



# 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

4 April 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 **Tuesday 11th April 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**

**Tuesday 11 April 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.*

**Virtual Meeting Access**

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

**Insert Link**

<https://us02web.zoom.us/j/83669876198?pwd=WlAvY1ZsYVNyUIM3VktgaiFxOHhtdz09>

**Meeting ID:** 836 6987 6198

**Insert code:** 481965

**Join Zoom Meeting**

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

**AGENDA**

**Virtual Meeting Access**

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

**Insert Link**

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**Meeting ID:** 836 6987 6198

**Insert code:** 481965

**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)**

To approve the Minutes of the Asset Management and Amenities Committee meeting held on 6 March 2023.

**4. Eco Loos - Presentation by Piers Dibben - Healthmatic**

Presentation by Healthmatic – Eco Loos for KGV

**5. Eco Loos - Report of the Head of Operations (Pages 7 - 14)**

To receive the report of the Head of Operations attached. Also attached Eco Loo specification and price.

**6. Sensory Garden - Tender Specification (Pages 15 - 24)**

Members are requested to review and approve the proposed tender specification, approve a maximum budget so that the tender process can commence.

**6.1 Review of Sensory garden Tender Document**

**7. Shambles Festival (Pages 25 - 26)**

To receive the report of the Head of Operations and to agree a rota of cover for the event.

**8. Good News Church - Lease of Former Art House Cafe (Pages 27 - 28)**

Members are requested to consider approving another Lease with the Good News Church to be reviewed on an annual basis. Report of the Head of Operations attached.

**9. Town Hall as a Wedding.Civil Partnership venue (Pages 29 - 30)**

Members are requested to decide whether to licence the Town Hall as a wedding venue. Report of the Head of Operations attached.

**10. KGV Lighting - Returned Tenders (Pages 31 - 36)**

Members are requested to appoint three members to form a Tender Review Working Group and appoint the successful contractor. Report of the Head of Operations attached.

**10.1 1870 KGV Lighting Tender comparison names removed**

**11. Health & Safety - Appointment of Councillor/Officer Working Group (Pages 37 - 38)**

Members are requested to appoint three councillors to the working group. Report of the Head of Operations attached.

**12. KGV Maintenance Building (Pages 39 - 40)**

**Demolition of Maintenance Shed - Update**

- A refurbishment and Demolition method statement is being drawn up, this is to manage the removal of the asbestos.
- Interim bat advice attached- as a local authority we must demonstrate that we have taken all steps to consider the ecology of the area including the presence of bats. We must be able to evidence the council's due diligence, that evidence of best practice may be required at any given point during the demolition process.
- Currently seeking a second opinion on the initial advice re ecology which I hope to report at the meeting

## Melksham Town Council

### Minutes of the Asset Management and Amenities Committee meeting held on Monday 6th February 2023

**PRESENT:** 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

**IN ATTENDANCE:** Councillor P Aves  
Councillor S Rabey  
Councillor S Crundell

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Patsy Clover	Deputy Town Clerk
	Hugh Davies	Head of Operations

**PUBLIC PARTICIPATION:** Two members of the public were present, one of them virtually.

#### **143/22 Apologies**

There were no apologies.

Councillor Cooke reminded Members that they had signed a Civility and Respect Pledge and had to follow Member Officer Protocol. Any concerns should be dealt with in accordance with the Protocol.

#### **144/22 Declarations of Interest**

There were no declarations of interest.

#### **145/22 Minutes**

The minutes of 5 December 2022, having previously been circulated, were approved as a correct record and signed by Councillor Cooke.

#### **146/22 Tree Planting**

The report of the Community Development Officer was received. The Town Clerk advised that it had been suggested that the dog nose apple tree be planted in the closed part of the churchyard, to the right of the lych gate. Vandalism and maintenance were discussed.

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

**UNANIMOUSLY RESOLVED** to approve the recommendation of the Environment and Climate Working Group to appoint contractor C to carry out the 2022/2023 tree planting per his proposal and to approve the planting of the dog nose apple tree in the closed part of the churchyard.

**147/22 King George V Park**

**147/22.1 Slide**

The report of the Head of Operations was received.

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

**UNANIMOUSLY RESOLVED** to approve the quote from the Town Council's regular play equipment installer for remedial work to the slide, noting that the work will be carried out in the week commencing 20 February 2023.

**147/22.2 Splashpad Opening Hours for the 2023 Season**

The report of the Head of Operations was received.

After some discussion regarding opening in time for the Easter holiday, summer evening opening and opening into September, it was proposed by Councillor Forgacs, seconded by Councillor Oatley, and

**RESOLVED** to prepare the Splashpad for reopening to ensure that it could be opened, subject to the weather, on Friday 31 March for the season which would be extended until the end of September, again subject to the weather in September. Opening hours would be 10am to 5pm daily. The head of Operations was asked to report back to the Committee regarding the possibility of evening opening in the height of summer subject to staff availability and the weather. Any emergency closures would be advertised on an 'A' board located by the Splashpad and also on social media.

**147/22.3 Fencing**

The report of the Head of Operations was received.

The need to secure the park from unlawful vehicular access was discussed. The Head of Operations confirmed that once the fencing

had been installed, the park would be secure apart from where criminal damage was caused. The possibility of removing the concrete blocks in the park, after the fencing had been installed, was discussed.

Councillor Goodhind also mentioned that three bollards had been given to the Council by the Canoe Club to install on the green area near to the River Avon access ramp.

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

**UNANIMOUSLY RESOLVED** to approve the quote from Contractor one for reparatory works to the fencing in the Park. Payment was to be made initially from the replacement play equipment budget with a recommendation to Full Council that the expenditure be vired from the green spaces earmarked reserve.

#### **147/22.4 Pavilion drainage repairs**

The report of the Head of Operations was received.

It was noted that the three quotes obtained were not comparable as only one contractor had carried out a CCTV survey of the pipe. Members noted that the issue needed to be resolved before the Splashpad and café were open but felt that upgrading the system from a four inch pipe to a six inch pipe should be explored.

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

**UNANIMOUSLY RESOLVED** to share the CCTV footage provided by one contractor with the other contractors and ask the contractors to confirm best pricing for the installation of both a four inch pipe and a six inch pipe. It was delegated to the Town Clerk and Head of Operations to appoint a contractor to carry out the works as required up to a budget of £10,000. An extra ordinary meeting of Council was to be convened if the budget exceeded £10,000.

#### **147/22.5 Cricketers' Cafe**

The report of the Head of Operations was received.

The Head of Operations confirmed that he had received 13

expressions of interest from prospective operators and had shown seven around the Pavilion.

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

**UNANIMOUSLY RESOLVED** to form a panel comprised of Councillors Aves, Cooke, Goodhind, and Hubbard, the Town Clerk and the Head of Operations to evaluate the expressions of interest on 20 February, creating a shortlist of prospective operators who would be asked to give presentations on 28 February, and then to appoint the successful operator.

**148/22 Building Conditions Reports - proposed works 2023 - 2024**

The report of the Head of Operations was received.

Concerns were raised about the need to ensure that the works identified in the report of the Head of Operations were not delayed any longer. Members were also concerned that certain works needed in the Pavilion would have to be carried out before an operator took possession of the building.

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

**UNANIMOUSLY RESOLVED** to approve the list of actions/ works proposed by the Head of Operations requesting that regular updates be provided to the Asset Management and Amenities Committee. Any works carried out in the current financial year would be met from the unplanned maintenance reserve.

**149/22 Big Spring Clean Day**

The report of the Community Development officer was received.

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

**UNANIMOUSLY RESOLVED** that Melksham Town Council would take part in the 2023 Big Spring Clean between 17 March 2023 and 2 April 2023 and arrange a special Tidy Town Day on 2 April 2023.

**150/22 Sparkle Team**

The email regarding changes to the Sparkle Team and the need to raise reports via the MyWilts app in future were noted.

Meeting Closed at: 8.38 pm



**Signed:** .....

**Dated:**

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**MELKSHAM TOWN COUNCIL**  
**MEETING OF THE Asset & Amenities Committee**  
**11<sup>th</sup> April 2023**

*Eco loos update & presentation by Piers Dibben of Healthmatic*

**Report of the Head of Operations**

**1. Purpose of the report.**

To update Councillors on the progress of the Eco loo project.

**2. Current Situation.**

The Eco loos (Zeros ) were to be installed by the end of February but for various reasons, this has been pushed back to the end of April but that date is firm.

**3. Background.**

The concept was investigated when it became apparent that there would be a surplus from the refurbishment of the Bath Road toilets.

**4. Financial implications**

The Zeros will be funded from the initial £50k budget that was available for the Bath Road project.

**5. Costings**

The cost of installing 2 units will be £33,295. An optional extra is the cashless NAYAX unit, detailed on the attached report.

**6. Links to Town Council policies and core values.**

Councillors have long believed in providing public conveniences in the Town.

**7. Risk assessment.**

There is a risk of vandalism but then units will be situated in full view of CCTV that has already been installed in preparation for this installation.

**8. Crime and disorder implications.**

As above.

**9. Biodiversity considerations.**

The loos are connected up to the main foul drainage for liquid waste but the solid waste will be retained and removed for a composted operation as part of the contract of supply.

**10. Safeguarding.**

There is CCTV covering the units.

**11. Recommendations.** The Committee to decide whether to attach a small charge for use of the Echo Loo's or they should be free use. A small charge could offset the potential costs for upkeep.

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## Zero Eco Public Toilet



Melksham Town Council



**31<sup>st</sup> March 2023**



## Pricing

Scope of works	Total
2x Zero Eco-Toilet cubicle	£50,000
Automatic open / close timed access system	£1,070
Installation	
<i>Site establishment</i>	
<i>Foundation pinning</i>	
<i>Electrical connection</i>	
<i>Connection to sewer</i>	
<i>Access ramping</i>	
<i>Reinstatement</i>	£8,400
<b>Discount</b>	<b>£26,175</b>
<b>Total Cost for Design, Supply and Delivery of Toilet</b>	<b>£33,295</b>

## Priced Options

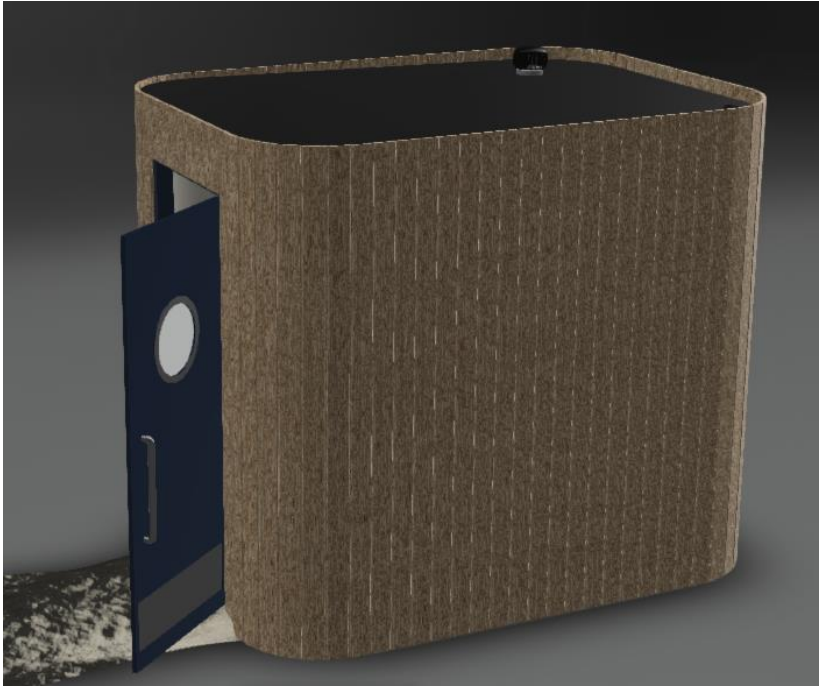
Contactless payment facilities may be added to the cubicles, if desired.

- Supply and installation of Nayax contactless payment processing equipment. £1,200 per unit.
- Monthly service charge. £10 per unit.
- Payment processing fee. 1.8% of value.

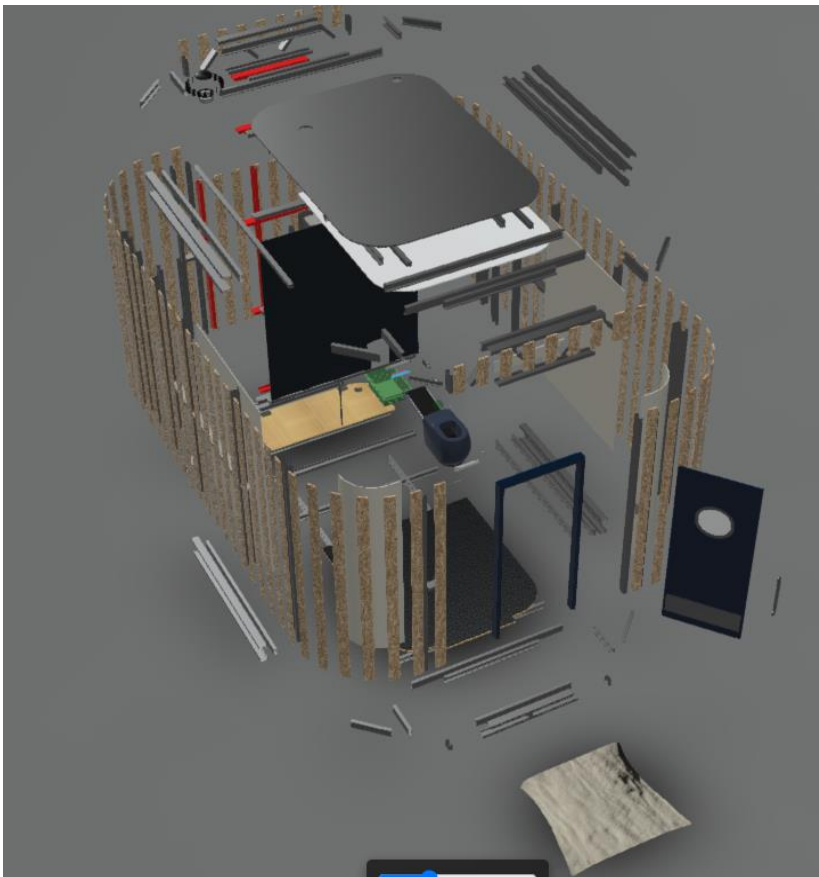
The installation and commissioning of the facilities will be managed by Healthmatic.

## Zero Toilet Overview

The units are pre-manufactured and delivered to site as complete cubicles.



Visual representation of assembled Zero toilet.



Component view of cubicle assembly.



View of “Airframe Design” structure, providing a high level of structural integrity whilst limiting the overall weight of the structure.

#### **Door:**

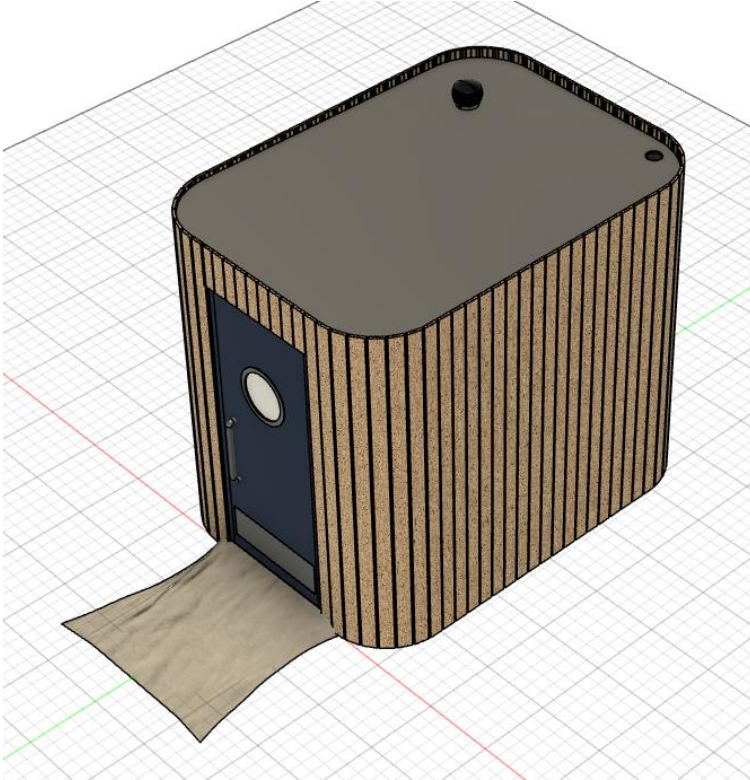
Healthmatic Specialist Public Toilet Door with options for payment systems, if required.

- Galvanised and powder coated.
- Integrated closer.
- Strike Lock 12V DC door monitoring – improved for user safety & security.
- Deadlock to provide additional security,
- Auto lock (am) and unlock (pm), fully adjustable to suit requirements.



### Exterior Cladding

Thermo-wood cladding, providing a natural wood finish but robust and fire resistant.



### Interior Walls

The interior walls are Merino FR 12mm laminate, secured directly to the space frame. This is also a fire resistant material.

### Roof

Flat roof incorporating a gentle slope with water run-off to ground.

### Hygiene

Anti-bacterial hand gel dispenser, wall mounted and toilet tissue sheet dispenser.

### Floor

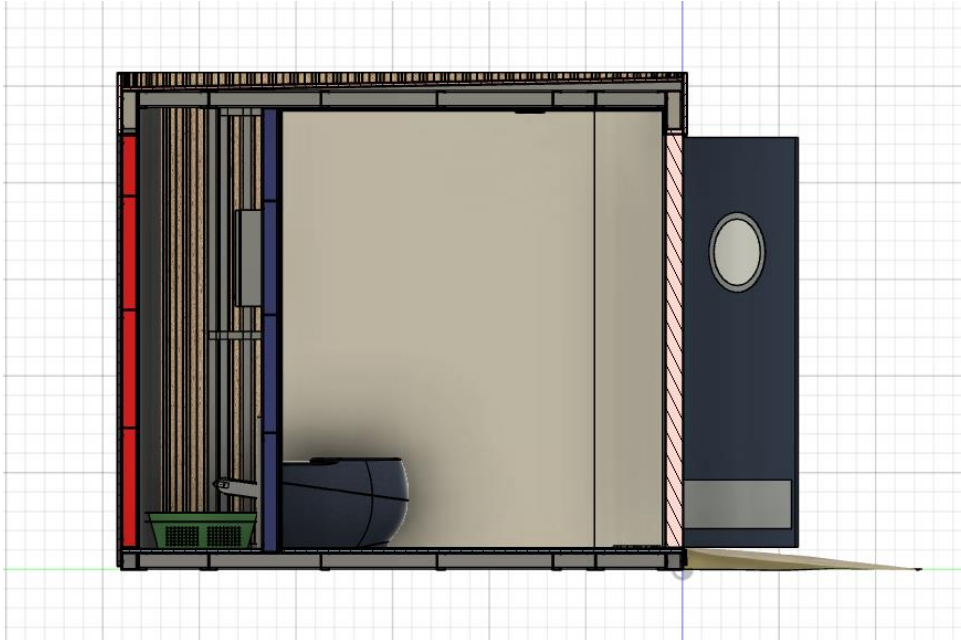
2.5mm Polyfloor with all-round ventilation and drainage.

### Lighting

Energy saving, bulkhead design panel lamp with auto-sensing operation, 12V.

### Toilet System

Cuvaire toilet: Electrically operated conveyor with liquid and solid separation, zero water flush, HDPE material and 12V control system.



### Ventilation

Natural ventilation is used to draw air from the cubicle, through the toilet pan arrangement, through the solid waste depository to extract at high level via a roof mounted wind cowl.

### Servicing

Healthmatic will service the cubicles (excluding cleaning operations) on a regular basis and manage any waste disposal . management activities. It is anticipated the frequency of servicing will vary during the course of a year, as usage varies.

Healthmatic will have access to the cubicles at all times, including usage data.



Melksham Town Hall  
Market Place, Melksham, Wiltshire, SN12 6ES  
Tel: (01225) 704187  
Email: [towncouncil@melksham-tc.gov.uk](mailto:towncouncil@melksham-tc.gov.uk)

## **INVITATION TO TENDER FOR THE DESIGN AND BUILD OF A SENSORY GARDEN FOR MELKSHAM TOWN COUNCIL**

Melksham Town Council invites companies to supply competitive quotes for the supply of the following: the design and construction of a sensory garden in King George V Playing Field, Melksham.

### **Background**

King George V Playing Field was purchased as a public open space for Melksham in September 1937. The park has remained a popular destination and focal point within the town ever since. The park is located within the centre of Melksham, on the River Avon in Wiltshire. It is bounded to the south and east by car parking and roads and on the northwest and southern boundaries by waterways. Following a process of consultation in 2018, a masterplan was created.

Works proposed in the masterplan and completed to date include:

- Splashpad
- Adventure play area
- Childrens' play area
- Pathway
- Dog run area

A project to illuminate the pathway is also in progress.

### **Purpose**

Sensory gardens can have a huge positive physical, mental, and spiritual impact on those who use them. Sensory gardens can enlighten and renew the senses and can often provoke positive emotions and memories. Sensory gardens can also enhance each sense for those whose senses are impaired.

### **Proposed Location and Requirements for a Sensory Garden**

The Park benefits from a very established group of mature specimen trees including birch, beech, horse chestnut, lime, and London plane along the eastern edge of the park immediately parallel to Lowbourn. As a group collectively, they contribute significantly to the feel and character of the park. The masterplan for the Playing

Field proposes locating a sensory garden in this area and a public consultation to seek residents' opinions about what should be included in the garden was carried out in 2019.

The sensory garden should be innovative by offering a different dimension to the park, but also complement the setting. However, one of the most important aspects of the work is to remove the spoil generated from the creation of the pathways in King George V Playing Field which has been dumped in the area.

The sensory garden should include a range of elements and features such as, surfaces, objects, and plants that stimulate the five senses of touch, sight, scent, taste, and hearing. The resulting garden should be carefully balanced to provide an exciting experience through the sense but to also provide a therapeutic benefit.

The design of the garden may be thematic, laid out to stimulate individual senses at different times, or multi-sensory by mixing different elements together.

The inclusion of an area within the garden to provide relaxation and promote wellbeing by aiding mindfulness and relaxation should be considered. This could include water features, wind chimes, and ornaments that will help users of the garden to unwind in peace.

Accessible planters, seating areas, and design features should be incorporated.

The planting scheme should include plants whose flowers, stems, and leaves offer a sensory journey throughout the garden. However, consideration should also be given to future proofing the garden through the inclusion of a drought resistant planting scheme.

The Town Council currently has a Millennium Mosaic in storage which must be incorporated into the design.

It should also be noted that a footpath runs through the proposed location and should be incorporated into the design.

I am writing to formally invite you to tender for the design and construction of a sensory garden 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:

- There is an opportunity for the successful contractor to bring their own creativity and ideas to the project.
- All bids should include separate costs for the design and construction of a sensory garden based on the above information or a site inspection.
- All bids should provide a detailed specification of the planned design.
- Risk assessments and safe working method statements are required as part of the tender.
- The design must conform to the requirements stipulated in the Equality Act 2010 and recognise the range of needs and/ or disabilities of its potential users.
- Consideration should be given to fencing the garden to protect initial planting improvements.
- No peat-based products should be used in the garden.
- A fully itemised programme of works and timeframe for completion should be provided as part of the tender.
- 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 autumn 2023.

## Photos, Plans, and Maps



Location of King George V Playing Field





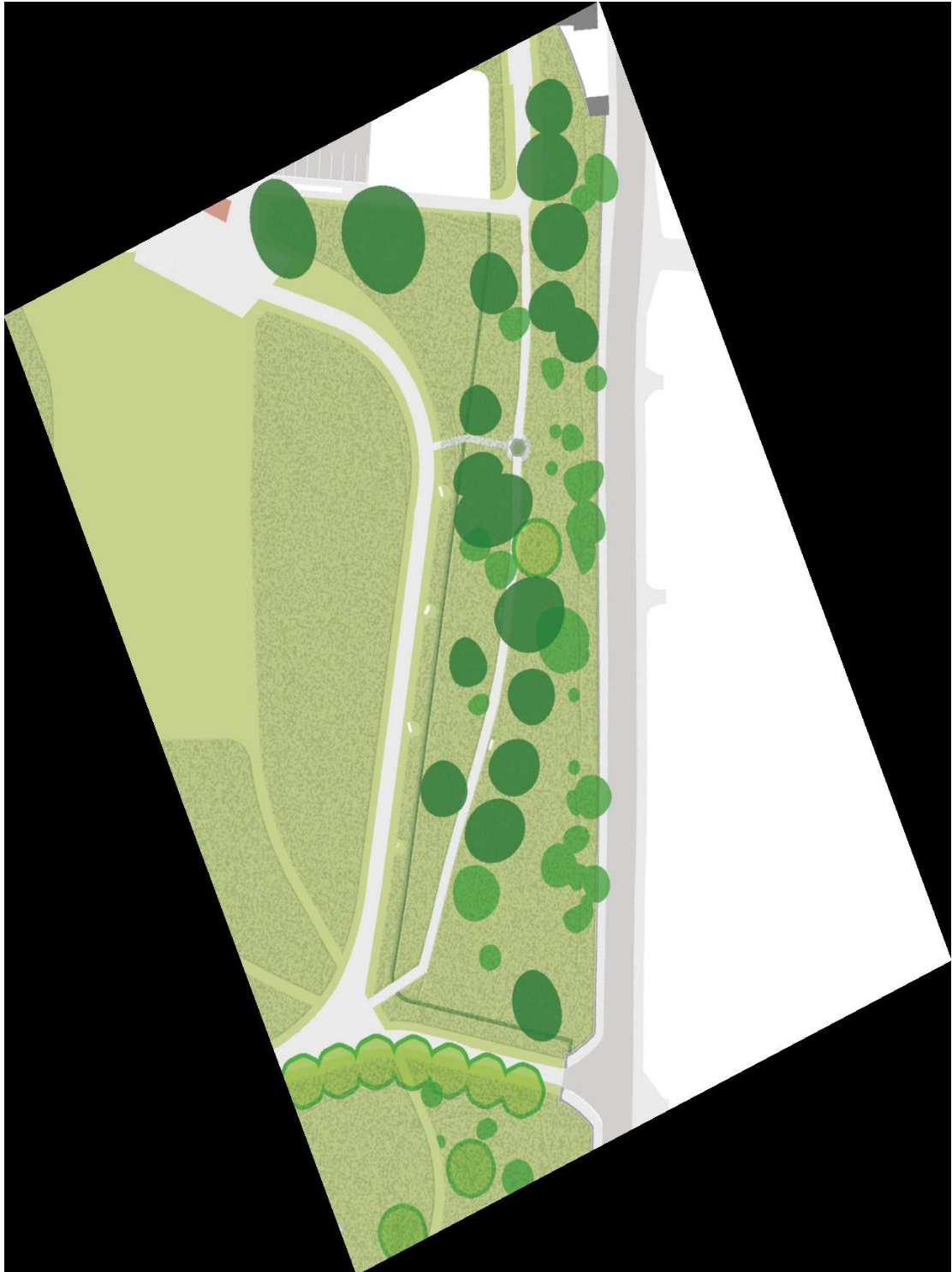
Access and designated routes.





- Mature/ quality trees
- Young/ lower quality trees
- Trees requiring action

Map of Tree Locations



Proposed location for Sensory Garden



Mosaic in its original location

### **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](mailto: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 FRIDAY DD/MM 2023.

**MELKSHAM TOWN COUNCIL**  
**MEETING OF Asset & Amenities Committee**  
**11<sup>th</sup> April 2023**

*Shambles Festival Saturday 20<sup>th</sup> May 2023*

**Report of the Head of Operations**

**1. Purpose of the report.**

The Shambles Festival event is being held in the Park by James Watkins Events and we should have a Councillor presence at the event from start to finish.

**2. Current Situation.**

This event is like a mini-Party in the Park, the first of its kind since Covid and should be supported by a Councillor presence throughout. It will be a great opportunity to meet with residents in a relaxed atmosphere.

**3. Background.**

James approached the Council last year and there was broad support from Councillors for the event.

**4. Financial implications**

The Council will make a small income from the event.

**5. Costings**

There should be no outlay to the Council from supporting this event, save for some officer time from the Head of Operations in liaising with the organisers and reviewing documents, risk assessments etc.

**6. Links to Town Council policies and core values.**

The Councillors will meet residents to ascertain the appetite for this type of event and others in the future. This will help inform a dynamic and proactive programme of events that covers all age groups from cradle to grave.

**7. Risk assessment.**

James Wilkins events has submitted a comprehensive event management plan. The only risk to the Council is if the park is not handed back in a good condition and reparatory works are required following the event. We have been assured that this will not be the case.

**8. Crime and disorder implications.**

There is a risk of ASB and illicit substance abuse but the organiser will be employing suitable numbers of SIA security personnel to oversee the event.

**9. Biodiversity considerations.**

The event will, be as Eco friendly as possible with separated recycling on site.

**10. Safeguarding.**

**The event is for over 18's only so the age group rule should manage out some of the issues. The presence of qualified and experienced security on site during the event will reduce the risk of safeguarding issues.**

**11. Recommendations.** The Council gather a list of volunteers to rota themselves onto the evenings programme, so MTC has a presence throughout the event .



**MELKSHAM TOWN COUNCIL**  
**MEETING OF THE Asset & Amenities Committee**  
**11<sup>th</sup> April 2023**

*Lease with Good News Church Group*

**Report of the Head of Operations**

**1. Purpose of the report.**

To consider extending the lease to the Good News Church for the old Art House Café as was.

**2. Current Situation.**

The lease was originally signed on 22th August 2021 and was for 6 months.

**3. Background.**

The building had been empty since the demise of the Art House Café and it was encouraging to finally have an interested party for renting the premises.

**4. Financial implications**

Whilst MTC still pays for some of the compliance issues (alarms), the rental generates income for the Council.

**5. Costings.**

Income is £500 per calendar month.

**6. Links to Town Council policies and core values.**

The building is for the community and the Good News Church put it to good use.

**7. Risk assessment.**

From MTC's point of view , there is no risk, apart from ongoing repairs as necessary which will be expected of a building of this age.

**8. Crime and disorder implications.**

N/A

**9. Biodiversity considerations.**

N/A

**10. Safeguarding.**

N/A

**11. Recommendations.** The Council agree to extend the lease for 12 months and that it be reviewed each year.

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**MELKSHAM TOWN COUNCIL**  
**MEETING OF Asset & Amenities Committee**  
**11<sup>th</sup> April 2023**

***Application to use the Town Hall as a venue for Civil Marriages***

**Report of the Head of Operations**

**1. Purpose of the report.**

For Councillors to consider the use of the Town Hall as a venue for Marriages and such ceremonies

**2. Current Situation.**

Anecdotally, I am aware that MTC did have a licence to carry out such events in the past but it has lapsed.

**3. Background.**

The reason for this report is to request Councillors consider the opportunity since interest has been expressed from a local couple and potentially use the AH as a reception venue.

**4. Financial implications**

The actual cost of the licence is likely to be in the region of £1200 but that is to be confirmed.

**5. Costings**

There will be costs involved in getting all of the accessories and wedding paraphernalia to start with but with an active approach to promoting the opportunity, it will be a viable proposition for MTC.

**6. Links to Town Council policies and core values.**

The Town Council is committed to providing opportunity for Community use in its buildings and this is one such example of that commitment.

**7. Risk assessment.**

We have the expertise in delivering great events at the Council and attractive packages at affordable prices can be worked up for local residents.

**8. Crime and disorder implications.**

N/A

**9. Biodiversity considerations.**

N/A

**10. Safeguarding.**

N/A

**11. Recommendations.** The Council consider this proposals ready to launch for the summer of 2024.

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**MELKSHAM TOWN COUNCIL**  
**MEETING OF THE Asset & Amenities Committee**  
**11<sup>th</sup> April 2023**

***KGV Park lighting scheme***

**Report of the Head of Operations**

**1. Purpose of the report.**

To form a tender sub-committee. To review the tenders received for the lighting in KGV park.

**2. Current Situation.**

We are at the stage of choosing a suitable contractor.

**3. Background.**

There has been much discussion around columns, column heights and locations of columns.

**4. Financial implications**

The tenders from the 5 interested parties are attached to this report.

**5. Costings**

The prices range from £75k to £121k.

**6. Links to Town Council policies and core values.**

The Council is committed to making the park and its environs as safe a place to be as possible.

**7. Risk assessment.**

All contractors are suitably qualified to carry out the works and will supply RAMS in advance of commencing work.

**8. Crime and disorder implications.**

The comments from James Twyford, our local officer is shown at Appendix 1 of this report.

The comments give broad support for such a scheme with clear evidence of a reduction in ASB and fear of crime.

**9. Biodiversity considerations.**

When the lighting scheme was originally proposed, the lights kept way from the river which was deemed to be the most likely haunt for bats and insects. The skatepark lights are quite bright so the wildlife will have already relocated.

**10. Safeguarding.**

See 8. above

**11. Recommendations.** The Council consider their preferred option as to positioning of columns and the contractor to appoint. A reduction in the number of columns will require a Variation Order (VO) but will result in a reduction of costs. A diagram showing the quoted number of columns is attached.

## **Appendix 1**

It's rated as having a 'Very Strong' effect on Crime Reduction overall; more so in areas where the original provision of lighting was poor. It's been extensively studied and reviewed in countless places in the UK and USA. There's also very little evidence to suggest the 'backfire effect' either.

# **Focus of the intervention**

Improved street lighting is a form of situational crime prevention that involves increasing the levels of illumination on the street or in other public spaces.

It is intended to serve many purposes, including accident prevention, marketing and the reduction of crime. This review covers crime reduction only.

This narrative is primarily based on one systematic review covering 13 studies.

# **Effect – how effective is it?**

Overall, the evidence suggests that the intervention can reduce crime.

Across the 13 studies reviewed, both violent and property crime was reduced by an average of 21% in areas with improved street lighting compared to areas without.

There were no studies for which a statistically significant backfire effect (where crime increased) was reported.

# **How strong is the evidence?**

The review was sufficiently systematic that most forms of bias that could influence the study conclusions can be ruled out.

However, it is worth noting that the comparison areas used to estimate the impact of improved street lighting in the primary evaluations were sometimes adjacent to the areas in which street lighting was improved.

The authors of the review note that this could have affected the estimates of the impact of intervention. For example, there may have been a displacement effect or a diffusion of benefits.

## Mechanism – how does it work?

The review provides a description of some of the possible mechanisms through which street lighting might reduce crime, and the testable predictions generated from them.

Specifically, improved street lighting might reduce crime through the following mechanisms.

- Increasing visibility and the number of people that use the street. This could lead to increased or more effective natural surveillance that may deter crime. If this mechanism worked as anticipated in the studies included in the review, then you would expect the effects of street lighting to be greatest during the hours of darkness. However, in the case of the four studies that only examined the impact of improved street lighting on levels of crime at night, there was no evidence of an impact on crime. In contrast, the nine studies that examined changes in levels of crime during the day and night found a statistically significant impact on crime in the areas with improved street lighting, which suggests an alternative mechanism may be in place (see next bullet).
- Demonstrating investment in the neighbourhood. This has the potential to improve community conditions that could plausibly lead to residents caring more about their neighbourhood and consequently being more likely to take actions that might reduce crime in them. The finding that improved street lighting did not have an impact on crime solely after dark is consistent with this explanation.

However, further systematic evidence is required to demonstrate that improved street lighting does influence community pride in a neighbourhood, which in turn stimulates resident activity or investment in their neighbourhood.

The review authors provided some evidence consistent with this explanation, but only for the UK studies conducted in Dudley and Stoke-on-Trent.

In Dudley for example, evidence suggested that improved lighting contributed to an increase in residents' quality of life. It also appeared to encourage them to obtain substantial government funding to pay for further improvements in their neighbourhood.

# Moderators – in which contexts does it work best?

The review discusses the possibility that reductions are likely to be greater if the existing lighting is poor and if the improvement in lighting is considerable.

The review authors conducted a basic analysis that compared outcomes in all reviewed studies from the UK and USA, by crime type and for crimes that occurred at night or throughout the day and night.

Using study data where available, for every 100 crimes they report the below when compared to similar comparison areas.

## Country effects

In the UK, an average of 38 fewer crimes were observed in areas with improved street lighting (based on five studies).

In the USA, an average of seven fewer crimes were observed in areas with improved street lighting (based on eight studies).

## By crime type

For property crime, an average of 17 fewer crimes were observed in areas with improved street lighting (based on nine studies).

For violent crime, an average of nine fewer crimes were observed in areas with improved street lighting (based on nine studies).

## Time of day

Looking at crime committed over 24 hours (day and night), an average of 30 fewer crimes were observed in areas with improved street lighting (based on nine studies).

For night-time crime only, no fewer crimes were observed in areas with improved street lighting (based on four studies, all conducted in the USA).

# Implementation – what can be said about implementing this initiative?

The review provides little information on how to implement street lighting improvements, although the authors suggest that a 'marked improvement' in lighting conditions is important.

## Economic considerations – how much might it cost?

The review does not mention costs or benefits and no formal economic analysis is provided.

However, the authors note that in the Dudley and Stoke-on-Trent (UK) studies, conducted by Painter and Farrington (2001), 'the financial savings from reduced crimes greatly exceeded the financial costs of the improved street lighting installed'.

A formal economic analysis is required to assess the costs of improved lighting more generally. However, it should be kept in mind that costs will depend upon the types of lighting chosen, electricity prices and repair and maintenance costs – all of which can vary over time.

## General considerations

- As the review states, improved street lighting is more likely to have an effect where lighting is initially poor.
- If improved street lighting impacts upon crime by influencing community pride, it may be most effective in stable but underinvested communities.
- Although none of the 13 studies included in the systematic review found a statistically significant backfire effect, it is possible that
- increased visibility through improved street lighting could increase crime by enabling offenders to make better judgments of the vulnerability and attractiveness of potential targets.
- In the overall review, it was not possible to examine geographic displacement or the diffusion of benefits to nearby locations. However, in one study the findings suggested that crime was statistically significantly reduced in the areas nearby.
- The studies in this review did not consider the impact on crime of recent changes in lighting technology, such as the introduction of

LED lamps, or changes in lighting schedules such as part-night lighting.

- Improvements in street lighting levels can be criticised for adversely affecting light pollution, sleep (including of animals) and energy efficiency.
- Improved lighting levels might be necessary to the effective deployment of other crime prevention initiatives such as CCTV. None of the UK studies covered in the review separated daytime crime from night-time crime in assessing effect. It is therefore not possible to conclude whether or not it was street lighting improvements that reduced crime, or whether these improvements facilitated other mechanisms such as community cohesion (as is suggested by the four US studies).

## Summary

Overall, the evidence suggests that improved street lighting can reduce crime.

Crime (violent and property) reduced by an average of 21% in treatment areas where street lighting was increased, relative to comparison areas without increased street lighting.

Exactly how this effect is achieved remains currently unknown.

## Reviews

### Reference

Welsh, B., and Farrington, D.F. (2008). [Effects of Improved Street Lighting on Crime. Campbell Collaboration Systematic Review \(opens an external website in the same tab\)](#). Campbell Collaboration: Norway.



**MELKSHAM TOWN COUNCIL**  
**MEETING OF THE Asset & Amenities Committee**  
**11<sup>th</sup> April 2023**

***Health & Safety Working Group***

**Report of the Head of Operations**

**1. Purpose of the report.**

As part of our Health & Safety arrangements, we will be creating a working group that will meet quarterly.

**2. Current Situation.**

We are reviewing and updating all of our Health & Safety arrangements and this will create an update to the group of progress that is being made.

**3. Background.**

Whilst all the documentation is in place, the location of documentation is not in a coordinated manner and we are now working towards an integrated Health & Safety Management Manual with regular input from our retained H & S advisors.

**4. Financial implications**

There will be items that we need to invest in to improve our Health & Safety, but provision has been made for this in the 2023 – 24 budget.

**5. Costings**

See 4. above

**6. Links to Town Council policies and core values.**

The Council is committed to working towards a safer environment for all its team members.

**7. Risk assessment.**

Appropriate risk assessments are being carried out with the help from all team members who do the tasks, as they are best placed to inform the hazards associated with each task that is completed. Any task that is deemed too dangerous will be risk assessed out of the operation.

**8. Crime and disorder implications.**

Any possibility of crime & disorder will be assessed as to the hazard involved and will be risk assessed out until the danger is minimised as far as possible.

**9. Biodiversity considerations.**

N/A

**10. Safeguarding.**

N/A

**11. Recommendations.**

- a. The Committee support officers with this important task recognising the volume of work that Health & Safety involves which will include writing and updating risk assessments for all areas of the council's work.
- b. That a small working group of three councillors is formed. Councillor Forgacs has indicated a willingness to be part of the working group. Councillor Forgacs has a Health & Safety qualification.



## **Bat Survey – KGV Maintenance Building**

### **Summary of findings**

The survey found the structure to be of low to moderate suitability to support roosting bats. In terms of our best practice guidance, this should be treated as moderate suitability as a precaution.

### **Potential Effects of Demolition Works**

If the demolition works were to go ahead, there is potential for the activities to both directly affect bats (i.e. by killing or injury) and result in the destruction of a bat roost, if a bat roost is present. This would cause an offence under current legislation.

### **Recommended Further Surveys**

To establish the presence or likely absence of a bat roost, two further surveys are required. These should comprise two bat dusk emergence or dawn re-entry surveys conducted between May and September, with at least one of these surveys being conducted between May and August inclusive. These should be spaced at least 4 weeks apart. Three surveyors are considered necessary to adequately survey the structure. PLEASE NOTE: Existing Bat Survey Guidance is subject to change imminently and as such, we may be required to alter our survey method to confirm with new standard guidance as it is released.

Should bats be recorded using the building as a roost, we may require an additional third survey to be completed.

As you have indicated the desire to demolish this structure as soon as possible, I can suggest the following dates for further surveys (and have pencilled these in to our calendar):

Bat Emergence 1 - Thursday 4th May

Bat Emergence 2 - Thursday 1st June

### **Reporting**

Should no bats be recorded, we will provide you with a brief memo report which will detail the survey method, results and recommendations (if any). I will provide a quote on this basis.

Should any bats be found, this reporting will be more significant and I will provide a further report with any additional costs required at that time.

We should be able to provide a report within two weeks of the further surveys being completed. (i.e. Thursday 15th June).

### **Licence Requirements**

Should no bats be found, no further requirements for licencing will be necessary.

If any bat roost is detected, a licence will be required to enable the works. Works will need to be halted until a licence is obtained. It usually takes Natural England at least 30 working days to respond

to a licence application (and can take longer). We will be able to help with this, if necessary.

I will send a quotation for the two further surveys and memo report early next week.

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