



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday, 9 June 2020

To all members of the Council **Asset Management Committee**: Cllr Richard Wood (Chair of Council), Cllr John Glover (Vice Chair of Council & Chair of Committee), Cllr Alan Baines, Cllr Paul Carter, Cllr Terry Chivers, Cllr Paul Taylor and Cllr Stuart Wood

You are invited to attend the Asset Management Committee Meeting which will be held on **Monday 15 June, at 7.00pm** to consider the agenda below.

PLEASE NOTE THAT THIS IS A REMOTE VIRTUAL MEETING THAT WILL REQUIRE A ZOOM INVITATION AND PASSWORD TO ATTEND. MEMBERS OF THE PUBLIC AND PRESS ARE REQUESTED TO CONTACT THE CLERK BY 6.30PM ON MONDAY 15TH JUNE TO REQUEST A ZOOM INVITATION.

Yours sincerely

Teresa Strange, Clerk

AGENDA

1. Apologies

2. To receive Declarations of Interest

3. Public Participation

4. To consider holding items in Closed Session (17) 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 the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

5. Government Guidance for Covid-19

- a) To note latest Government guidance on closure of Play Areas and measures put in place to date
- b) To note latest Government guidance on Public Open Spaces and measures put in place to date

6. QEII Diamond Jubilee Sports Field & Pavilion:

- a) To receive report on bookings since Covid-19 pandemic
- b) To note work undertaken since Lockdown measures in place
- c) To consider requests from local youth football club for goal post storage, and advertising
- d) To consider removal of tyre for use by Personal Trainers
- e) To consider:
 - i) Reopening of carpark for users
 - ii) Reopening of toilet for users
 - iii) Reopening of changing rooms for users
 - iv) Reinstatement of goal posts
 - v) Changes to bin emptying schedule
- f) To note recent Pavilion alarm call outs and updated Out of Hours call out personnel
- g) To consider police report on activity on Field
- h) To note health and safety equipment and signage purchased for office

7. Shaw Village Hall & Playing Field

- a) To note postponement of Management Committee AGM further to Covid-19 lockdown
- b) To note graffiti at Shaw Playing Field and plans for removal
- c) To note if Insurance provision confirmation has been received in line with lease

8. Installation of Water Fountains: To reconsider the installation of water foundations at Shaw Shaw Village Hall and Bowerhill Sports Pavilion, in light of the recent public health crisis

9. Trees & Grasscutting :

- a) To approve quotation for regular Tree Inspection
- b) To consider watering schedule of trees planted by the council or as part of a community group project within the parish, and how to carry out operationally
- c) To note grasscutting undertaken by parish council and Wiltshire Council on public open spaces during Lockdown
- d) To agree planned grasscutting areas at Hornchurch Road public open space to meet social distancing requirements
- e) To note areas to only be cut 3 times per year adjacent to Hornchurch Road public open space, and to Wellington Drive public open space
- f) To consider correspondence received regarding tree planting and grasscutting at land at Beverly Close, Bowerhill

10. Shurnhold Fields:

- a) To note the draft Minutes of the Shurnhold Fields working party meeting held on 10 March 2020 and consider actions from that meeting and steer for parish council reps at the meeting to be held on **Thursday, 18 June at 7pm.**
- b) To consider request to erect a flagpole at Shurnhold Fields

11. Community Field adjacent to St Barnabas Church, Beanacre

- a) To note tree branch cleared from parish council leased land
- b) To note hedge work required on parish council leased land
- c) To consider leasing field in addition to land already leased by parish council

12. Allotment update

- a) To received 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 note Wiltshire Council advice on bonfires, particularly on allotments

14. Berryfield Village Hall

- a) To note planning application for new Village Hall submitted
- b) To note quotation for Building Regulations submission
- c) To note appointment of Structural/Civil Engineers by Architect on instruction of Project Manager
- d) To note estimate of building construction cost from Cost Consultant
- e) To note current estimated project costs vs budget

15. To note defibrillators reported out of service with Ambulance Trust due to location as part of Covid-19 lockdown measures

16. To consider adding bus shelter opposite George Ward Gardens to cleaning contract

17. To agree priority of Current Asset Projects

18. To consider operational duties of Amenities staff during current public health crisis.

Copy to: All Councillors