



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Monday 25th September 2017

To all members of the Council Asset Management Committee: Chair, Vice Chair, Cllrs Alan Baines, Mike Mills, Paul Carter, Steve Petty and Terry Chivers

Dear Asset Management Committee members

Re: ASSET MANAGEMENT COMMITTEE MEETING ON MONDAY 2nd OCTOBER 2017

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 2nd October, at 7.00pm** Crown Chambers, First Floor, 7 Market Place, Melksham to consider the agenda below.

Yours sincerely


Teresa Strange
Clerk

AGENDA

1. **Welcome, Housekeeping and Apologies**
2. a) To receive **Declarations of Interest**
b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered
3. **Public Participation**
4. To note Minutes of the last meeting (5th June 2017)
5. **Play Area Inspections:**
 - a) To note ROSPA Code of Good Practice for Play Areas
 - b) To consider independent ROSPA reports on play areas (conducted Sept 17)
 - c) To note incident in Kestrel Court Play area, subsequent site visit and consider subsequent advice received
 - d) To consider quotation for addressing any maintenance issues highlighted in ROSPA inspection reports
 - e) To note current inspection regime (Weekly, Quarterly, Annual)
 - f) To consider revising bin emptying regimes during holiday periods

Serving rural communities around Melksham

6. **Hornchurch Road Play Area:**
 - a) To note current update with land asset transfer from Bloor
 - b) To consider advice from safety surfacing contractor on installation date
7. **Bowerhill Diamond Jubilee Sports Field & Pavilion:**
 - a) To receive report on bookings/usage for new season (commencing Sept 2017)
 - b) To consider revising Fee Structure for hire of field and pavilion
 - c) To consider any response from local landowner re small paddock adjoining Sports Field
 - d) To note trees ordered from Woodland Trust for Sports Field (Spring 2018)
8. **Requests for facilities at Bowerhill**
 - a) To note feedback following requests for teen facilities at Bowerhill
 - i) From social media
 - ii) From youth organisations
 - b) To note indicative costs of:
 - i) Teen shelter
 - ii) BMX Track
 - c) To consider further action following requests for teen facilities at Bowerhill
 - d) To consider request for walking/running track around the Bowerhill Sports Field
9. **Allotments:**
 - a) To note that allotment invoices sent out for new season commencing 1st October 2017
 - b) To consider clearing very overgrown plot
 - c) To consider any action re piles of mulch, and composting material in communal areas
 - d) To consider security issues raised
10. **Shaw Village Hall & Playing Field:**
 - a) To consider Minutes of Shaw Hall & Playing Field Committee 23rd June & 15th Sept
 - b) To note correspondence about boundary wall
11. **Crown Chambers:**
 - a) To consider request for additional screen for Finance Assistant
 - b) To consider quotations for replacement photocopier
 - c) To note PAT testing undertaken – September
 - d) To note Fire Extinguisher testing and replacement undertaken – September
12. **Community Access Defibrillators**
 - a) To note annual maintenance visit booked.
13. **Phone Box Adoption:**
 - a) To formally approve legal agreement for signature for the sale and purchase of Telephone Kiosks from BT to the parish council (Top Lane, Whitley & Corsham Road, Shaw)
 - b) To consider draft maintenance agreement between parish council and CAWS for phone boxes

Copy to: All Councillors