



MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 27th October 2026

To all members of the Council **Asset Management Committee**: Councillors John Glover (Chair of Council), David Pafford (Vice-Chair of Council), Alan Baines, Martin Franks (Chair of Committee), John Doel, Martin Haffenden (Vice Chair of Committee) and Tony Hemmings.

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 2nd November 2026 at 7.00pm 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 7.00PM.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=86190731019>

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 please call (do not text) the out of hours mobile: 07341 474234

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

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Yours sincerely

Teresa Strange, Clerk



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 agenda items where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
4. **Public Participation**
5. **Annual Review of Council Assets**
 - a) **Asset Management – Responsibilities and Priorities:** To note the Asset Management Committee's responsibilities under the Council's adopted Terms of Reference, the Practitioners' Guide 2026/27 and the Council's Objectives & Priorities for 2026/27 and beyond, to inform consideration of the individual asset reports and the strategic review at the conclusion of the meeting.
 - b) **Asset Register and Condition Review:** To receive the area-based asset inspection reports, review the condition of the Council's individual assets and street furniture, and consider any maintenance, repair, replacement, disposal or other action required.
 - c) **Defibrillators:** To agree disposal of old Lifeline VIEW defibrillators.
6. **Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:**
 - a) To review and consider any actions required following receipt of ROSPA Inspection reports (including quotes).
 - b) To approve quote to replace gate at Hornchurch Road Play Area
 - c) To receive update on Beanacre Play Area refurbishment project following appointment of contractor
 - d) To note correspondence from St Barnabas Church regarding alleged encroachment on parish council leased land and consider action
7. **QEI Diamond Jubilee Sports Field & Pavilion (*known informally as Bowerhill Sports Field*):**
 - a) To receive report on football bookings
 - b) To consider the impact of continued football activity during the closed season on grass coverage, pitch quality and availability for the current football season.
 - c) To note latest pitch power assessment (if received)
 - d) Melksham Cricket Club proposal to play cricket at the sports field:

- i. To consider additional information from Melksham Cricket Club on their proposal
 - ii. To consider information received from the council's contractors regarding the feasibility of accommodating cricket at the sports field, including the potential location of a cricket wicket and any implications for future use
 - iii. To consider the potential impact of the proposal on existing bookings and usage of the sports field
 - iv. To consider the next steps in progressing the proposal.
- e) **Separation of waste:** To approve the pavilion new waste regime including additional bin emptying costs
- f) To note increase in fuel surcharge for bin emptying at the sports field
- g) To approve cold water boost pump three year maintenance contract

8. Allotments

- a) To receive report on waiting list and any issues arising since the last meeting
- b) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds
- c) To agree allotment plot inspection dates for 2027
- d) To consider the development of an Allotment Inspection App Linked to the Existing allotment Database

9. Council owned Village Halls

a. Shaw Village Hall and playing field

- i. To receive update on Shaw Village Hall lease
- ii. To note correspondence from Shaw Village Hall regarding water leak and consider action

b. Berryfield Village Hall:

- i. To note the damage to rooflight at Berryfield Village Hall, receive an update on the insurance claim and consider any necessary action regarding repairs.
- ii. To note feedback on partition wall

10. Bridges:

- a) To note bridge at Bowerhill Sports Field has been closed off due to condition
- b) To receive update on progress with bridge projects

11. To consider request from resident to purchase a small area of council-owned land adjacent to Berryfield Play Area to extend garden

12. Bus shelters: To note receipt of asbestos survey reports and consider any action

13. Bins: To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers- **None**

15 . Strategic Asset Management Review and Future Budget Requirements

- a) **Asset Management:** To review the Council's overall arrangements for managing and safeguarding its principal assets, identify any risks or gaps, and consider future action required.
- b) **Budget Requirements for 2027/28 and Beyond:** To identify future maintenance, replacement and capital expenditure requirements, including potential earmarked reserves, and make recommendations for Budget setting

Copy to: All Councillors