



## MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 1<sup>st</sup> July 2025

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, Anne Sullivan, Martin Haffenden and Tony Hemmings.

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 7<sup>th</sup> July 2025 at 7.30pm at Bowerhill Sports Pavilion, Westinghouse Way, Bowerhill, SN12 6TL** 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 7.30PM. 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=82318000182>

Or go to [www.zoom.us](http://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](http://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.

Yours sincerely

Teresa Strange, Clerk

**YOU CAN ACCESS THE AGENDA HERE**



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# AGENDA

**To follow councillor site visit of Bowerhill Sports Field and Pavilion at 6.30pm**

- 1. Welcome, Housekeeping and Apologies**
- 2. Chairman & Vice Chair of Asset Management Committee for 2025/26**
  - a) To elect **Chair** of Asset Management Committee for 2025/26
  - b) To elect **Vice-Chair** of Asset Management Committee for 2025/26
- 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:** To consider Report on condition of Council assets and recommend future action.
- 7. Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:**
  - a) To consider quotations for play area quarterly inspections
  - b) To receive update on Davey Play Area adoption
  - c) To note the following recent complaints received from residents and consider any action if necessary.
    - i. Contractor grass cutting inside play area near to where children are playing
    - ii. Contractor interaction with child due to health and safety concerns while grass cutting outside of play area.
    - iii. Weed spraying inside of Play Areas
  - d) To note correspondence from resident regarding basketball nets and consider any action.
  - e) To note correspondence from Corsham Cricket Club regarding the construction of a changing room facility on the route of the parish council's legal right of access into Beanacre Play Area and consider any action at this stage.
- 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 (if received)
  - c) To approve quotation for annual ventilation service.
  - d) To consider extension to car park and cost implications
  - e) To consider quotation for replacement taps
  - f) To consider quotation for replacement showerheads

- g) To approve quotation for replacement fire extinguishers which surpassed the manufacturers recommended life.
- h) To note new business waste legislation and consider any actions for the pavilion
- i) To consider invoice for seeding pitches

## **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 consider clearing options for very overgrown vacant plots
- d) To consider suitable options for overgrown cherry tree on plot left by previous tenant
- e) To approve quote to cut back hedge at the entrance to Briansfield allotments to improve visibility coming out of car park.
- f) To consider request for mirrors at exit of Briansfield allotment car park to improve visibility when leaving the allotments.

## **10. Shurnhold Fields**

- a) To receive update on the car park enhancement project
- b) To receive report from Shurnhold Fields Working Party meeting held on 2<sup>nd</sup> July.

## **11. Bus Shelter:**

- a) To note latest update from insurers on claim and consider replacement bus shelter specification following quotes obtained for two different styles
- b) To consider quotations for bus shelter cleaning contractor

## **12. Village Halls:**

- a) To receive update on Shaw Village Hall lease
- b) To consider management of Shaw Village Hall as an asset
- c) To agree amount to charge back to Berryfield Village Hall Trust for building insurance
- d) To note The Terrorism (Protection of Premises) Act 2025 (Martyn's Law) and consider parish council actions.

## **13. Defibrillator:** To note that all parish council defibrillators are registered on the Circuit defibrillator finder and confirm the use of the Webnos Governance system.

## **14. Benches:** To consider request to refurbish bench on Corsham Road opposite Shaw School (arising from item 24 at the Road Safety working party 22nd April 25).

## **15. Approved contractors and suppliers:** To consider current list of approved contractors and suppliers.

**16. Bins:**

- a) To consider request to empty bin at Evergreen Meadow Community Field
- b) To consider request to replace bin on Corsham Road (arising from item 25 at the Road Safety working party 22<sup>nd</sup> April 25).
- c) To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers- **None**

**17. Phone box:** To consider progress with adoption projects

**18. Real Time Information displays at Bus Shelters/Stops –** To receive update if any with progress on site surveys

**Copy to: All Councillors**