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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 P Aves
Councillor G Cooke
Councillor S Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor J Hubbard
Councillor J Oatley

27 November 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 4th December 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 4 December 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. 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 held on

4. Audit of Allotments (Pages 5 - 24)

To receive report on allotment audit.

5. Splashpad 2023 (Pages 25 - 26)

To note.

6. Shambles Festival 2024 (Pages 27 - 28)

Proposal for revision of hire of KGV.

For decision.

7. Head of Operations Report

For information – brief verbal updates.

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Melksham Town Council

Minutes of the Asset Management and Amenities Committee meeting held on Monday 9th October 2023

PRESENT: Councillor P Alford
Councillor P Aves
Councillor S Crundell
Councillor G Ellis
Councillor J Hubbard
Councillor J Oatley
Councillor S Rabey
Councillor J Westbrook

IN ATTENDANCE: Councillor S Mortimer
Councillor C Stokes

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Head of Operations
	Andrew Meacham	Committee Clerk

PUBLIC PARTICIPATION: One members of the public and one member of the press were present. One member of the public was present virtually.

188/23 Appointment of Chair for the Meeting

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

UNANIMOUSLY RESOLVED to appoint the Town Mayor Councillor S Crundell as Chair of the meeting.

189/23 Public Participation

Joe McCann of Melksham Independent News asked the following:

- An update on mobile CCTV. The Town Mayor Councillor S Crundell advised a written response would be provided. Joe asked for a response now. The Town Mayor Councillor S Crundell advised there was no further update but a written reply would be supplied.
- Dog Agility Area. Can the Council confirm that the Dog Park is safe. The Town Clerk advised that she was able to confirm this as she has liaised with The Kennel Club who have seen the equipment and she is working on a statement and signage. It should be noted that the equipment installed is not a competition agility course. It is for individual owners to assess whether their dog can manage the equipment.
- Maintenance Shed Demolition. Town Clerk has a statement to issue. The contractor will advise a date for demolition in the next three weeks.

- Breastfeeding Awareness Posters. Town Clerk does not have full information but will ensure Communications Officer contacts Joe.
- Missing meeting. Why was recoding taken down from Facebook. The Town Clerk advised she did not know.
- Locum. Has the position been advertised? Town Clerk confirmed role had not been advertised and a staffing review was underway. The Town Mayor Councillor S Crundell stated that public participation was not the appropriate forum for staffing matters but confirmed the Locum Clerk was not here permanently

190/23 Apologies

Apologies were received from Chair of the Committee and Deputy Town Mayor Councillor Price who was substituted by Councillor Westbrook, Councillor Forgacs who was substituted by Councillor Alford, Vice-Chair of the Committee Councillor Goodhind who was substituted by Councillor Rabey and Councillor Cooke.

Councillor Mortimer advised that she understood she was substituting Councillor Cooke. The Town Clerk advised that she was not aware of this. Councillor Alford asked if Councillor Mortimer could substitute in any event. The Town Clerk confirmed that she should be advised beforehand but that Councillor Mortimer could substitute. Councillor Mortimer declined.

191/23 Declarations of Interest

There were no declarations of interest.

192/23 Minutes

The minutes of 7 August 2023 having previously been circulated, were approved as a correct record and signed by the Chair and Town Mayor Councillor S Crundell.

193/23 King George V Park

Councillor Hubbard commended the report and the Town Mayor Councillor S Crundell read out a statement from the Chair of the Committee Councillor Price.

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

UNANIMOUSLY RESOLVED to suspend Standing Orders to allow Paul Weymouth to speak and answer questions.

Councillor Hubbard asked about the entrance from Lowbourne and path from the carpark. Paul advised that there would be light overspill from the festoons and road but a spur would be possible.

There was discussion on the existing street lights on the path past the Adventure Centre.

Councillor Oatley arrived at 7:25.

The Town Mayor Councillor S Crundell asked about a spur outside the Cricketers Café with colour changing lights. Paul advised it would be better to have separate lighting powered from Pavilion as that would allow Craig to have control.

Councillor Mortimer asked about the route from the car-park to the Adventure Centre. It was pointed out that this was covered by Part 3 of the quote.

The Town Mayor Councillor S Crundell informed the committee that as the matter had gone to tender passing a resolution tonight would be against the procurement policy and financial regulations.

The Town Clerk, reading from the advice received stated

“The Council must ensure it follows its own procedures for the award of contracts as dictated by the Council’s adopted financial regulations.”

The Town Clerk commented that the advice that she asked the internal auditor about was right and sound and he noted that “..the councillor in his statement said he feels the quotes given is a very fair price. What is he basing that statement on? Where are the comparative quotes to confirm that price for the particular set of lights is fair, competitive and value for money. The Council has a duty to ensure it achieves best value at all times and without a comparison there is no way to confirm that.”

The Town Mayor Councillor S Crundell asked councillors to think about the risk of a qualified audit. He then put the matter out for debate.

There were questions and discussion on existing quotes, the need or otherwise for fresh quotes, the criteria for deciding “best value” and the possible consequences of a qualified audit. Possible solutions were suggested and discussed.

The time -scale for installation was discussed.

Councillor Hubbard commented that whatever decision the committee made it would be against the council’s rules. The Town Mayor Councillor S Crundell noted that it was the Asset Management and Amenities Committee that asked Light Fantastic to look at options and the Asset Management and Amenities Committee that forced the quotation into the public domain.

It was proposed by Councillor Hubbard seconded by Councillor Rabey and

RESOLVED to proceed with quotes for main route, secondary route, fence mounted solar lights to the Adventure Centre Track and renovate the existing lights on

the path past the Adventure Centre as suggested in the report of Light Fantastic. (6 for, 1 against, 1 abstain).

194/23 Church Street Toilets

The notices were noted. Councillor Westbrook felt it should be considered as temporary signage.

195/23 Verbal Reports - Head of Operations

Head of Operations drew attention to the written reports submitted as late additions.

Town Hall as ceremonial venue for weddings. A three-year licence would cost £1900 and could probably charge about £3000 for each wedding package. The committee asked for a clear and detailed business plan with market research before the matter came back for decision.

Water Troughs. One trough installed and two more ready to be installed. Quote received for water supply to bottom end of Awdry Avenue allotments. The committee was not happy to spend the majority of the budget on one site. The committee asked for an audit of all allotment sites to include existing facilities and what facilities are required, such as raised beds and ¼ sized plots.

Assembly Hall roof repairs. Paul Seemayer has shown two local contractors the exact site of two leaks and there is one more contractor to do a site visit, after which quotes will be submitted for 6/12/18/24 month solutions. Head of operations with chase Structural Engineer's report.

Sensory Garden. Taken back in house but some work will need to be done by contractors. The idea of purchasing a chipper rather than hiring was raised and the committee requested this be costed.

Flower troughs in town. The possibility of replacing with Street Trees or tiered "wedding cake" type planters. It was noted that trees would remove the need for annual replanting and would have a cooling effect.

Eco-Loos. Seem to be over teething problems and working well. It is intended to make one suitable for disabled use Cleaned and restocked every day. Waste disposal has changed from bags to a pit with worms.

Meeting Closed at: 8.15 pm

Signed:

Dated:

ALLOTMENT AUDIT – OCTOBER 2023

ADDISON ROAD

1. 15 plots – full and half.
2. 7 Tenants
3. Many Tenants have sheds/greenhouses and collect water.
4. 1x tap – trough to be fitted.
5. 8 vacant plots resulting from termination of tenancy (see 6 & 7)
6. Plots 1, 2, 3 & 4 to be halved and re-marked 1A/1B etc.
7. Plots 1B – 4B cannot be let at present due to a 'land grab' issue.

Issues raised by Tenants in 2023: -

- a) Gate damaged – repaired
- b) Problem with resident spraying over boundary fence into gardens – letter sent to resident and no further incidents.

AWDRY AVENUE

1. 24 plots – full and half. 1 plot utilised by MTC Amenities
2. 21 Tenants
3. Many Tenants have sheds/greenhouses and collect water.
4. 1x tap/trough – newly fitted.
5. 2 vacant plots currently being offered to those on the waiting list.

Issues raised by Tenants in 2023: -

- a) Request for extra taps/troughs – enquiries ongoing with AMA
- b) MTC to cut plot pathways – current rules state Tenant is responsible. Cost to be discussed by AMA.
- c) Use of chipper requested – AMA to consider.
- d) Under use of plots – regular inspections carried out although the process re non-cultivation/termination of contract is protracted.
- e) Padlock regularly missing – replaced when notified.

DORSET CRESCENT

1. 3 plots – full and half
2. 4 Tenants
3. Many Tenants have sheds/greenhouses and collect water.
4. 1x tap.
5. No vacancies

Issues raised by Tenants in 2023

- a) None

METHUEN AVENUE

1. 57 plots – full and half
2. 50 Tenants
3. Many Tenants have sheds/greenhouses and collect water.
4. 2x troughs – 2x separate taps
5. No vacant plots

Issues raised by Tenants in 2023: -

- a) Insufficient grass-cutting of main pathways – increased schedule of grass-cutting

MILTON AVENUE

1. 4 plots – full and half
2. 4 Tenants
3. Tenants have sheds/greenhouses and collect water.
4. 1x tap.
5. No vacant plots

Issues raised by Tenants in 2023: -

- a) None.

PORTMAN ROAD

1. 4 plots – full and half
2. 1 Tenant
3. No shed/greenhouse for water collection
4. No tap/trough
5. No vacant plots

Issues raised by Tenants in 2023: -

- a) None

SOUTHBROOK ROAD

1. 52 plots – full and half
2. 45 Tenants
3. Many Tenants have sheds/greenhouses and collect water.
4. 3x troughs
5. 2 vacant plots currently being offered to those on the waiting list.
6. Plots 12 – 15 are separated from the main gardens by hedging and are tenanted by the residents whose gardens back onto the gardens. There is no access to these plots – aside

from walking across Plot 16. It is requested consideration be given to removing the hedge and creating access. Tenant of plot 14 will be surrendering.

Issues raised by Tenants in 2023: -

- a) Deer eating crops – the Deer access the gardens from across the South Brook. A request for consideration of fencing has been submitted.
- b) When the land between the gardens and Leekes is developed the gardens will not be secure – consideration as at a).

WILTSHIRE CRESCENT

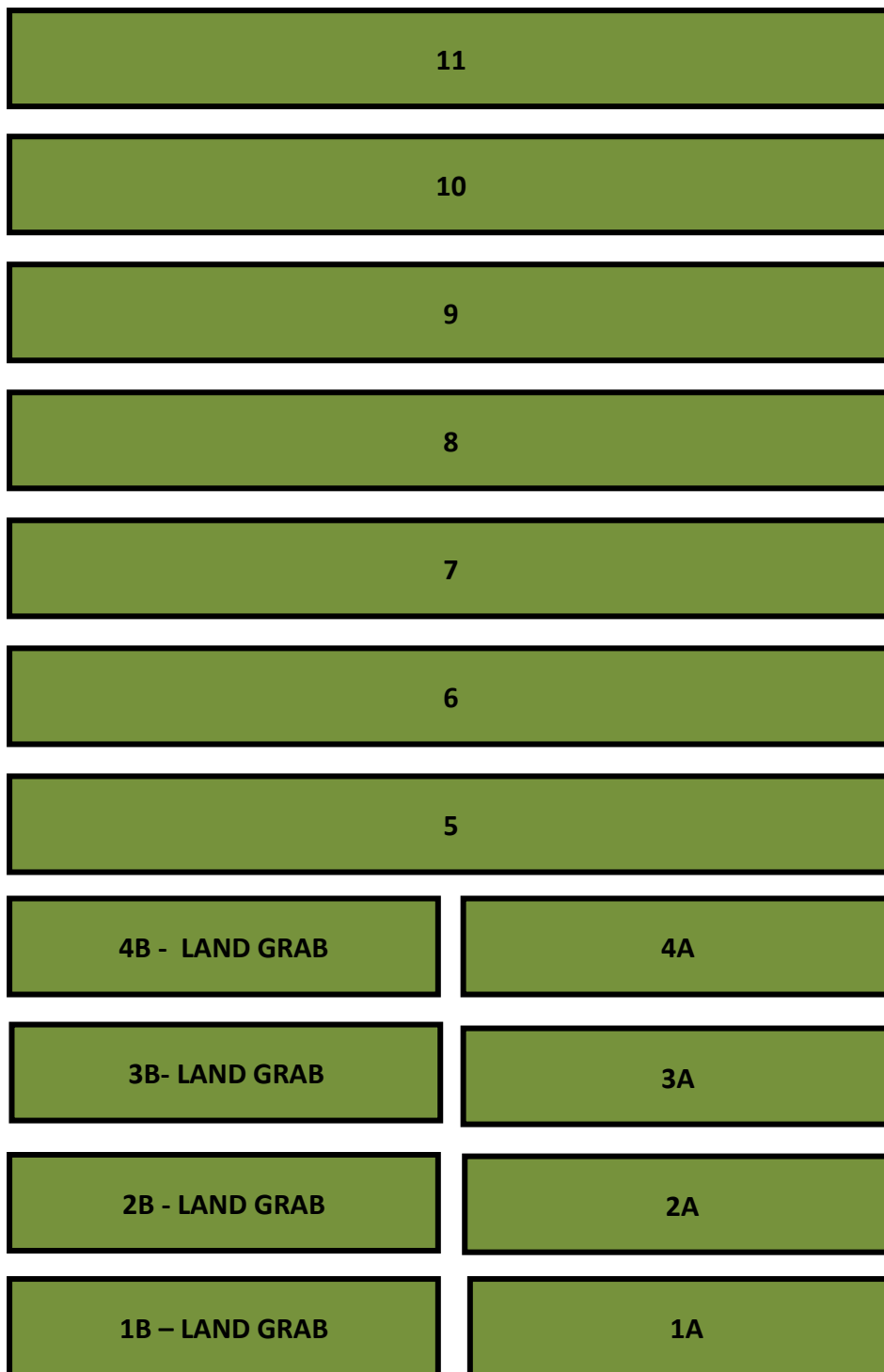
- 1. 5 plots
- 2. 5 Tenants
- 3. All Tenants have sheds/greenhouses and collect water.
- 4. No tap/trough
- 5. No vacant plots

Issues raised by Tenants during 2023: -

- a) None

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ADDISON ROAD ALLOTMENT PLOTS – 15 PLOTS



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MAP OF AWDRY AVENUE ALLOTMENTS

24 PLOTS

Open Ditch Water Course, runs this way to the Brook



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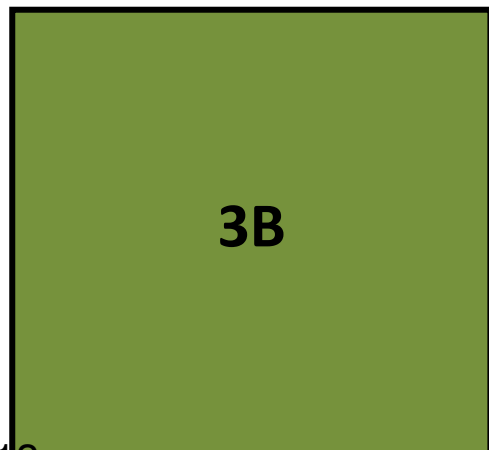
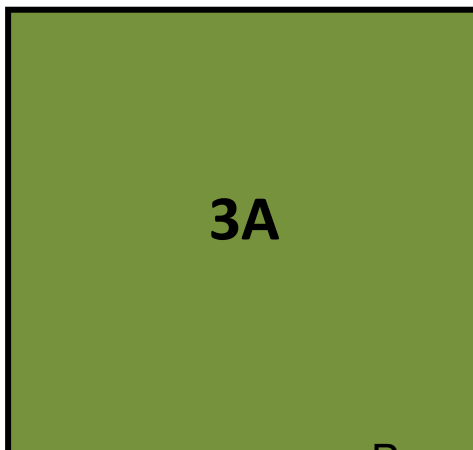
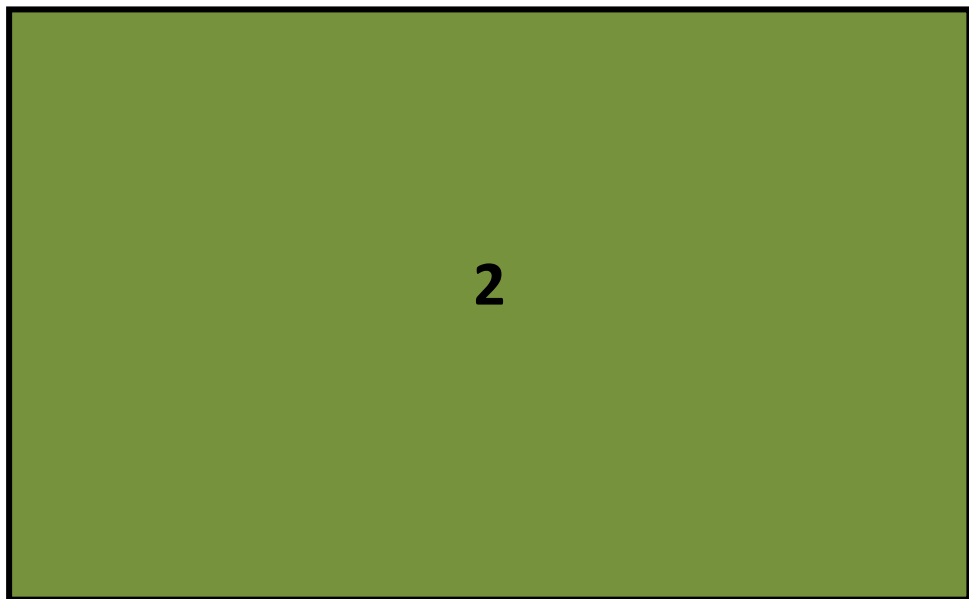
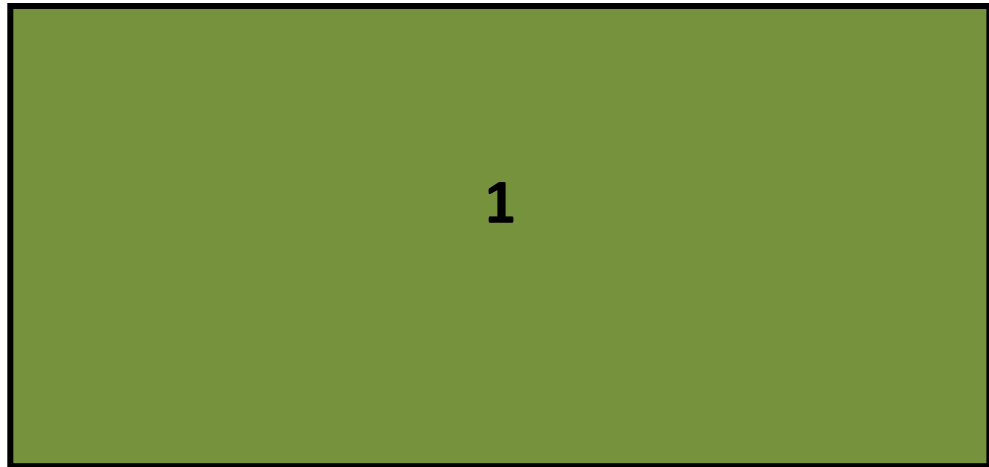
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**MAP OF DORSET CRESCENT ALLOTMENTS
4 PLOTS**

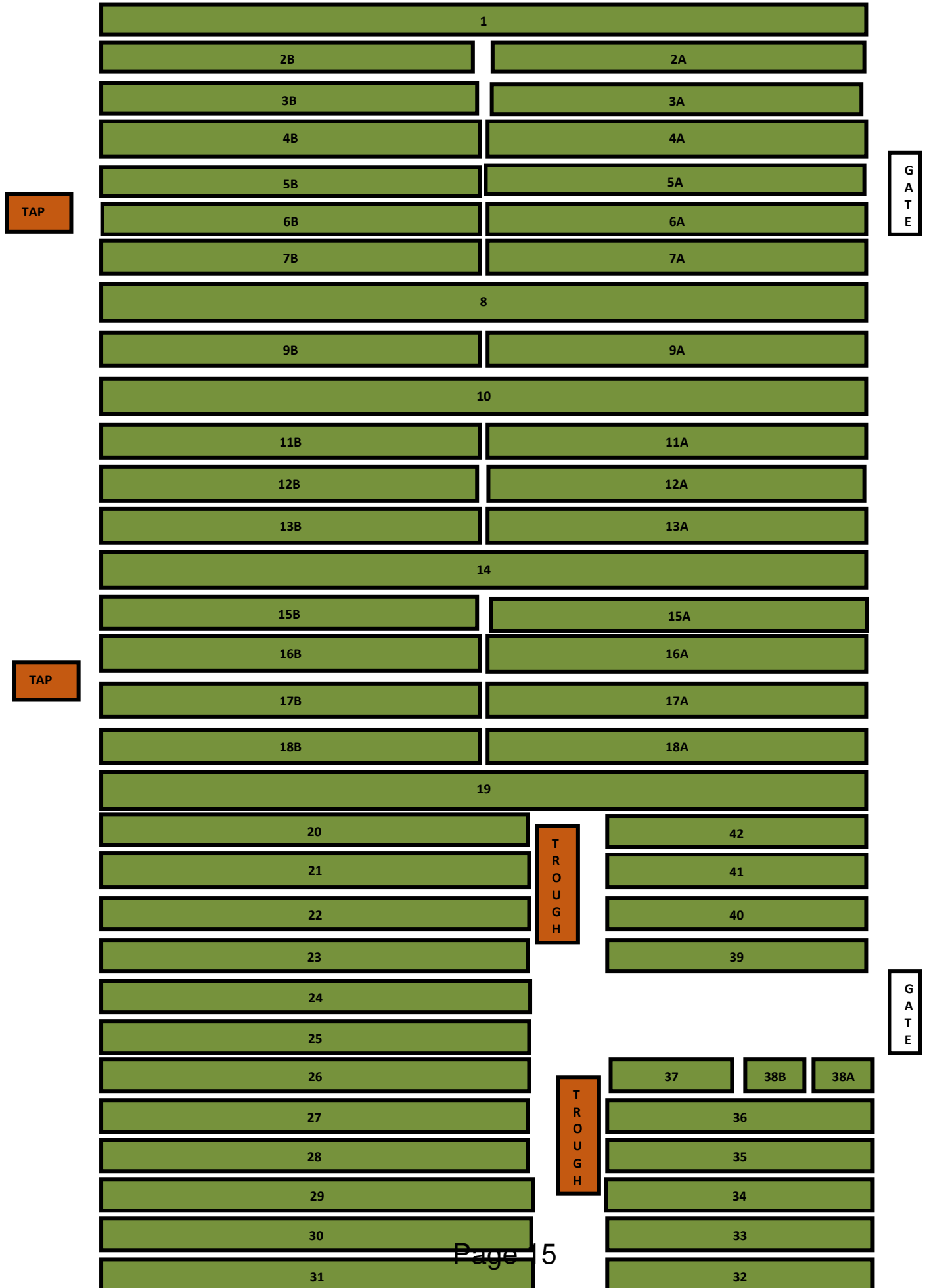
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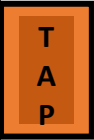
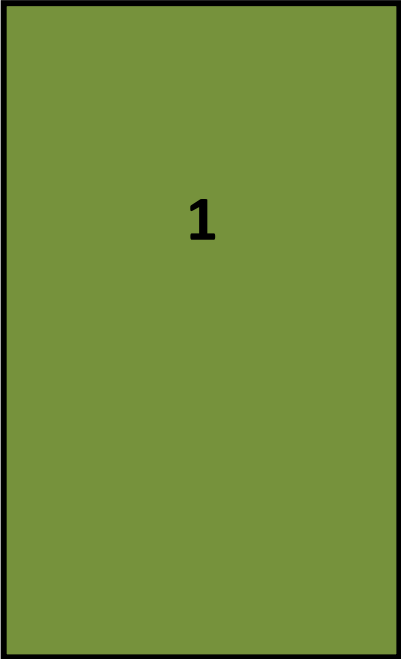
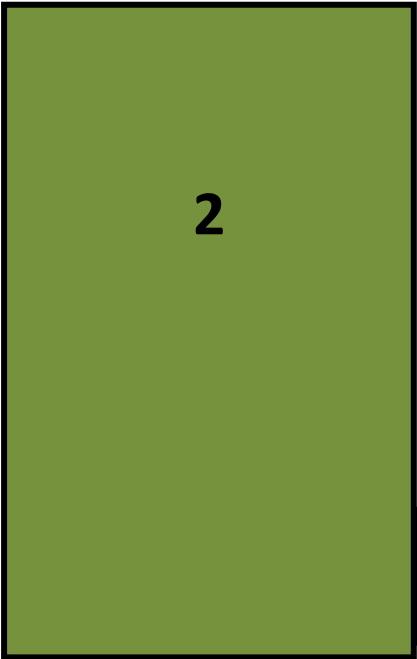
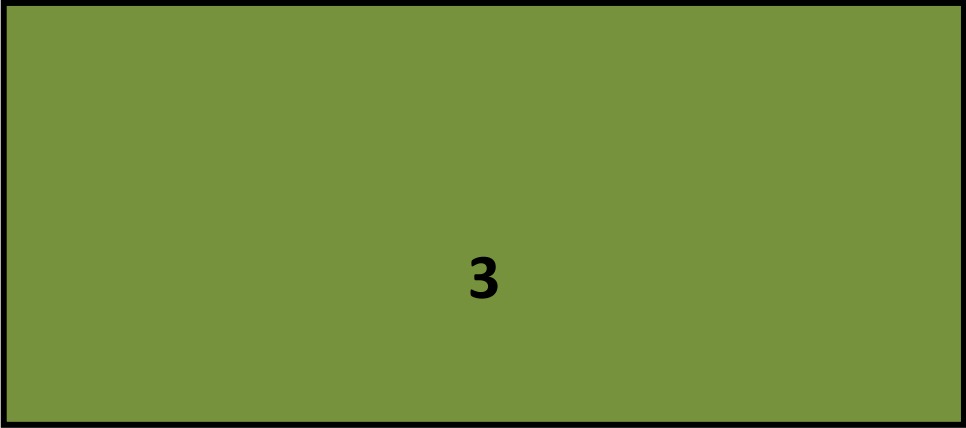
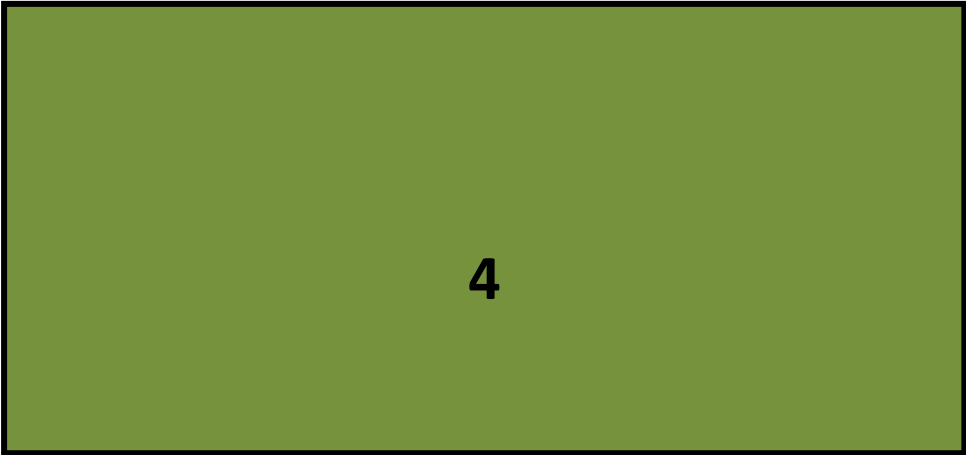
MAP OF METHUEN ALLOTMENTS
57 PLOTS



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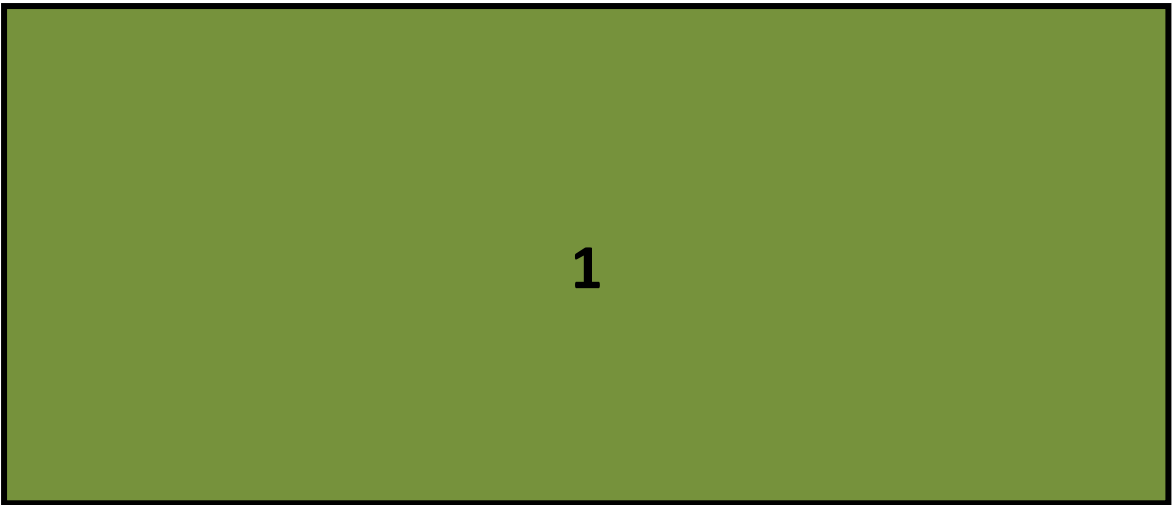
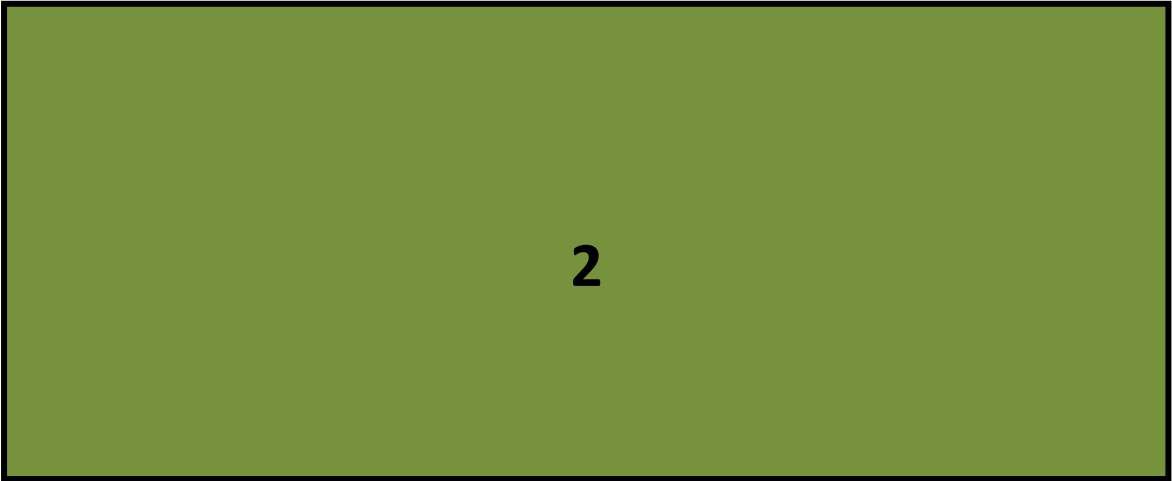
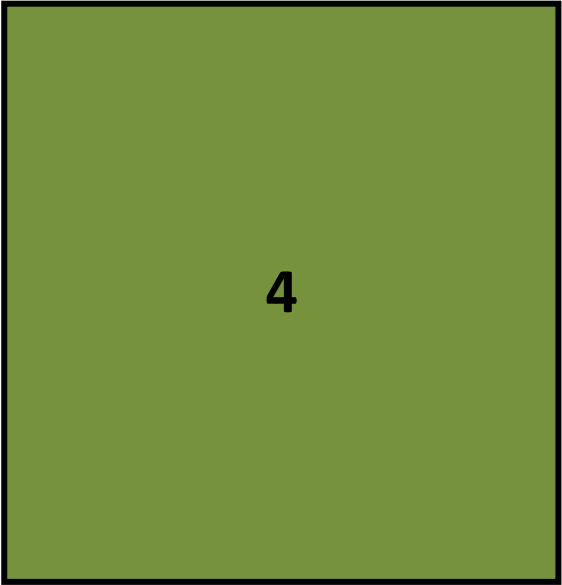
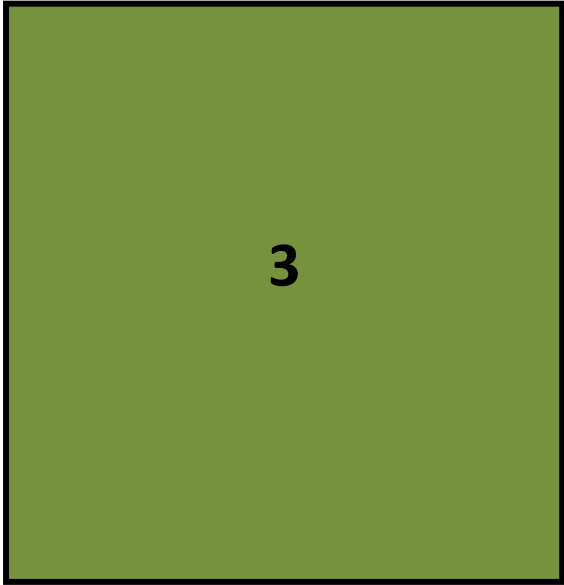
MAP OF MILTON AVENUE ALLOTMENTS

4 PLOTS



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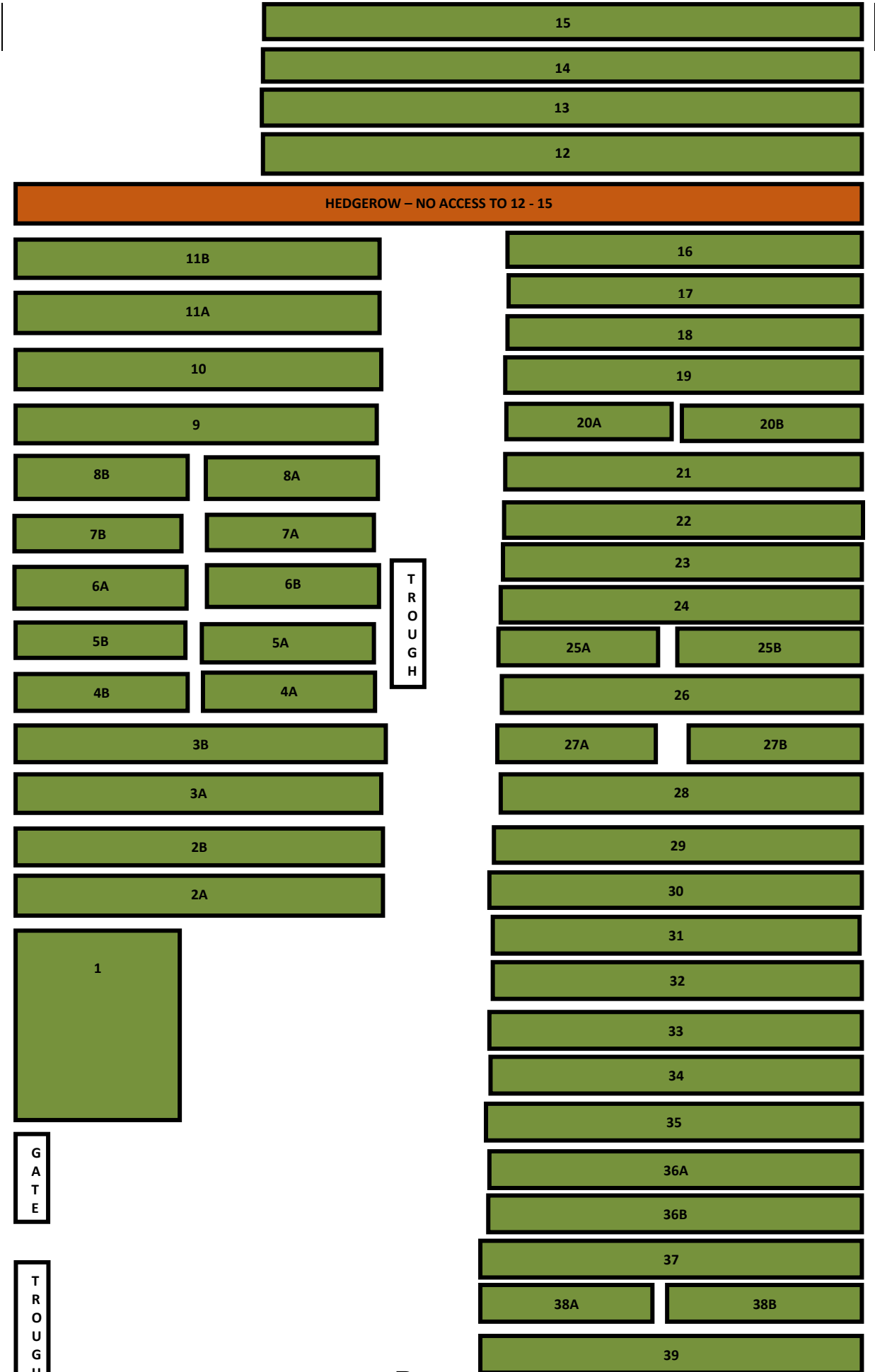
MAP OF PORTMAN ROAD ALLOTMENTS
4 PLOTS



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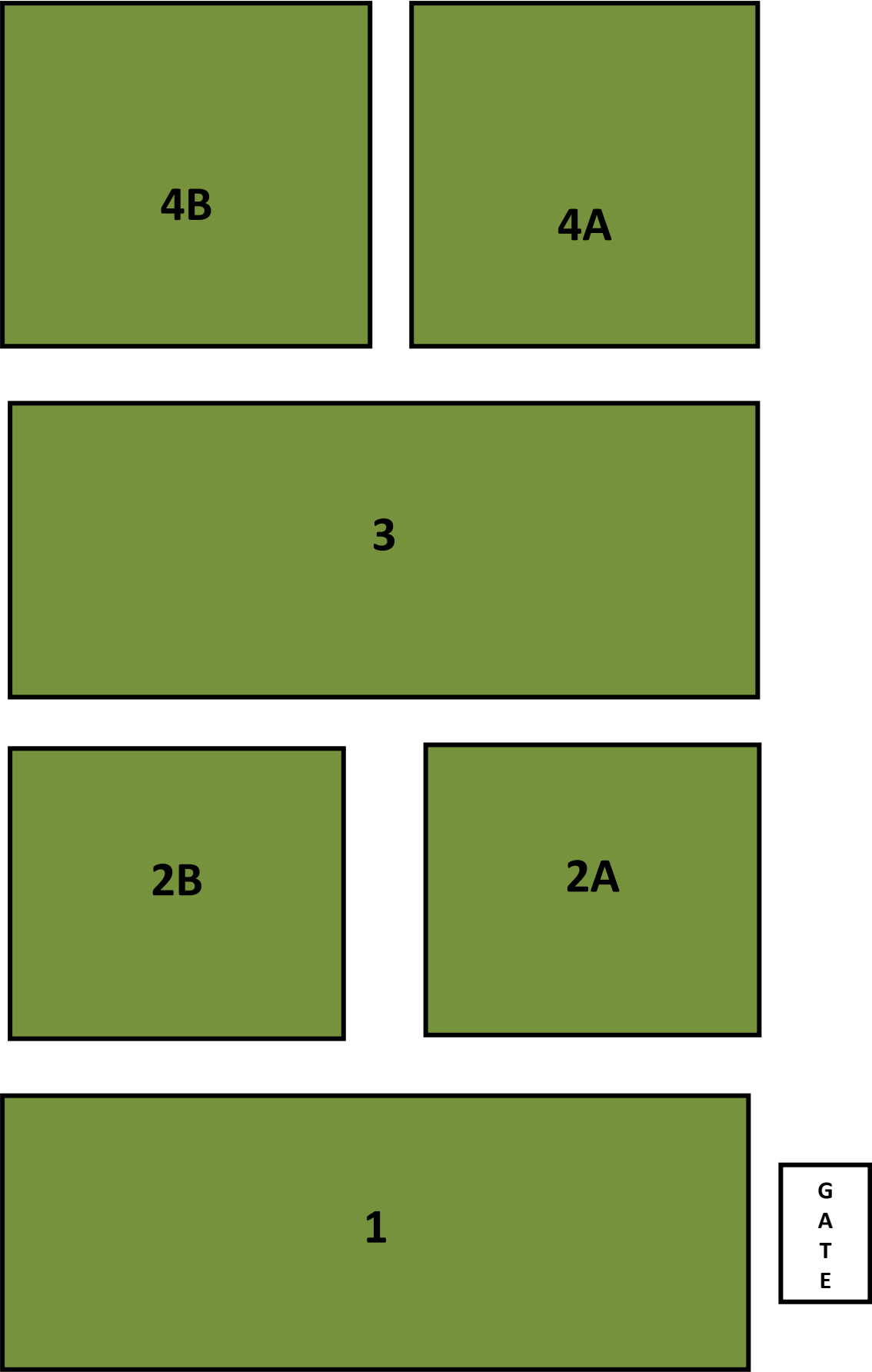
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MAP OF SOUTHBROOK ALLOTMENTS – 52 PLOTS



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MAP OF WILTSHIRE CRESCENT ALLOTMENTS



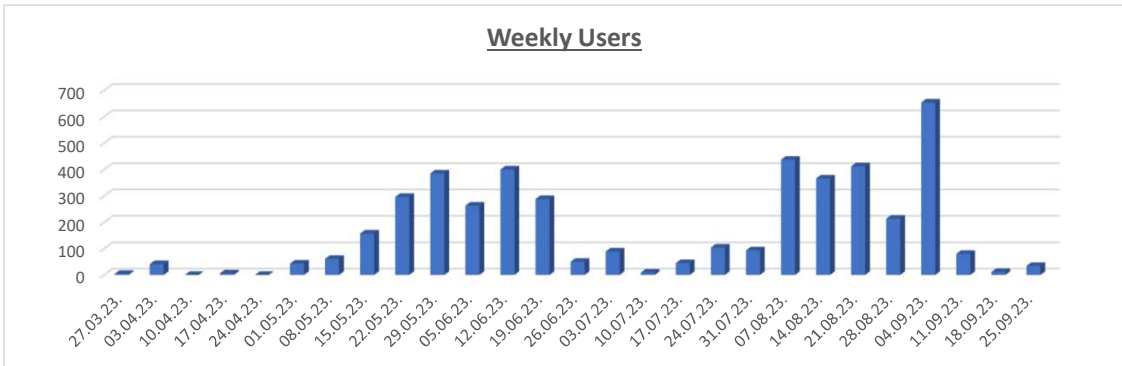
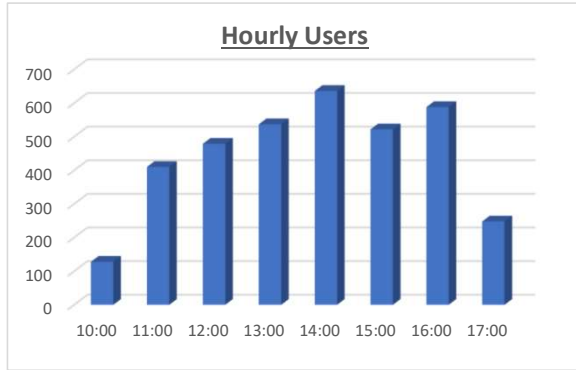
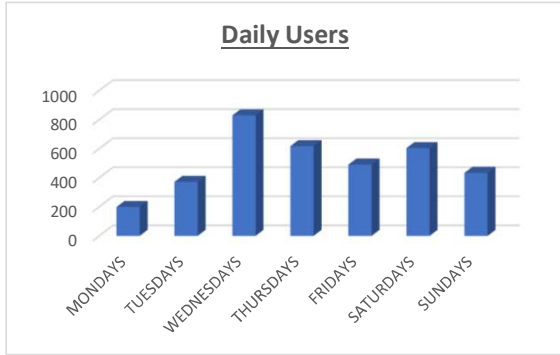
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W/C	USERS	AVERAGE TEMP	NOTES
27.03.23.	4	9	Only open 2 days
03.04.23.	41	12	Several closures: weather and staff
10.04.23.	0	10	Several closures: staff, chemicals, weather
17.04.23.	6	12	Several closures: staff
24.04.23.	0	0	Closed all week
01.05.23.	43	15	Several closures: weather and staff
08.05.23.	61	15	Several closures: staff, chemicals, weather
15.05.23.	157	17	Several closures: mess, staff
22.05.23.	296	18	Incomplete data
29.05.23.	385	18	Several closures: staff, chemicals
05.06.23.	263	20	Incomplete data
12.06.23.	400	24	Weather, incomplete data
19.06.23.	288	24	Maintenance
26.06.23.	50	19	Weather, incomplete data
03.07.23.	89	19	Weather, new staff start
10.07.23.	9	19	Weather
17.07.23.	45	19	Weather and sickness
24.07.23.	104	18	Schools close, café open every day, weather
31.07.23.	93	18	Weather
07.08.23.	437	21	Weather, electric failure, CI2 issues
14.08.23.	366	21	Weather, maintenance, CI2 issues and poop incident
21.08.23.	412	20	Weather, high comb CI2
28.08.23.	213	19	Café work starts, Food & River Fest
04.09.23.	654	26	Heat wave, maintenance
11.09.23.	80	20	Schools open, café closed, CI2, weather
18.09.23.	11	16	Weather and sickness
25.09.23.	34	18	Cooler

SEASON TOTAL	3548
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DAY	USERS
MONDAYS	199
TUESDAYS	372
WEDNESDAYS	830
THURSDAYS	618
FRIDAYS	491
SATURDAYS	604
SUNDAYS	434

TIME	USERS
10:00	128
11:00	410
12:00	479
13:00	537
14:00	636
15:00	522
16:00	588
17:00	248



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Proposal for additional entertainment to be included as part of James Wilkins Events hire agreement with Melksham Town Council for the hire of King George V Park

- Under the current hire agreement with Melksham Town Council I have hired King George V Park from Thursday 30th May until Monday 2nd June for Shambles Festival 2024.
- Saturday 1st June is currently the only the day in which I provide entertainment with music being played between 12PM-10PM. The other days are used for the setup and pack down of the event.
- I am proposing that in addition to providing entertainment on the Saturday I also host a "Live Band Night at Melksham Park" on the evening of Friday 31st May.
- This would utilize the existing site that is setup for Shambles Festival. The fencing, toilets, and big-top tent would all already be setup ready to be used on the Friday evening.
- The event would be aiming to serve an older age demographic than Shambles Festival does with the age of the average ticket holder estimated to be between 40-60.
- The music featured would consist of local artists with a singer/ guitarist support act and a band as a headliner. Gates to the event site would open at 6PM with live music entertainment starting at 7:00PM and the event finishing at 9:30PM.
- I expect audience attendance to be lower than Shambles Festival with around 100-200 people attending.
- The event would be covered under the same hire agreement, TENs license and public liability insurance that covers Shambles Festival and my existing Event Management Plan/ Risk Assessment documentation would also apply to the event. This means that alcohol would be sold on-site and the event would need to be 18+ like Shambles Festival.
- I would market and ticket the Live Band Night separately to Shambles Festival with tickets being sold online priced at £10.

I believe that voting in favour of this proposal would open up the existing infrastructure that I build for Shambles to be utilized by a broader demographic of people. Thank you for considering my proposal.

Kind regards,

James Wilkins

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