



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Monday 5th February 2024

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 (Chair of Committee), Councillor Terry Chivers, Councillor Shona Holt

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 12th February 2024 at 7.00pm** 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 where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Legal/Contractual- agenda Items 5a, 5b, 5c, 6a, 6b, 6f, 7e & 8

Quotations – can be discussed if anonymised - Items 5d, 6e, 9a

4. Public Participation

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

- a) To consider way forward with quarterly play area inspections
- b) To consider way forward with play area safety surfacing cleaning
- c) To note correspondence from the Council's solicitor regarding vehicular access to Pathfinder Way Play Area and consider a way forward.
- d) To approve quotation for footpath repair around manhole cover outside of Berryfield Play Area (*arising from min. 274/23a*).
- e) To note tree limb clearance undertaken under delegated powers at Kestrel Court Play Area following storm.

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

- a) To receive update on current bookings
- b) To note current debtor and consider next steps
- c) To consider hire charges for moveable goal posts for training sessions.
- d) To consider updated information obtained regarding the installation of advertising hoarding at the sports field and approve location.
- e) To approve quotation to improve the drainage on the middle football pitch
- f) To consider correspondence received from St Barnabas Church regarding Beanacre Play Area annual rent payments
- g) To consider correspondence from St Barnabas Church requesting that the parish council cut back the play area hedge on the cricket field side.
- h) To note drinking water fountain leak and action taken

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 a request from an allotment holder for assistance in clearing rubbish from their allotment left from the previous tenant.

- 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.
 - e) To note the Internal Auditors observations around the allotments farm business tenancy agreement and consider seeking formal legal advice.
 - f) To consider allotment rent charges for 2024/25
- 8. Grass cutting and bin emptying:** To consider grass cutting and bin emptying contract specification and approve quotation from current contractors for three year contract.
- 9. Bus shelters:**
- a) To approve quotation for replacement Beanacre bus shelter including the removal and disposal of asbestos roof.
 - b) **Real time information:** To note latest update following recent meeting regarding real time information and consider next steps. <https://www.papercast.com/>
- 10. Weed spraying:** To approve quotation to undertake weed spraying around the parish
- 11. Village Halls:**
- a) **Berryfield Village Hall:** To note Village Hall applying to the Area Board for funding towards air conditioning and consider any parish council actions.
 - b) **Whitley Reading Rooms:** To note upcoming AGM and potential requirement for the council to insure building if a new committee is unable to be formed.
 - c) To note meeting arranged with local village halls.
- 12. Shurnhold Fields:** To receive update on the car park enhancement project
- 13. Signage:** To approve quotation for signage required in various locations around the parish.
- 14. Trees:** To consider request from resident for tree planting on the copse between the road and the pedestrian/cycle way at the Spa.
- 15.** To consider request from Councillor Terry Chivers for stabbing and bleed kits to be provided in the Parish
- 16. Defibrillator:** To note that the Pathfinder Way defibrillator cabinet has now been installed and receive update on the defibrillator going live with the ambulance service.
- 17.** To consider uses for patio slabs now that they are not required by the Berryfield Village Hall Trust.
- 18. Bins:** To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers.

Copy to: All Councillors