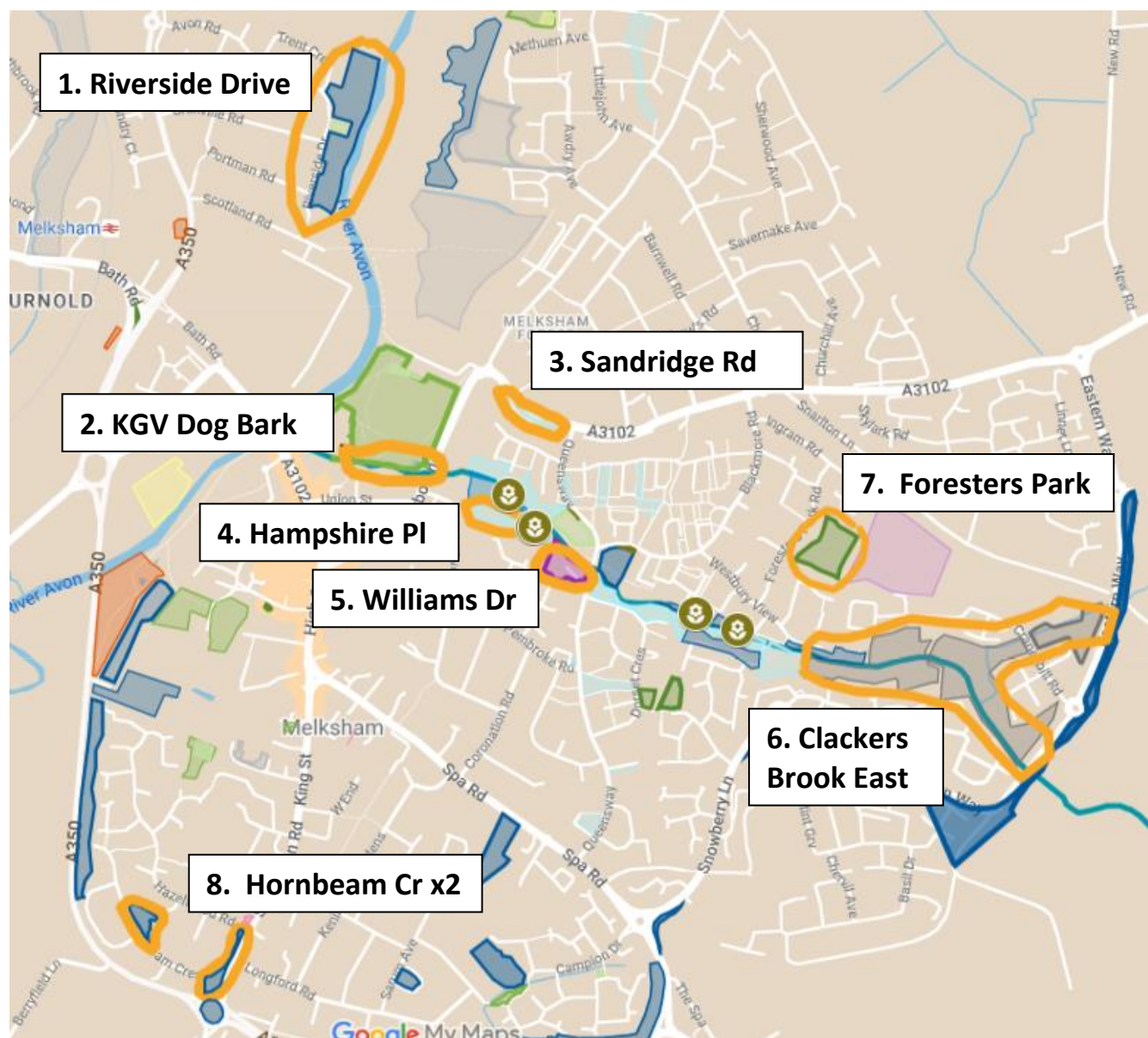
##### 1 Purpose of the report

- 1.1 To consider tree planting quotes from three contractors and to select a preferred one to deliver a tree planting scheme for Melksham.

##### 2 Background

- 2.1 At the meeting of Community Development on 7 June 2021 it was resolved to develop an ambitious tree planting scheme for Melksham to tie in with the Jubilee. Various tree planting sites were identified and through the Priority for People survey and other comments from the community, further sites were suggested. The Environment and Climate Working Group developed an overall planting strategy as part of their Climate Action Plan to include trees and wildflowers and a list of 51 possible sites in Melksham were identified that could be suitable for planting.
- 2.2 The 2022-2023 budget includes £15,000 for tree planting.
- 2.3 **Residents Tree Planting.** Alongside the planting strategy, a residents' tree planting scheme was agreed at Community Development on 7 March 2022 and residents were invited to sign up for a free sapling as part of the Queen's Green Canopy. 155 trees were ordered at a cost of £391.06 and these were collected by residents in December 2022 and January 2023.
- 2.4 **A mature Oak tree** was purchased and planted in King George V Playing Field on 11 March 2022 to coincide with a national planting day, as a cost of £126.83.
- 2.5 **A rare Wiltshire Dognose Apple tree**, grafted from an original tree at the Melksham Rectory, has been obtained by Annie Benham Taylor. The Tree Wardens would like to plant it somewhere prominent and protected in Melksham and as this is a recent addition to the plan, a location has not yet been identified for it. Annie suggests a spot at the campus where the apples could be used by visitors to the campus and an information sign included about the rediscovery of this local apple strain.

- 2.6 **A Planting Strategy** was developed by the Environment and Climate Working Group who created a separate planting strategy group to look at the permissions and varieties for each site. The planting strategy group includes representatives of Melksham Bloomers, Melksham Goes Wild and Tree Wardens.
- 2.7 At the planting strategy group on 26 October 2022 the list was narrowed down to eight sites that were possible for an initial planting scheme due to permission and size, circled in yellow on the map below.



2.8 The below notes and suggestions about the eight sites were given to three contractors to provides ideas and prices, within a budget of £15,000.

Location	Size in ha	Owned by	type of area	Suggestions from residents/ECWG members	notes from 26 Oct meeting
<b>Riverside Drive Green Space</b> (off Granville Rd, SN12 8AS)	2.3	WC	big green space along the river	Ian Cardy Suggestions: south end - copse of whips - and some trees along the river. Suitable for water trees (not willow) Consult with residents.	Prefer English natives. Need a site assessment. Alder
<b>Sandridge Road Verge</b> (park at KGV car park, SN12 7ED)	0.1	WC	wide verge	Terri W suggest fruit trees, but Terry Offen (WC) advises against due to possible fruit throwing. Ian Cardy suggests: 8 ready grown full size - silver birch maybe. Drought resistant - beech? Must be native. Ask the residents what kind and if they need watering. Maybe an irrigation system? At least for the first two years they need looking after.	Terri W will look at this area. Silver Birch. Idverde mow it
<b>KGV - Clackers Brook - in new Dog Park and flood prone area</b>		MTC	flood prone area by Clackers Brook	line of trees all along the back by the brook - field maple, alder, pussy willow, with low flowering shrubs. Ian Cardy - Need enough trees to do along the fence - WHIPS with biodegradable tree guards, and then 4 x 10ft trees to go by the river - Decide what they are later	We can just get on with this as it is MTC land
<b>South of Hampshire Place (north of Clackers Brook)</b> SN12 7LG)	1.4	Selwood	Grass and trees by brook	Ian Cardy - If WWT add some more trees as part of the brook regrading scheme we don't need to do any more.	Need to double check Selwood would maintain
<b>Williams Drive green area</b>	0.6	Aster Housing	grass by brook	Aster began discussions about Town Council involvement in planting the area.  Update January 2023: Aster are currently exploring their own planting scheme that MTC may be able to work in partnership with. More exploration needed.	Ground would need preparing if fruit trees were planted.
<b>Huge area - Clackers Brook East of Primrose Drive Nature Area</b>	5.5	Green Square	large open grassy area along Clackers Brook	So much space for trees along the brook - Ian Cardy suggests 500 whips could be planted. Consult with residents and make a planting day	Could do an ambitious plan in phases.
<b>Foresters Park,</b> SN12 7RW	1.1	MTC	Playing Field	Ian Cardy suggests invite residents to a tree meeting in the park to decide what trees to put there. Clay underground so not easy to plant.	Round the edges and leave space for recreation. Defer to involve the community . Create habitat for teenagers.
<b>Green at Hornbeam Cresc x2</b>	0.2	WC		WC Tree Warden suggests to plant trees here. Ian Cardy - shrubs more than trees. Can be 12 ft	Consult with residents. Need WC involvement.

### 3 Current Situation

3.1 The response from the three local contractors is below:

	A	B.	C. (with map)	
1. <b>Riverside Drive Green Space (off Granville Road)</b>	15 no. trees Spaced out along the riverbank inset by approx 8 m, the total run is circa 280m, so planted at 20m spacings or what would seem appropriate in relation to existing planting.	Plant a woodland group to the north end, planting a mixed Arbour walk using natural gaps to the new group of trees. Link the groups of trees by planting whips to create woodland in the future. <b>Woodland North.</b> Birch (Betula pendula), Willow (Salix), Common Black Alder. (Alnus glutinosa) <b>Riverside Walk.</b> Weeping Willow (Salix) Birch (Betula pendula), Grey Willow. (Salix cinerea). Underplant with Cornus Midwinter Fire & Scarlet Willow for winter colour. <b>Woodland South.</b> Join up existing woodland blocks using Malus (Crab apple) 8 -10cm standards with Blackthorn & Hawthorn underplanting. <b>Total £6,400.00 + VAT</b>	3 no. Fagus sylvatica 5 no. Pyrus carrerana 'chanticleer' 10 no. Carpinus betulus 5 no. Betula pendula 3 no. Prunus avium 6 no. Acer campestre 3 no. Sorbus 'cardinal royal' Native hedge mix 40m 150-175	<b>£ 450.00</b> <b>£750.00</b> <b>£1400.00</b> <b>£650.00</b> <b>£390.00</b> <b>£1080.00</b> <b>£450.00</b> <b>£2367.60</b>
2. <b>Sandridge Road Verge</b>	6 no. trees Set on the crown of the verge at appropriate spacings taking existing planting in mind.	8 x Standard trees 8 -10cm in mesh cages 2 x Oak (Quercus robur) 2 x Sweet Chestnut (Castanea satvia) 2 x Common Beech (Fagus sylvatica) 2 x Hornbeam (Carpinus betulus) 16 x Shrub Holly (Ilex) 3lt. Planted <b>Total £3,280.00 + VAT</b>	<b>Sandridge road.</b> 8 no. Betula pendula (silver birch)	<b>£1040.00</b>
3. <b>Clackers Brook, Dog Park</b>	2 no. trees 117 no. hedging Two trees within the park towards the brook, hedge on the outside of the fence line	Wet Area Plant Cornus & Salix shrubs along the fence line with five standard Birch (Betula) and three Swamp Cypress (Taxodium distichum) for winter colour. <b>Total £3,270.00 + VAT</b>	<b>King George V Park dog exercise area.</b> Hedge line 50m 120-150 3 no. Alnus Glutinosa 3 no. Populus tremula 5 no. Betula nigra 5 no. Betula pendula	<b>£1368.00</b> <b>£390.00</b> <b>£390.00</b> <b>£550.00</b> <b>£650.00</b>
4. Land <b>South of Hampshire Place</b>	8 no.trees Add to existing planting at appropriate positions, planting to be minimum 5m off footpath.	5 standard Crab apple (Malus sylvestris) and three Field Maple (Acer campestre). Underplant with Hawthorn & Blackthorn to extend the edge of existing shrubs. Mowing to be stopped just 1 meter away from the path. Total <b>£1,480.00 + VAT</b>		
5. <b>Williams Drive, green area</b>	8no. trees As above.	Mixed planting Five Victoria Plum (Prunus) Five Cherry (Prunus Stella) Ten Apple (Malus) Egremont Russet, Falstaff, James Greeve. Eight Pear (Pyrus) Conference, Concord, William Bon Chretien. All eater and good for habitat. Invite Beekeepers to place hives on the boundary. <b>Total £2,940.70 + VAT Planted</b>		

6. Clackers Brook, East of Primrose Drive	20 no. trees Planted randomly along water course (species selected for 'wet ground' planting).	Block plant with Willow (Salix) and Alder (Alnus) in groups 20 meters apart each side of the water course. Six trees 8-10cm and Five shrubs 3lt. Underplant with Cornus for winter colour. <b>Total £650.00 + VAT per block Planted</b>		
7. Foresters Park	9no. trees Planting to three corners (but forward of existing boundary planting).	Reduce mowing to wild hedgerow by 4 meters. Plant 10 Crab Apple (Malus) and Hazelnut (Corylus) and Cherry (Prunus) to encourage birds and wildlife. <b>£1,690.00 + VAT Planted</b>	<b>Foresters Park Road field</b> 9 no. Acer campestre 5 no. Carpinus betulus 5 no. Prunus avium	<b>£1620.00</b> <b>£700.00</b> <b>£650.00</b>
8. Green at Hornbeam Crescent	11no. trees Add to existing planting, some in groups of three, all around the perimeter set well off kerb sides but leaving a clear open amenity space in the centre.	Twelve standard trees 8-10cm in mesh cages & guards. Consult residents 3 x Flowering Hawthorn (Crataegus) 3 x Crab Apple (Malus) 3 x Oak (robur) 3 x Sweet Chestnut (Castanea satvia) <b>Total £2,400.00 + VAT Planted.</b>		
Total trees: 79 Total hedge: 117 <b>£ 14,992.70 excl VAT</b>		<b>Total £22,110.70 ex VAT</b>	<b>Total cost £14895.60</b>	
<b>A</b>		<b>B.</b>	<b>C.</b>	
<b>Work to include...</b> Supply and setting out, Planting, Trees-staking, tying, strimmer guards, mulch. Hedging - spiral guards, canes, mulch  <b>Trees included in scheme (subject to availability) ...</b> Quercus, Alnus, Prunus, Acer, Tilia, Carpinus Sizes 8-10, 10-12  <b>Hedging included in the scheme (subject to availability) ....</b> Corylus, Cornus, Viburnum, Ligustrum Sizes 40-60,60-80  <b>Maintenance</b> Nil Guarantee - Trees are sourced from a well-established supply chain. JL guarantee to supply good quality stock, rejecting poor specimens. We cannot however offer guarantees on any of our planting unless there is a maintenance clause in place.		All prices include planting, feed guards & stakes. We are happy to instruct & guide planting with the residents at weekends. All stock is guaranteed with the exception of drought and theft. All work to be carried out to the Arboricultural Association Standard Conditions & Specifications. All arisings to be removed unless otherwise stated	Included maps – appendix A	
'The costs were drawn up from our notes, it was not possible to include all the items that were on the 'want' list though. The proposals are based on the trees being the main priority. At this stage there is nothing marked up on any maps, we would do this if asked to proceed as it would be used as a 'working' plan for my planting team too. '				



3.2 Feedback from staff who were on site visits with the contractors is as follows:

- A - Very knowledgeable and professional, with care and awareness of the environment, and which trees would be suitable on which areas. Enthusiastic, interested and passionate about planting trees.
- B – Less expertise demonstrated on site visit. Not as much advice about varieties on site but the quote includes more detail.
- C - Very knowledgeable and enthusiastic. Locally known and respected provider (used by Wiltshire Council, MWPC and Bradford on Avon Town Council). Good knowledge of the local area. Ecological and environmental ideas.

3.3 In discussion at the ECWG group on 18 January 2023, members of the working group preferred option C due to their professionalism, knowledge, experience and local reputation.

3.4 The Tree Wardens Annie Benham-Taylor and Sue Wakelin, although not present at the site visits, felt that Option C was preferable.

3.5 Further to obtaining the above quotes, a Woodland Trust grant has become available for 1200 whips to be planted in area 6 – Clackers Brook East of Primrose Drive. A site visit with Green Square and the Woodland Trust on 12 January identified areas for planting within the site. Since these trees would be very small, this scheme could run alongside or instead of the suggested schemes outlined above. It would involve community consultation and community planting days.

#### **4 Financial Implications**

4.1 The costs are outlined above and there is £15,000 for tree planting in the 2022-2023 budget.

#### **5 Risk Assessment**

5.1 Any tree planting scheme agreed upon would need a full risk assessment.

#### **6 Crime and disorder implications**

6.1 Trees could be vandalised so measures would need to be in place to protect them.

6.2 Trees in clusters could create areas where anti-social behaviour could take place so the suitability of each site would need to be considered separately.

#### **7 Environmental considerations**

7.1 This scheme is in line with the priority outlined in the Town Council's Environment and Climate Strategy to develop a planting plan to increase biodiversity and store carbon.

#### **8 Safeguarding**

8.1 There are no immediate safeguarding implications with tree planting.

#### **9 Link to Town Council strategic aims and values**

9.1 The draft strategic plan includes the following aims that tree planting is in line with:

- Consider the climate and environmental responsibility in everything the Council does
- Increase planting of trees and wildflowers
- Protects and enhance green spaces
- Remain environmentally responsible for wildlife and biodiversity

#### **10 Recommendations**

10.1 That Councillors consider the above three quotes and approve the recommendation of the ECWG to appoint contractor C to plant the trees.

10.2 That Councillors agree a location for the Dognose Apple Tree sourced by Annie Benham-Taylor.

#### **11 CONTACT**

**Patsy Clover**, Deputy Town Clerk, [patsy.clover@melksham-tc.gov.uk](mailto:patsy.clover@melksham-tc.gov.uk), 01225 704187

**Miriam Zaccarelli**, Community Development Officer, [miriamzaccarelli@melksham-tc.gov.uk](mailto:miriamzaccarelli@melksham-tc.gov.uk)



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**Sent:** 23 January 2023 09:00

**To:** Hugh Davies <[hugh.davies@melksham-tc.gov.uk](mailto:hugh.davies@melksham-tc.gov.uk)>

**Subject:** KGV Embankment Slide

Dear Hugh

Further to our conversation regarding the erosion around the embankment slide at KGV park, our price to regrade the area with topsoil, compact these areas, then turf as required, followed by installing Grass mats and underlay mesh, is £3450.00+vat.

I have allowed to mat the total area of the new mound, therefore, there should be no risk of trips or edges that erode with use.

I have not allowed for the supply of Heras fencing as it would be better if you could do this and your guys can then maintain this as required.

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**MELKSHAM TOWN COUNCIL**

**Asset Management & Amenities Committee**

**06 February 2023**

**Report: Proposed Reparatory works to slide**

**1 BACKGROUND**

Since installation, the new slide at King George V Park has been a huge hit with residents and been a victim of its own success. Initially, it was opened too early and the ground was not ready for such a heavy footfall, making the turf unusable after a few days. The ground surfaces each side have again deteriorated and we need to provide a repair that will endure heavy sustained use.

**2 ACTIONS**

The most cost effective and durable surface will be pegged grass mats with turf underneath, covering the entire surface of the mound and its environs.

**3 RECOMMENDATIONS**

To approve the quote from our regular Children's play equipment installer attached and proceed as soon as possible.

**4 CONTACT**

**Hugh Davies**

Head of Operations

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

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## MELKSHAM TOWN COUNCIL

### Asset Management & Amenities Committee

06 February 2023

#### Report: KING GEORGE V SPLASHPAD

##### 1 BACKGROUND

The Splashpad has been dormant over the winter and plans are being made to recommission ready for the season.

##### 2 ACTIONS

The Splashpad is due to be recommissioned towards the end of March 2023. The proposed opening date is Friday 7th April 2023 which is Good Friday.

##### 3 RECOMMENDATIONS

Looking at the numbers from last year, which was a particularly good summer with glorious weather, I would recommend that we open from Friday 7<sup>th</sup> April to Sunday 3<sup>rd</sup> September.

##### 4 CONTACT

**Hugh Davies**

Head of Operations

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

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# Splashpad attendances 2022

	time	TOTALS full week	TOTALS Mondays	TOTALS Tuesdays	TOTALS Wednesdays	TOTALS Thursdays	TOTALS Fridays	TOTALS Saturdays	TOTALS Sundays
APRIL	10:00:00	0	2	2	2	2	3	3	2
	11:00:00	5	0	0	0	0	0	0	0
	12:00:00	43	4	6	5	3	0	0	0
	13:00:00	46	6	0	0	7	8	10	3
	14:00:00	66	4	5	3	6	13	13	11
	15:00:00	53	4	0	0	14	8	31	9
	16:00:00	36	3	0	0	2	12	12	11
	17:00:00	24	0	0	0	4	5	19	7
						6	8	8	6
		273	21	13	8	39	52	93	47
MAY	10:00:00	13	5	5	4	4	4	4	5
	11:00:00	31	2	0	0	0	3	8	0
	12:00:00	23	5	3	0	0	3	13	7
	13:00:00	60	0	0	0	1	6	10	6
	14:00:00	92	5	0	0	3	3	32	17
	15:00:00	83	3	2	1	3	0	47	36
	16:00:00	59	1	2	0	1	3	52	24
	17:00:00	19	6	0	0	0	9	27	17
			1	4	0	0	2	10	2
		380	23	11	1	8	29	199	109
JUNE	10:00:00	26	4	4	5	5	4	4	4
	11:00:00	93	0	0	4	11	7	0	4
	12:00:00	112	0	14	34	29	8	8	0
	13:00:00	98	9	11	25	26	22	16	3
	14:00:00	128	9	22	13	22	14	3	15
	15:00:00	78	7	19	18	31	13	13	27
	16:00:00	168	1	8	24	18	12	9	6
	17:00:00	90	12	38	41	33	27	12	5
			4	20	10	26	25	5	0
		793	42	132	169	196	128	66	60

	TOTALS full week	TOTALS Mondays	TOTALS Tuesdays	TOTALS Wednesdays	TOTALS Thursdays	TOTALS Fridays	TOTALS Saturdays	TOTALS Sundays	
		4	4	4	4	5	5	5	
JULY	10:00:00	50	0	5	7	0	12	0	26
	11:00:00	128	13	18	9	15	31	13	29
	12:00:00	148	15	7	19	11	22	45	29
	13:00:00	178	17	17	16	9	42	42	35
	14:00:00	186	16	22	4	17	38	52	37
	15:00:00	163	6	11	13	14	23	41	55
	16:00:00	209	25	12	11	24	44	40	53
	17:00:00	112	12	9	12	11	23	14	31
	1174	104	101	91	101	235	247	295	
	TOTALS full week	TOTALS Mondays	TOTALS Tuesdays	TOTALS Wednesdays	TOTALS Thursdays	TOTALS Fridays	TOTALS Saturdays	TOTALS Sundays	
		5	5	5	4	4	4	4	
AUGUST	10:00:00	135	22	11	28	26	16	13	19
	11:00:00	270	33	39	27	52	50	40	29
	12:00:00	288	46	32	32	57	43	32	46
	13:00:00	295	60	29	41	51	43	25	46
	14:00:00	318	82	37	36	47	25	59	32
	15:00:00	263	52	29	28	32	31	65	26
	16:00:00	195	31	24	24	17	27	50	22
	17:00:00	108	23	2	23	0	11	30	19
	1872	349	203	239	282	246	314	239	
	TOTALS full week	TOTALS Mondays	TOTALS Tuesdays	TOTALS Wednesdays	TOTALS Thursdays	TOTALS Fridays	TOTALS Saturdays	TOTALS Sundays	
		4	4	4	5	5	4	4	
SEPTEMBER	10:00:00	1	0	0	0	0	1	0	0
	11:00:00	9	0	0	0	6	0	0	3
	12:00:00	15	0	1	0	1	4	3	6
	13:00:00	3	0	0	0	0	0	3	0
	14:00:00	10	0	0	2	1	1	1	5
	15:00:00	9	1	0	0	0	1	4	3
	16:00:00	8	0	0	0	0	5	3	0
	17:00:00	9	0	0	0	0	7	2	0
	64	1	1	2	8	18	17	17	
Total attendances	4556								





## MELKSHAM TOWN COUNCIL

### Asset Management & Amenities Committee

06 February 2023

#### Report: Drainage repairs to soil pipes from Pavilion at King George V Park

##### 1 BACKGROUND

In Autumn 2022, it became clear that there were problems with the soil drainage system from the Pavilion at King George V Park.

##### 2 ACTIONS

Various contractors were engaged to quote for reparatory works and three responded with quotes but all but one came with a health warning of “ we don’t know what we are going to find”. One contractor carried out a CCTV survey and identified the issues with a price for rectification.

##### 3 RECOMMENDATIONS

To approve the quote for £7400 + VAT from Contractor 2 attached and proceed as soon as possible.

##### 4 CONTACT

**Hugh Davies**

Head of Operations

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

07508 709520

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Melksham Town Council  
Melksham Town Hall  
Market Place  
Melksham  
SN12 6ES

25<sup>th</sup> November 2022

Dear Sir,

Proposed repair to drain at St Georges Playing Field

Further to our meeting we have pleasure in submitting our budget quotation for the sum of £9,558.00 plus VAT at the applicable rate.

We have based the quotation on providing a new plastic manhole 1200 dp on to an existing 100dia pipe which is assumed to run in a straight line from the plastic manhole next to the pavilion under the old storage building to the backdrop manhole on the edge of the playing fields.

Once the manhole is constructed then the roots that have entered the existing 40m pipe run will be ground out and the 100 dia pipe lined.

We trust you find this acceptable and look forward to hearing from you.

Yours faithfully

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## Drainage Overview



### Job Information

Client – Melksham Town Council.

Client Ref – 28032.

Visit Date – 29<sup>th</sup> September 2022.

Engineer –

### Job Summary

- ✓ Drain Clearance.
- ✓ CCTV Survey Undertaken.
- ! Drainage Repairs Required.

### Job Information -

xxx were requested by Melksham Town Council to attend at Lowbourne, Melksham, SN12 7ED to clear a blocked drain.

### Findings -

The engineer arrived on site and found the system blocked. Manual clearance was unsuccessful, so the engineer proceeded to use high pressure jetting to clear. Once cleared he used CCTV to help assess the condition of the drains.

- The drains are 4" clay.
- Depth MH1 – 1.2m.
- Depth MH2 – 1.7m.
- MH1 to MH2 - Root ingress and fractures.

## **Overview –**

The CCTV revealed that the drains have suffered due to root ingress and fractures in the pipework. This has been instrumental in causing the blockage. The drain is not in adequate condition to carry out repairs without complete excavation

**It is recommended that the following is carried out to restore full function to the system.**

- Excavation – 1.5 tonne digger and 4 yard skip required.
- New manhole to be installed.
- To clean through the pipework removing all scale and debris.
- MH1 to MH2 - To insert 40m of cold cure resin liner.
- Ground to be reinstated – Grass.

**The cost for these works is £7400 + VAT.**

### **Please Note:**

Every effort has been made to allow for contingencies, however due to the nature of the work involved below ground, on occasion additional works become necessary due to unforeseen circumstances. If this occurs after works have commenced, we will bring the matter to your attention at the earliest opportunity and retain photographic evidence and advice of any additional scale of cost. This quotation is only valid for up to 6 months. We cannot always guarantee our quotes for remedial works if left longer than this because the drains may deteriorate further resulting in needing further works than initially advised.

**All remedial works carry a 10-year guarantee.**

Once repairs have been undertaken the client should ensure the drainage system is periodically inspected in the future for any deterioration and kept free flowing/free of blockages. Any damage noted during future inspections should be repaired immediately in accordance with current Building Regulations.

With any repair process, complications and unforeseen circumstances can arise. These scenarios will be reported whilst on site and could potentially cause an increase in repair costs and inconvenience.

Where any excavation reinstatement of the surface is required, the reinstatement will always attempt to match the previous surface patterns and colouring, however we cannot guarantee an exact match.

If we can be of further assistance please do not hesitate to contact us.

Many thanks for your custom.

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Melksham Town Council  
Melksham Town Council  
Town Hall, Market Place  
Melksham  
Wiltshire  
SN12 6ES  
Quote

Date 15/09/2022  
Quote number 3177

#### Work address

7879423828 , King George v Park , Lowbourne , Melksham , SN12 7ED

Dear

We tried to clear the roots in the underground pipe using our specialist root cutting equipment. After x2 hours of trying different equipment we found the roots were not being removed. The only next way forward is to excavate on the pipe and replace the section that has roots in it.

#### SOLUTION

We would recommend excavating on the problem area and replacing the defective pipework. We will not know how much pipe needs to be excavated as we do not have access to the upstream side of the pipe, only the downstream. We can only give you a day rate and an estimated amount of time.

All our pipework would be surrounded by granular fill and all the connections would be checked from the inside using the CCTV. The excavation would be compacted in the trench before the surface would be made good.

Please be aware that we make sure we leave your property clean and tidy taking all spoil from site and any excavations are guarded and repairs are as good as new when finished.

#### GUARANTEE

Please note that all our repair work is guaranteed for five years, however all the materials and the methods used have been proved to be successful over a much longer lifetime. If there are subsequent blockages after the repair which are proved to be misuse rather than poor installation or structural damage then the standard charges will apply.

#### Description Unit price Quantity Total

Excavation on day rate x2 engineers £850.00 5.00 £4250.00

Materials £350.00 1.00 £350.00

Exc VAT £4600.00

VAT (20.000%) £920.00

Total £5520.00

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## MELKSHAM TOWN COUNCIL

### Asset Management & Amenities Committee

06 February 2023

#### Report: Cricketers Café Operation 2023

##### 1 BACKGROUND

Documents have been sent out to prospective operators that have expressed an interest following promotional adverts in the MIN, White Horse News and Frome Times.

##### 2 ACTIONS

The Head of Operations has shown six prospective operators around the Pavilion with another six to be shown at time of writing and plans should be received by 14<sup>th</sup> February. Evaluations will be made by a panel from the Finance, Administration and Performance Committee on 20<sup>th</sup> February with presentations by a shortlist of three prospective operators to be made on 28<sup>th</sup> February.

##### 3 RECOMMENDATIONS

To form a panel for evaluation and presentations from members of the Finance, Administration, and Performance Committee and suitably qualified Councillors.

##### 4 CONTACT

**Hugh Davies**

Head of Operations

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

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## MELKSHAM TOWN COUNCIL

### Expressions of Interest for the Cricketers' Café at King George's Playing Field

Melksham Town Council is inviting expressions of interest for an operator for their Cricketers' Café from March 2023. The café is based in Melksham's stunning King George V Playing Field, where the Splashpad, Children's Play Area, Gym trail, and Skatepark are located. It is the home of the local Park Run and various other community organisations and is fast becoming Melksham's destination park. The successful operator will commence on 1<sup>st</sup> April 2023.

This is an exciting opportunity to operate the café and provide hospitality, in a fabulous setting which attracts numerous visitors throughout the year and so is guaranteed a regular footfall. Innovation, sustainability, and collaboration are core principles to this fully accessible building and the café operator will form a key part of this vibrant community facility. The park is also host to various events throughout the year, including Party in the Park and the Food & River festival to name but two.

The Town Council has a strong focus on high-level personal customer service. The successful café operator will need to take a similar pride in the delivery of a high-quality service in order to contribute towards this much-loved community facility. The provision of healthy and sustainable food with consideration for environmental, ethical, and social issues will also be important. The Town Council are also keen to ensure that local and smaller suppliers can apply for this opportunity.

Based on our location and the multipurpose potential of the building, there is the capacity to capture and generate significant trade. Expressions of interest are requested from suitably qualified companies or individuals with a desire to develop and maximize the extensive opportunities that the facility can offer.

A specification document will be issued to prospective operators upon receipt of an Expression of Interest.

Expressions of Interest should be sent no later than **12 noon on Tuesday 31<sup>st</sup> January 2023** and the subsequent detailed specifications should be returned no later than **12 noon on Tuesday 14<sup>th</sup> February 2023** to:

Hugh Davies  
Head of Operations  
Melksham Town Council  
Town Hall  
Melksham  
Wiltshire  
SN12 6ES

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

Melksham Town Council will evaluate the proposals received and invite prospective operators to present their plans for the operation of the business.



## MELKSHAM TOWN COUNCIL

### Asset Management & Amenities Committee

06 February 2023

#### Report: Proposed building survey report works

##### 1 BACKGROUND

A Building Condition Survey Report was prepared for MTC in late 2019. For various reasons, the recommended works have not commenced to date, but MTC is now in a position to make a start.

##### 2 ACTIONS

The Council will be procuring the services of a consultant to support the Head of Operations in delivering these projects early in the new financial year.

##### 3 RECOMMENDATIONS

To review the list of actions / works and approve as necessary.

##### 4 CONTACT

**Hugh Davies**

Head of Operations

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

07508 709520

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Building survey report works 23-24

KGV's Field  
Cricket Pavilion

Item	Task	Risk	Price (£)
Wall/Ceiling decorations - Plain faced plaster with emulsion paint. Plain and textured plaster ceilings with emulsion paint	Generally acceptable but cyclical redecoration scheme must be undertaken.	M	£8,000.00
Internal Doors - Half hour fire resisting doors. Non- fire doors.	Painted timber doors with intumescent strips, self-closing devices and frames. Chrome door sets and kick / finger plates. Non-fire doors - painted plain faces. Redecoration required. Replace ironmongery.	M	£3,000.00
Sanitary Accommodation - Male, female, DDA toilet	Doc M pack toilet fit out to Disabled facility; Wall hung sink and standard toilet / flush cistern. Provide 'red' assistance alarm to the disabled toilet fit out. Replace 2 x toilets in the individual toilet units as dated.	M	£2,000.00
Heating - Electrical Dimplex wall heaters.	Dated and in-efficient to the main event central room. Replace 1-2 years. Allow all other wall heaters to be replace year 8. Budget for replacement.	M	£3,200.00
Fire / Heat Detection	None noted at the premises. Clarify the situation. Recommend these are hardwired in.	M	£3,500.00

£19,700.00

Melksham News Office

Item	Task	Risk	Price (£)
Roof - Original roof structure with King post trusses, rafters, breather felt and mineral insulation	Historic staining from leak (now repaired). Breathable underfelt rippling, isolated old wet rot damage and insufficient thermal insulation depth. Allow for annual inspection to ensure no issues have worsened. Provisionally allow for into old rot lengths of purlins, following inspection. Allow for replacing the underfelt 7-10 years' time. Upgrade thermal insulation to 270mm	M	£2,300.00
Elevations - Ashlar stone with lime pointing. (Read the attached full report for detail)	Numerous areas of washed out mortar to the lower external courses. Open perpendicular to higher level stonework. Unfilled service penetrations. Rear elevation with kitchen window stone lintel movement and water ingress. Lime repointing required; Rake out existing mortar to 40mm depth and apply new lime to the satisfaction of the Listed Building Officer. Fill penetrations with sympathetic 'approved' plastic stone repairs. Stitch / make safe the movement noted to the kitchen lintel.	M	£8,500.00
Elevations - Ashlar stone. Lead dressed over corning etc	Spalled and contour scaled Ashlar to all elevation. Allow annual inspection via cherry picker to assess and remove loose spalled stonework to avoid falling stone becoming a H&S hazard to the general public. General lichen staining to elevations Areas of failing dropped key stone and iron corrosion causing stonework to crack. Assess on annual basis. Provisionally allow, with consent', to utilise stonemason to cut out and replace individual stones where badly affected. Review potential for lichen removal techniques with Conservation officer. Works to restore dropped key stone and avoid further cracking from corroding cast iron fixings.	M	£400.00

£11,200.00

Rear Office & Garage

Item	Task	Risk	Price (£)
Windows – Timber Sash	Windows require general overhaul and servicing to maintain good operation. Overhaul windows including replacing damaged fittings and sash cords.	L	£1,000.00
External Decoration - Previously painted wood cladding and joinery features to garage	Wood cladding generally in poor decorative condition. Redecorate and include localised timber repair.	M	£2,000.00
Alarms – Fire, detection and intruder	Not tested. Provisional sum for first floor office and garage (no detection). Café tenant responsible for alarm system in Café.	H	£1,500.00

£4,500.00

Arts Café

Item	Task	Risk	Price (£)
Roof - Original pitched roof with slate covering	Minor moss build up to covering. Minimal noted at the time of survey. If scaffold erected - allow to brush off larger areas of moss build up.	M	£100.00
	Numerous cracked, slipped and missing slates. Replace, circa 20 nr slates.	M	£300.00
Roof – Ridge tile	Ridge tile is notched on rear gable where suspected finial piece had previously been installed and now missing. Small gaps appear. Seal gaps and cover over in lead.	M	£100.00
Windows - Softwood sash windows on side of kitchen	Sash cords damaged. Replace sash cords.	M	£200.00

£700.00

Assembly Hall

Item	Task	Risk	Price (£)
Roof – Flat Roofs. Timber decked and covered in torched on bituminous felt and gravel UV protection; lead flashings with masonry upstands and copings atop	Roof noted to be ponding rainwater. Coppings and brick cappings loose in isolation. Flat roofs offer no gradient across them to outlets. Roof lights to the rooms below in poor, leaking repair.	M	£25,000.00
	Regrade to form flat roof slope; cleanse all moss off. Reset loose copings/cappings; (H&S risk)	H	£1,200.00
Roof Flashings - Flashing to particular lengths of the flat roofs	Flashings not dressed up the wall effectively. Assess and reseal upstands as inspected.	M	£1,500.00
Chimneys - Extract ventilation chimney cowl serving the clad pitched roof.	Leaking around roof penetrations. Access and reseal.	M	£1,200.00

£28,900.00

Town Hall

Item	Task	Risk	Price (£)
Windows - Single glazed painted sash casements with isolated internal security grilles	Wet rot noted to 1998 extension window sill.	H	£1,200.00

Sub Total £65,000.00

Contingency £5,000

Total £70,000.00



## MELKSHAM TOWN COUNCIL

### MEETING OF THE ASSET MANAGEMENT AND AMENITIES COMMITTEE

06/02/23

#### *Big Spring Clean*

#### Report of the Community Development Officer

##### **1 Purpose of the report**

- 1.1 To consider taking part in the Keep Britain Tidy Annual Big Spring Clean event.

##### **2 Background**

- 2.1 The [Big Spring Clean](#) takes place every year and is an initiative to encourage people to tidy up their towns during two weeks in Spring.
- 2.2 The Melksham Bloomers already carry out a monthly Tidy Town Day on the first Sunday of the month, in which volunteers gather outside the Town Hall and spend two hours litter picking and weeding around Melksham.

##### **3 Current Situation**

- 3.1 This year the dates of the Big Spring Clean are 17 March to 2 April which coincides with a regular Melksham Bloomers Tidy Town Day on Sunday 2 April.

##### **4 Financial Implications**

- 4.1 There is no cost to take part and the Town Council already owns litter picking equipment.
- 4.2 A minimal cost for refreshments for the volunteers and refuse sacks would be around £30.
- 4.3 The staff time involved in promoting and organising the event would be around 5 hours.

##### **5 Risk Assessment, Safeguarding, Crime, and disorder implications**

- 5.1 There is a risk assessment in place for litter picking along pavements and in public areas.

##### **6 Environmental considerations**

- 6.1 The initiative helps people take pride in looking after the environment in Melksham.

##### **7 Link to Town Council strategic aims and values**

- 7.1 The draft strategic plan includes the following aims which this event could align with:
- Support and create local events across Melksham
  - Tackle anti-social behaviour
  - Increase town cleanliness
  - Support and encourage volunteers and volunteering
  - Promote Melksham as a great place to stay and visit

##### **8 Recommendations**

- 8.1 To take part in the Big Spring Clean with a special Tidy Town Day on Sunday April 2, 2023.

##### **9 Contact**

**Miriam Zaccarelli**, Community Development Officer, [miriam.zaccarelli@melksham-tc.gov.uk](mailto:miriam.zaccarelli@melksham-tc.gov.uk), 01225 704 187

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