



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor
Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout-pc.gov.uk

Web: www.melkshamwithout-pc.gov.uk

Monday 30th October 2023

To all members of the Council **Asset Management Committee**: Councillor John Glover (Chair of Council), Councillor David Pafford (Vice-Chair of Council), Councillor Alan Baines, Councillor Terry Chivers, Councillor Shona Holt, Councillor Andy Russell and Councillor Rob Hoyle

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 6th November 2023 at 7.45pm** at **Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES** to consider the agenda below.

TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09>

Or go to www.zoom.us or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**
Passcode: 070920. Instructions on how to access Zoom are on the parish council website www.melkshamwithout-pc.gov.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

To access the agenda online please scan the below QR code.

Yours sincerely

Teresa Strange, Clerk

YOU CAN ACCESS THE AGENDA HERE



AGENDA

1. Welcome, Housekeeping and Apologies

2. To receive **Declarations of Interest**

3. To consider holding items in Closed Session due to confidential nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business (Agenda Item 5b,5c, 6e) where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

4. Public Participation

5. Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:

- a) To review and consider any actions required following receipt of ROSPA reports
- b) To receive update on progress with the freehold of both Berryfield and Kestrel Court play areas and note that a public open space notice has been published with the deadline for objections being 20th October.
- c) To approve the legal transfer of the Davey Play Area (Pathfinder) to the parish council from Taylor Wimpey if outstanding vehicular access query is resolved (and to review ROSPA report as independent assessment before transfer).
- d) **Berryfield Play Area:**
 - I. To consider securing the play area fencing to stop access to the brook at the back of the play area.
 - II. To consider painting the play area equipment once the freehold has been completed.
- e) To consider repainting the gates at Shaw Play Area
- f) To consider removing covid signage from all play areas now that no restrictions are in place.
- g) To consider whether the basketball hoops require nets bearing in mind that the Caretaker has to use a ladder to access the hoop.
- h) **Grass cutting:** To consider adding the grass opposite Berryfield Play Area on the grass cutting schedule following complaints that it is not being cut.
- i) **Wessex Water positive footprint:** To consider offer of community benefit for gate relocation at St Barnabas play area access and potential materials for Shurnhold Field car park project and agree way forward

6. QEII Diamond Jubilee Sports Field & Pavilion (*known informally as Bowerhill Sports Field*):

- a) To receive update on current bookings
- b) To consider updated information from youth organisation regarding the installation of advertising hoarding at the sports field and approve location.
- c) To consider request from sports field hirer to use the moveable goal posts for their training sessions as part of the facility being their home venue.
- d) To review results from the Bowerhill Sports Field outdoor equipment consultation and decide on way forward for grant applications
- e) To receive update on new commercial bin emptying schedule and consider way forward.

- f) To receive update on progress with replacing Pavilion water tank base under delegated powers following site survey on 11th October
- g) To approve quotation for the installation of the drinking water fountain following the site survey undertaken on 11th October.
- h) To approve quotation for control panel service and repair following issues identified (if received).
- i) To note volunteers from Herman Miller will be undertaking some volunteering activities at the Bowerhill Sports Field on Tuesday 7th November for their annual 'day of purpose'.
- j) To note breakdown of discount received from Energy Bill Relief Scheme for pavilion gas.

7. Allotments

- a) To receive report on waiting list
- b) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds
- c) To consider request from allotment tenant for plot refund following notice being given that they are unable to carry on tending to the plot.
- d) To receive update on responses received from allotment tenants following request for their views on setting up an Allotment Association and consider way forward.

8. Berryfield Village Hall:

- a) To consider any parish council action as a result of site visit with acoustic engineer to mitigate issue with acoustic performance at the village hall.
- b) To note correspondence received from Berryfield Village Hall Management Trust advising that they no longer required additional patio space.

9. Shurnhold Fields: To review Shurnhold Fields working party notes held on 28th September 2023 and approve recommendations.

10. Noticeboards: To consider whether the noticeboard outside of the old fish and chip shop at Kestrel Court should be re-located now that it is no longer a shop.

11. Bus shelters: To review Beanacre bus shelter location assessment and approve bus shelter style to move forward with obtaining quotations.

12. Bins:

- a) To consider request from resident to move one of the bins opposite Tesco Express in Bowerhill to Westlands Lane, Beanacre.
- b) To consider request from St Barnabas Church to install bin in the church cricket field
- c) To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers. NONE

13. Benches:

- a) To review location and approve installation of outstanding BRAG benches (originally destined for Hornchurch Road Public Open Space)
- b) To review location and approve installation of benches for Bowerhill wildflower areas, donated by Wiltshire Council
- c) To agree which parish council benches are to be "Happy to Chat" benches

Copy to: All Councillors