



MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 30th June 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, John Doel, Martin Haffenden and Tony Hemmings.

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 6th July 2026 at 7.00pm at St Barnabas Church, Beanacre Road, Beanacre, Melksham SN12 7PT** 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. This meeting is being held at a different venue without the council's camera and microphone equipment, we will endeavour to provide a zoom link and recording for YouTube but please be aware that we cannot guarantee either remote access or good quality images and sound.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=81583858545>

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.

YOU CAN ACCESS THE AGENDA HERE

Yours sincerely

Teresa Strange, Clerk



Site Visit prior to meeting - Beanacre Play Area

Committee members are invited to attend a site visit of Beanacre Play Area commencing at 6.00pm. **Members of the public are welcome to join the site visit from 6.15pm.**

The purpose of the site visit is to enable members of the committee to view the existing play area, present the initial proposals for replacement play equipment, and invite feedback from members of the public before the matter is considered by the Asset Management Committee.

No decisions will be made during the site visit, and any views expressed will be considered by the Asset Management Committee during the formal Asset Management Committee meeting commencing at 7.00pm at St Barnabas Church.

AGENDA

- 1. Welcome, Housekeeping and Apologies**
- 2. Chairman & Vice Chair of Asset Management Committee for 2026/27**
 - a) To elect **Chair** of Asset Management Committee for 2026/27
 - b) To elect **Vice-Chair** of Asset Management Committee for 2026/27
- 3. To receive Declarations of Interest**
- 4. 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.
- 5. Public Participation**
- 6. Council Assets:**
 - a) To consider Report on condition of Council assets and recommend future action.
 - b) To consider resident request to replace bench near to Kestrel Court Play Area due to poor condition
- 7. Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:**
 - a) **Beanacre Play Area:** To review the supplier concept designs and agree the preferred scope of works and specification for procurement.
 - b) **Berryfield Play Area:** To consider initial thoughts
- 8. QEII Diamond Jubilee Sports Field & Pavilion (*known informally as Bowerhill Sports Field*):**
 - a) To note pitch layout for the new season and receive update on booking for the forthcoming season.
 - b) To note latest pitch power assessment

- c) To consider whether alcohol should be sold on the sports field
- d) To approve quotation for annual ventilation service.
- e) To consider extension to car park and cost implications
- f) To approve quotation for Pavilion electrical inspection
- g) To approve quotation to repair damaged drain
- h) To approve quote for replacement goal post parts
- i) To note the ongoing issue of unauthorised use of parish council goal posts by people who have not made a booking and consider any action

9. 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 note dog sign has been removed from the gate of Briansfield allotments and consider any action
- d) To note damage to boundary fencing at Briansfield and Berryfield Allotments, to consider quotations for repairs (if received), and to determine any action required.
- e) To consider a request from an allotment tenant to install a temporary barrier, such as a pallet or picket gate, between adjacent plots to deter deer and dog access.
- f) To approve quote to replace disposed of noticeboard at Briansfield allotments
- g) To note the Internal Auditors observations around the allotments farm business tenancy agreement and consider any action

10. Shurnhold Fields:

- a) To receive update on Shurnhold Fields and note report following site visit with Wiltshire Council contractor to discuss wildflowers
- b) To note graffiti on shed in car park and consider any action
- c) To consider quotation for the removal of Himalyan Balsam (note this is a joint project with MTC)
- d) To note report from resident that cars are being parked in front of the gate to the field and consider action

11. Village Halls:

- a) To receive update on Shaw Village Hall lease
- b) To consider management of Shaw Village Hall as an asset and note latest minutes
- c) To consider management of Berryfield Village Hall as an asset

12. Bridge:

- a) To consider specification and quotations for replacement wooden bridge at the Bowerhill Sports Field

- b) To consider update and way forward for bridge between Bowood View and Buckley Gardens.

13. Bleed Kits: To consider the provision of public access bleed kits within the parish

14. Bus Shelter:

- a) To consider not extending the bus shelter contract at its end (1 year contract) as Wiltshire council are now cleaning bus shelters (glass/metal ones) irrelevant of ownership
- b) To note that the council's insurers have successfully recovered the full cost of the Beanacre bus shelter damage from the third party and will reimburse the council's policy excess.

15. Fingerposts: To note receipt of funding from the Campaign to protect Rural England (CPRE) towards fingerposts and consider next steps

16. Defibrillator: To note defibrillator call out log.

17. Policies: To review the Biodiversity Policy

18. Market Place Toilets: To consider update on Toilets

19. Approved contractors and suppliers: To consider current list of approved contractors and suppliers.

20. To consider the Snowball accessibility app and whether it would be beneficial to promote accessibility information for parish council-owned facilities and wider

21. To consider commercial activity trails available for purchase for parish areas

22. Bins:

- a) To consider request from resident to replace Wiltshire Council bin in layby outside St Barnabas Church with a bigger one
- b) To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers- **None**

23. To agree specification for additional microphone (and possibly camera) functions in the parish council meeting room

Copy to: All Councillors