



# 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 T Price (Chair)  
Councillor C Goodhind (Vice-Chair)  
Councillor P Aves  
Councillor G Cooke  
Councillor S Crundell  
Councillor G Ellis  
Councillor C Forgacs  
Councillor J Hubbard  
Councillor J Oatley

2 October 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 9th October 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 9 October 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

<https://us02web.zoom.us/j/83669876198?pwd=WlAvY1ZsYVNyUIM3VktgajFvOHhtdz09>

**Join Zoom Meeting**

**Meeting ID:** 836 6987 6198      **Passcode:** 481965

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

**AGENDA**

**1. Public Participation**

To receive questions from members of the public.

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**2. Apologies**

To receive apologies for absence.

**3. 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.*

**4. Minutes (Pages 1 - 6)**

To approve the Minutes of the Asset Management and Amenities Committee meeting held on 7 August 2023.

**5. King George V Park (Pages 7 - 8)**

Alternate Lighting proposal submitted by Light Fantastic with an additional recommendation for CCTV, which members need to consider.  
See attached proposal

**6. Church Street Toilets (Pages 9 - 10)**

Signage has been completed.

**7. Verbal Reports - Head of Operations**

The Head of operations will give a verbal report to members on:

Eco Toilets

Water Troughs at the allotments

Assembly Hall Roof repairs

Sensory Garden

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## Melksham Town Council

### Minutes of the Asset Management and Amenities Committee meeting held on Monday 7th August 2023

**PRESENT:** Councillor T Price (Chair)  
Councillor C Goodhind (Vice-Chair)  
Councillor P Aves  
Councillor S Crundell  
Councillor G Ellis  
Councillor C Forgacs  
Councillor J Hubbard  
Councillor J Oatley

**IN ATTENDANCE:** Councillor Westbrook

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Andrew Meacham	Committee Clerk

**PUBLIC PARTICIPATION:** There were three members of the public, one member of the public virtually and one member of the press present

Adrienne Westbrook. In her work at The Community Larder she sees many people attempting to use the toilets in Church Street. Could the council arrange for signs to be put on the toilets advising they are closed and where the nearest toilets were.

She also requested greater openness for the Park Working Group. When had it last sat? What was the membership? She quoted from a manifesto statement of Together for Melksham dated 17th May 2021 and commented that nothing had been done to take it forward. She asked why it was a working group and not a sub-committee? Why had no project plan come out of the survey that was conducted?

Ian Cardy. Is the current KGV Lighting Scheme no longer viable? If there are to be new proposals, where is the budget coming from? Will the council consult on the project and the costs? He believes there are other more urgent calls on resources. Council needs to plan and adapt for the climate emergency in areas such as tree planting for shade, building design and flooding.

Joe McCann. At the last meeting £68000 was signed off for lights in KGV. How has it got from a costed scheme to being over budget? He believed the scheme included installing a power supply for events. Has the Head of Operations decided to go ahead with this without a council decision? How many quotes were obtained for the power supply? Regarding Awdry Avenue play area., who is the retained consultant and why were they not asked to do the work in the first place? The Town Mayor and Chair of the Committee Councillor Price believed that the wording on Awdry Avenue is unintentionally misleading and it was not intended to go to a specialized consultant. Other matters would have to await the return of the Head of Operations. The Town Clerk asked Joe McCann to put his questions in writing to ensure a full reply.

Ian Cardy. Asked why the author of the report was not present for the discussion. The Deputy Mayor and Chair of the Committee Councillor Price said the reality was that he was not present and committee must work accordingly.

Adrienne Westbrook. Asked if Awdry Avenue been referred to the Parks Working Party. The Town Mayor and Chair of the Committee Councillor Price said that a decision had been made by the Asset Management and Amenities Committee.

**180/23 Apologies**

There were no apologies.

**181/23 Declarations of Interest**

There were no declarations of interest.

**182/23 Minutes**

Councillor Hubbard asked that the reference in the minutes of 5 June 2023 to the minutes of 11 April 2023 be amended to read:-

“Councillor Hubbard asked that it be recorded that a guarantee was secured from Piers Dibben of Healthmatic that no charges in perpetuity would be made to the Council for emptying the toilets.”

Subject to above the minutes 5 June 2023 having previously been circulated, were approved as a correct record and signed by The Chair, Councillor Price

**183/23 King George V Park**

**184/23 Shambles Festival**

James Wilkins, the organiser of the festival was present.

It was noted that the Melksham Town Council Parks Booking Form mistakenly gives the date of the event as Saturday 1<sup>st</sup> June 2023 rather than 2024.

There was a discussion on noise complaints and James gave details of noise management measures.

It was proposed by Councillor Hubbard, seconded by the Town Mayor Councillor Crundell and

**UNANIMOUSLY RESOLVED** to approve the application to hold The Shambles Festival 2024 in King George Playing Fields.

**185/23 Report of Head of Operations.**

It was proposed by Deputy Mayor and Chair of the Committee Councillor Price, second by Councillor Hubbard, and

**UNANIMOUSLY RESOLVED** to advance discussion of this item.

*1. KGV event power and lighting project.*

Councillor Hubbard spoke to this item, after which the Town Clerk left the meeting and there was further discussion on Councillor Hubbard's comments.

It was proposed by the Vice Chair Councillor Goodhind and seconded by Councillor Aves that further discussion on the Head of Operations report be deferred. Councillor Oatley pointed out that the report did not ask for any decisions. Councillor Ellis felt the report should be noted and asked for it to be minuted that the committee was unhappy with the situation.

Standing orders were suspended at this point and other points in the discussion to allow members of the public present to comment.

Joe McCann suggested councillors map out a route for the lighting and request quotes.

Adrienne Westbrook expressed her view that the event power supply and lighting are separate issues. Events such as the Food & River Festival can operate without lights but not without power.

There were discussions on types of lighting, reasons for wanting lighting, route of lighting and public consultation.

The Vice-Chair Councillor Goodhind withdrew his motion to defer.

There was discussion on whether an expert who the council invites to report on the lighting can then legally tender for the contract. The meeting was suspended for a short time to seek clarification.

It was proposed by Deputy Mayor and Chair of the Committee Councillor Price, seconded by Councillor Forgacs and

**UNANIMOUSLY RESOLVED** to instruct Paul Weymouth of Light Fantastic, or another expert if he is not available, to bring forward suggestions for lighting in the KGV.

*2. KGV fencing.*

The report was noted.

*3. Eco Loos.*

Vice-Chair Councillor Goodhind advised the committee of a recent meeting held with Healthmatic and reported that Healthmatic were committed to finishing the project as originally envisioned. There was discussion on the capacity of the vaults when dug and the frequency of collection.

It was requested that there be confirmation on exactly what the council will have once the process has been completed.

*4. Cricketers Café.*

Councillor Hubbard stated that funding had already been agreed and a lease needed to be issued as soon as possible. It was requested that the Town Clerk advise the position on the lease by the next day.

*5. Goal Posts at Forresters.*

The report was noted.

*6. Awdry Avenue play area.*

The report was noted.

*7. Water troughs in Allotments.*

It was suggested that the Operations Manager audit the allotments for water supplies and recommend, without the need for a formal report, on troughs needed and install at the various sites.

It was proposed by Councillor Hubbard, seconded by the Town Mayor Councillor S Crundell and

**UNANIMOUSLY RESOLVED** to allocate up to £1500 for improved access to water troughs and provision of extra troughs where required.

*8. Amenities Assistants.*

The report was noted with a request that councillors be advised by email when new members of staff are appointed.

*9. Roundhouse and Church Wall.*

The report was noted.

*10. Assembly Hall roof repairs.*

It was proposed by Councillor Hubbard, seconded by the Town Mayor Councillor S Crundell and



UNANIMOUSLY RESOLVED to appoint Councillor Ellis, Councillor Oatley, Councillor S. Crundell and Councillor Aves to a Tender Group to look at the tender specification.

*11. BMX Track and Sensory Garden.*

The report was noted.

**186/23 Dog Agility Area**

The item was noted.

**187/23 KGV Maintenance Shed**

The item was noted.

Meeting Closed at: 9.30 pm

**Signed:** .....

**Dated:**

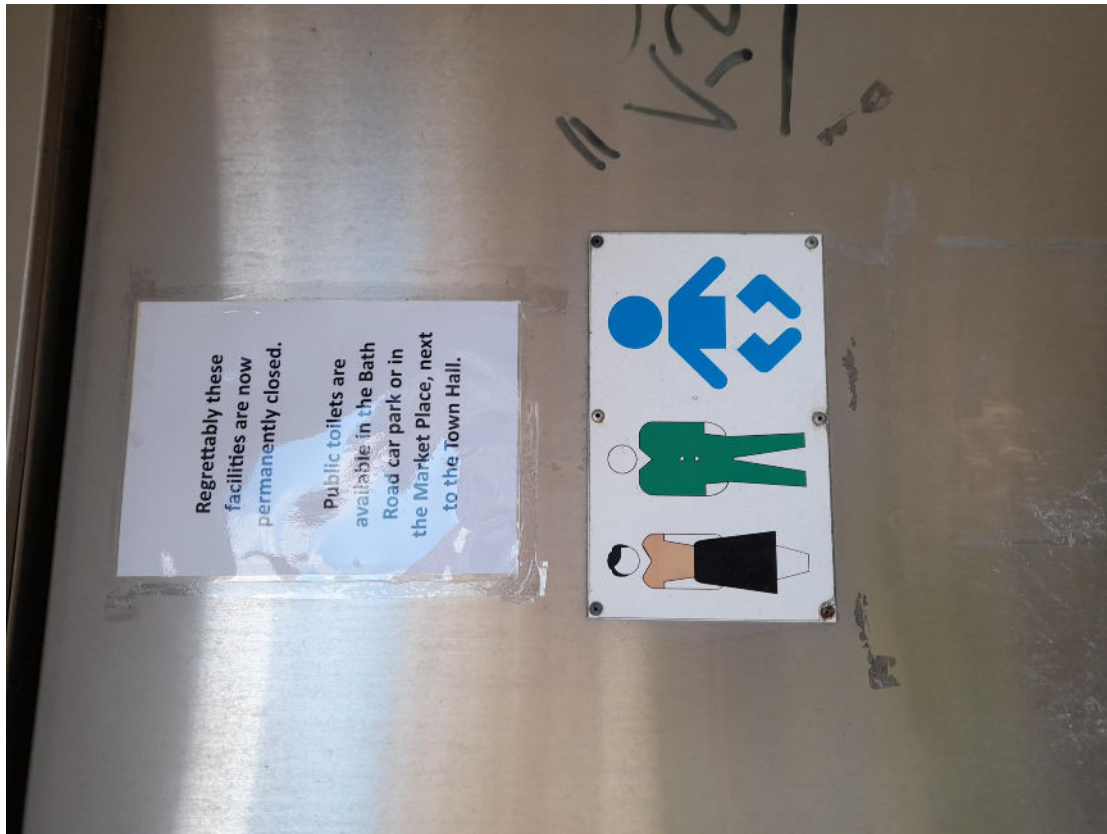
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## KGV lighting ideas

After hearing all of the opinions and views of Councillors and following the results of straw poll of respondents from the Melksham News survey after the demonstration festoon set up by the new play area, it's clear that rather than one type of luminaire and column for the whole area, a variety of options should be considered.

1. For the track from the Pavilion to the Adventure Centre, I would suggest 3 luminaires mounted on the fence to cover the path and roadway during the hours of darkness. LED and powered from the unmetered supply that currently drives the 4 existing columns.
2. The columns of the existing luminaires should be painted black.
3. The circuit where the draw pits are present around the "top " of the park which includes the area in front of the Pavilion, Splashpad and play area, to the last draw pit closest to the Dog Bark could be lit by festoon that is powered from the new distribution box (to be installed) with power going both ways and a separate circuit across one span to allow for oversize height vehicles , as a future proofing option.
4. A final optional festoon circuit which runs from the bottom corner of the park towards the youth shelter / multiswing and up towards the new play area could complete the entire inner ring.
5. I would recommend 5m columns for the festoon. The columns to be topped with tasteful "finials"
6. An option to connect the festoon in a V formation to the Pavilion (switchable) could also be considered.
7. I would further recommend that for safety reasons within the park, a number of CCTV cameras could be installed at various points to give full coverage of the area but especially around the Pavilion area to protect the interests of the new business that is being installed there at present. These should be IP cameras with PoE so installation of Cat 6 / 7 around the whole circuit would be a sensible option to do at the same time.

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