

**ROYAL WOOTTON BASSETT TOWN COUNCIL**

Minutes of a Meeting of the Amenities Committee held on Thursday 7<sup>th</sup> January 2016 at 7.30pm at Manor House, Lime Kiln, Royal Wootton Bassett.

PRESENT: Councillors: Mary Champion, Sue Doyle, Linda Frost, Janet Georgiou, Sue Hughes, Mike Leighfield, Steve Watts, and John Wilks.

Also in Attendance: Councillors Paul Heaphy, Audrey Wannell and Chris Wannell.

Officers in Attendance: Johnathan Bourne, Town Clerk, Michelle Temple, Administrative Services Manager, David Houlden, Health & Safety Officer, Emily Maiden, Committee Clerk & Administrative Officer.

**36. APOLOGIES**

There were no apologies for absence received as all Members of the Committee were present.

**37. DECLARATIONS OF INTEREST**

To receive Declarations of Interest in accordance with sections 10 and 12 of Wiltshire Council's Members Code of Conduct, as adopted by Royal Wootton Bassett Town Council at a meeting held on 12<sup>th</sup> July 2012.

RESOLVED to note that there were no Declarations of Interest received.

**38. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's Announcements.

### **39. CONFIRMATION OF MINUTES**

RESOLVED to confirm and sign minutes of meetings of the Amenities Committee held on Thursday 5<sup>th</sup> November 2015 (A/4/2015-2016), copy previously circulated.

### **40. LITTER REPORT**

The Committee received the latest Vandalism and Litter Report, copy previously circulated.

It was noted that there had been three separate incidents at Otter Way Play Area involving acts of arson. Two of these incidents had resulted in fire damage, which was subsequently reported to the Police and dealt with via the restorative justice scheme. CCTV had proved vital to the Police investigation; extra lighting has now been installed in the area to further improve the efficiency of the cameras.

Members expressed concern over the amount of litter that has accumulated around the recycling bins in Borough Fields Car Park. Sainsbury's are now responsible for the recycling facility, and it appears as though the new bins that have been installed are too small for the level of use that the area is subject to. Over the Christmas period the area was not tended to, which has led to a number of complaints. It was therefore agreed to contact Sainsbury's in relation to the matter.

Following on from this discussion, it was also agreed that the Council would contact the owner of the former Morrison's car park, as the area is not maintained and the wall around the front of the car park is subject to vandalism.

The Committee thanked the Grounds Team for the excellent work they undertake in maintaining the cleanliness of the play areas to such a high standard.

#### **41. HEALTH AND SAFETY PRESENTATION – VIBRATION REGULATIONS**

The Committee received a short presentation from the Town Council's Health and Safety Officer, Mr David Houlden, regarding vibration regulations and the impact this has upon working practices.

Members were advised that the Health and Safety Executive issues guidelines regarding the amount of exposure to vibration from working equipment per day, and that each individual piece of equipment is rated by the manufacturer to ensure that those using the equipment are aware of its vibration magnitude value. It is the intention of the Grounds Maintenance Team to hire a piece of equipment that will calculate the exact vibration magnitude of all items of vibrating equipment used, as there can be variances between the manufacturer's guidelines and the actual figure. By confirming the actual magnitude, it may become apparent that there are items of the workshop inventory that are no longer fit for purpose and need to be replaced in order to ensure the continued efficiency of the Grounds Maintenance Team.

The Committee thanked David Houlden for his presentation, and noted the need to undertake testing on all items of vibrating machinery used by the Grounds Maintenance Team.

#### **42. PLAY AREA AND OPEN SPACES WORKING PARTY**

##### **a) Play Equipment**

At a meeting of the Amenities Committee held on Thursday 5<sup>th</sup> November 2015 Members discussed the installation of new items of play equipment at Showfield, New Road, Poets Field and Otter Way Play Areas. It was hoped that S106 funds could be utilised in order to undertake some of the works involved.

Following a discussion with Colin Kennerson at Wiltshire Council, it was established that S106 funding could not be used at Showfield and New Road. It was therefore suggested that the Working Party continue with the tenders for the new pieces of equipment at Otter Way and Poetsfield only. As a result of that discussion, the following works have been put out to tender:

- 1) A multi gym fitness station at Otter Way and Poets Field.
- 2) A half basketball court for Otter Way,
- 3) Double swing set for Otter Way.

- 4) Soft pour for the area surrounding the ship at Jubilee Lake.

Copies of the tenders received were circulated prior to the meeting.

It was RESOLVED to accept the quotation received from Mant Leisure, as this company has undertaken work for the Town Council in the past to a high standard. The contractor had produced two options for the installation of the basketball court at Otter Way, one that utilised a tarmac surface, and the other with a grass mat. The Committee felt that the tarmac option was the most suitable; therefore the total cost of the works to all three sites will be £25,300 excluding VAT. Items 1-3 from the list of works outlined above will be funded from S106 monies, with item 4 at Jubilee Lake being taken from the Amenities budget.

#### **b) Smoke-free Play Areas.**

The Town Council was contacted by Wiltshire Council regarding the opportunity to benefit from Public Health Early Years Funding for smoke free signs for play areas. Information on the smoke-free play areas initiative was previously circulated.

The Committee was asked whether it wished to progress with obtaining smoke-free play area signage for use in Royal Wootton Bassett.

RESOLVED to request one sign per play area, as it was agreed that the initiative created a safe and pleasant environment for children.

### **43. OTTER WAY PATH**

At a meeting of the Amenities Committee held on Thursday 5<sup>th</sup> November 2015, Members were advised that the work to repair the footpath at Otter Way was being retendered due to the previous tenders being unsuitable.

Quotations received as a result of the retendering process were circulated at the meeting.

The previous quotations are provided below. Please note that the Council's architects attempted to action quote a) for two months, however the contractor refused to submit a detailed summary of the tender, indicating that they are no longer interested in the work, which led to a further round of tendering as above.

- a) £35,306
- b) £67,737.20
- c) £128,540

The second round of tendering produced the quotations below:-

- d) £53,700
- e) £45,685

RESOLVED to accept quotation e) as above. In order to fund the project, £30,000 will be drawn from the project fund, with the remaining £15,685 as a one off payment from the General Reserve.

#### **44. COMMUNICATIONS**

The Committee was asked to consider whether it would like any Press Releases or other Communications issued in respect of the Committee Agenda items.

RESOLVED to issue communications on the works to the footpath and play areas once the projects are underway.

*The meeting closed at 8.25pm*