

**AMENITIES COMMITTEE**  
**Draft Minutes of the Meeting held in the Large Hall of the Town Hall, Calne**  
**On Monday 6 June 2016**

**PRESENT:** Councillor T W B Rounds – **Town Mayor** (Ex officio)  
Councillor A J Trotman – **Deputy Town Mayor** (Ex officio)  
Councillor Mrs G J Ansell  
Councillor Ms H E Canfer  
Councillor D J Davies  
Councillor H R Marshall  
Councillor P M Redmond  
Councillor R J Stigwood

**IN ATTENDANCE:** Councillor A Muir (Substituting Councillor Dr Reid)  
Councillor A K Hill

**OFFICERS:** Mrs L A Roberts – Town Clerk  
Mrs C Harris – PA to the Town Clerk

**01/16 ELECTION OF CHAIR**

It was proposed by Councillor Mrs Ansell, seconded by Councillor Ms Canfer and

**UNANIMOUSLY RESOLVED** to elect Councillor Marshall as Chair of this committee for the ensuing year.

**02/16 ELECTION OF VICE CHAIR**

It was proposed by Councillor Mrs Ansell, seconded by Councillor Redmond and

**UNANIMOUSLY RESOLVED** to elect Councillor Stigwood as Vice Chair of this committee for the ensuing year.

**03/16 APOLOGIES**

Apologies were received from Councillor Dr Reid. Councillor Dr Reid will be substituted by Councillor Muir.

**04/16 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**05/16 MINUTES**

The Minutes of the meeting of the Amenities Committee held on Monday 29 February 2016, having previously been circulated, were confirmed as a correct record and signed by the Chair.

## **06/16 START TIME FOR THIS COMMITTEE**

It was proposed by Councillor Stigwood, seconded by the Town Mayor, Councillor Rounds and

**UNANIMOUSLY RESOLVED** that the Amenities Committee meetings will continue to start at 6.30pm for the municipal year.

## **07/16 WORKING GROUP MEMBERSHIP 2016/17**

It was agreed that the membership of the following working groups should be made up of members of this committee to allow for effective reporting back on issues under the remit of the committee. It was reiterated however that if any member is unable to attend a working group meeting that an attempt to find a substitute should be made to maintain Councillor representation.

The following memberships were agreed:

### **SKATEPARK WORKING GROUP**

Town Mayor  
Deputy Town Mayor  
Cllr Marshall  
Cllr Redmond  
Cllr Davies

### **SPORTS FACILITIES WORKING GROUP**

Town Mayor  
Deputy Town Mayor  
Cllr Mrs Ansell  
Cllr Davies  
Cllr Redmond

### **SERVICE REVIEW WORKING GROUP**

It was resolved to dis-band this working group.

### **TOWN HALL WORKING GROUP**

Town Mayor  
Deputy Town Mayor  
Cllr Canfer  
Cllr Redmond  
Cllr Stigwood

### **HERITAGE QUARTER STEERING GROUP**

*Town Mayor*  
*Deputy Town Mayor*  
*Cllr Stigwood*

### **BRITAIN IN BLOOM WORKING GROUP**

Town Mayor  
Deputy Town Mayor  
Cllr Ms Canfer  
Cllr Dr Reid

## **08/16 TOWN HALL BOILER**

Members discussed the pro's and con's of Biomass boilers; the need to store pellets, the need to continually feed the boiler and the need for regular deliveries , which would add to our already congested road network. Based on these discussions, members came to the conclusion that this is neither a suitable nor viable option at the present time and that a gas boiler would be a more suitable replacement.

Members were equally unsure about replacing like for like as there are lots of different options, makes and models now available which will almost certainly be more modern, efficient and cost effective.

The potential Town Hall redevelopment needs to be taken into consideration to ensure that there is capacity to heat not just the Town Hall but other amenity areas created as part of this project. This needs considering when a replacement boiler is sought.

It was proposed by Councillor Stigwood, seconded by Councillor Davies and

**UNANIMOUSLY RESOLVED** to wait until the boiler comes to the end of its life and then re-visit the issue, obtaining revised quotes for modern, efficient gas boilers, including a comprehensive service contract, with a capacity to cope with the needs of the building at that time.

### **09/16 STREET CLEANSING EQUIPMENT**

Members were fully in favour of purchasing a piece of street cleaning equipment to suit the needs of the Council moving forward. Members agreed that the decision regarding the selection of equipment must be made following full consultation with the Street Cleaner and the grounds team (who deputise during periods of absence/annual leave).

Members looked at both options as presented and agreed that the urban vacuum cleaner, whilst more expensive, is the best option as far as efficiency is concerned as the motorised cart would still require the street cleaner to use a manual litter picker.

It was noted that Marlborough Town Council use a similar piece of equipment to clean their streets, so it was suggested that we consult with them. It was also suggested that prior to purchasing, we investigate different types of urban vacuum cleaners as there must be more than one manufacturer. Comparable costs should be obtained for best value.

It was questioned whether the staff would require a license to operate this machinery and if so, what would the costs be.

The Town Clerk confirmed that a full risk assessment would need to be carried out prior to the purchase of any piece of equipment.

It was proposed by Councillor Stigwood, seconded by the Town Mayor, Councillor Rounds and

**UNANIMOUSLY RESOLVED** to delegate authority to the Town Clerk to investigate and purchase a suitable piece of equipment, in full consultation with the street cleaner and grounds team, up the value of £12,000 from the Equipment Replacement budget code 902-9057.

## **10/16 DOG WASTE DISPOSAL BUDGET IMPLICATIONS**

It was proposed by Councillor Mrs Ansell, seconded by the Deputy Town Mayor, Councillor Trotman and

**UNANIMOUSLY RESOLVED** to allocate an additional £1456.00 to the Amenities Grounds Maintenance budget 207-4063 on an annual basis, to cover the disposal of 240L designated dog waste bins.

## **11/16 CASTLEFIELDS CANAL AND RIVER PARK ASSOCIATION**

The minutes of the meeting held on 19 May 2016 were noted.

## **12/16 BRITAIN IN BLOOM WORKING GROUP**

The minutes of the meetings held on 14 March, 11 April and 9 May 2016 were noted.

## **13/16 MEDIEVAL FAYRE**

Members noted the thank you letter.

## **14/16 CONFIDENTIAL SESSION - CASTLEFIELDS WALL TENDER REPORT & ASSOCIATED PAPERS**

Councillor Hill was in attendance, as a member of the Finance Working Group (FWG) to reassure members of this committee that FWG have spent many hours researching the tender documents as presented. Councillor Muir, in particular, has had many detailed discussions and email exchanges with MEA and has scrutinised the tenders and supporting accounts. It was noted that SCL have come in some £40K cheaper and not £60K as originally calculated. FWG are now completely happy with the recommendation to appoint SCL. Members thanked Cllr Muir for his time and due diligence.

It was proposed by Councillor Muir, seconded by the Deputy Town Mayor, Councillor Trotman and

**UNANIMOUSLY RESOLVED** to agree the appointment of Szerelmey Conservation Ltd, as recommended by MEA in their tender report, dated 18<sup>th</sup> May 2016

**The meeting closed at 7.43pm**