



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 29th October 2024

To all members of the Council **Asset Management Committee**: Councillor John Glover (Chair of Council), Councillor David Pafford (Vice-Chair of Council), Councillor Alan Baines, Councillor Terry Chivers, Councillor Shona Holt, Councillor Nathan Keates and Councillor Martin Franks

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 4th November 2024 at 7.30pm (Following planning)** at **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 7.30PM.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09&omn=87809260811>

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 meeting 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

A handwritten signature in cursive script that reads 'T. Strange'.

Teresa Strange, Clerk

YOU CAN ACCESS THE AGENDA HERE



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 business where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Legal: 5c, 5d, 10b, 11b

Contractual: 6a

4. Public Participation

5. Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:

- a) To review and consider any actions required following receipt of ROSPA Inspection reports.
- b) To consider undertaking another safety surfacing clean in this financial year following receipt of ROSPA reports (Note: MWPC only budgeted for 1x clean for 2024/25)
- c) **Beanacre Play Area:** To receive update following meeting regarding play area maintenance access and consider way forward.
- d) **Davey Play Area:** To receive update on play area legal transfer and recommend for approval (and to review ROSPA report as independent assessment)
- e) **Shaw Play Area:** To note springer replacement scheduled to be undertaken on Wednesday 6th November.
- f) **Berryfield:** To note correspondence received from Virgin Media to install above ground cabinets (in order to house electronic equipment) on parish council owned land and agree proposed location.

6. QEII Diamond Jubilee Sports Field & Pavilion (*known informally as Bowerhill Sports Field*):

- a) To receive update on current bookings
- b) To note pitch improvement works have begun
- c) To approve quotation to undertake a chlorination of the drinking water fountain following recent work
- d) To consider undertaking a legionella risk assessment at the pavilion (recommended to be undertaken every two years)
- e) To approve quotation to replace security alarm monitor unit due to signaling issue
- f) To consider purchasing some lockable containers to store the top soil at the sports field.
- g) To receive an update on the progress of the grant application submitted for outdoor gym equipment

7. 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

8. **Grass cutting and bin emptying contract:** To consider initial grass cutting and bin emptying contract specification and agree way forward with regard to going out to tender.

9. Shurnhold Fields

- a) To receive update on the car park enhancement project.
- b) To note contractor has been arranged to remove the Himalayan Balsam

10. Rights of Way Board:

- a) To approve quotation for replacement rights of way board at Bowerhill.
- b) To consider refresh of other rights of way boards around the parish following inspection (Shaw & Whitley, Beanacre and Berryfield)

11. Shaw Village Hall:

- a) To review village hall condition survey and consider any actions as a result
- b) To receive update on lease negotiations
- c) To note correspondence from Village Hall regarding cars being driven on the field and approve suggested way forward.

12. Defibrillators:

- a) To note correspondence received regarding the defibrillator outside the New Inn Public House and consider way forward.
- b) To note that all defibrillators were serviced and inspected on 10th September 24.

13. **Speed Indicator Device (SID):** To consider extending the warranty for SID#2.

14. **Biodiversity Policy:** To note actions contained in the policy relating to land and property management and consider way forward

15. To note donation of office mobile phone and approve disposal of old mobile phone

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

17. **Real Time Information displays at Bus Shelters/Stops:** To receive update on progress

Copy to: All Councillors