



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Friday 25th August 2023

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 Andy Russell and Councillor Rob Hoyle

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 4th September 2023 at 7.45pm** (*following planning committee*) 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 7PM.

Click link here:

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

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

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/Contractual: 5b, 5c, 5d, 9b

Quotations – can be discussed if anonymized – 7d, 10a, 12, 13

4. Public Participation

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

- a) To receive report from officer asset visit (1st Sept) and consider any actions required.
- b) To review and recommend for approval the Legal Transfer documents for the Davey Play Area at Pathfinder Place, Bowerhill.
- c) To note correspondence received from St Barnabas Church regarding access to Beanacre play area for maintenance and consider way forward.
- d) To review and recommend for approval the Kestrel Court and Berryfield Play area freehold legal documentation and red line plans
- e) To receive feedback following letter sent to residents regarding installing additional benches at Kestrel Court Play Area (*arising from min. 140c/22*) and agree way forward
- f) To consider feedback following consultation letters sent out to residents regarding a wildflower area being created to the rear of Beverley Close, Bowerhill (following a resident request), and consider a way forward. (*arising from min. 45c/23*)

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

- a) To receive update on current bookings
- b) To note the grant application to the Football Foundation for new goal posts was successful and goals ordered and awaiting installation.
- c) To review results from the Bowerhill Sports Field outdoor equipment consultation and update on grant funding available for the project (NB consultation deadline extended)
- d) To note that the pavilion CCTV system currently has audio recording activated and consider whether this is necessary and appropriate
- e) To receive update on new commercial bin emptying schedule
- f) To receive update on progress with replacing Pavilion water tank base under delegated powers

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
- c) To receive report from officer asset visit (1st Sept) and consider any actions required.

- d) To receive cost estimate for purchase and installation of two new water troughs at Briansfield Allotments and consider way forward (*arising from min.107cii/23*).

8. Grass cutting and bin emptying:

- a) To consider way forward with contract options from 1st April 2024
- b) To note update on s96 licence for Roundabout Sponsorship and consider any further action if required.

9. Assets:

- a) To approve specification for new asset management database and approve estimated cost from IT contractor to produce.
- b) To approve specification for new allotment database and approve estimated cost from IT contractor to produce (*arising from min.418f/21*).
- c) To consider making policy guidelines on what assets to include in new housing developments and who to supply (Eg: Community Access defibrillators? Noticeboards? Lifebuoys for attenuation ponds?)
- d) To consider the way forward with purchase of VE Day planters, bearing in mind the maintenance commitment (*arising from min. 470c/19*)
- e) To note correspondence received regarding location of old ex Wiltshire Council Speed Indicator Device and approve disposing of the item on the asset register.

10. Village Halls:

- a) To approve quotation for Shaw Village Hall condition survey.
- b) To consider any actions following Berryfield Village Hall end of period defect meeting (*held on 25th August*).

11. Defibrillators:

- a) To receive an update on progress with the Pathfinder Way defibrillator.
- b) To consider update on costs associated with refurbishing the Telephone Kiosk at Berryfield Park and re-locating the defibrillator on the side of the New Inn pub to the kiosk.
- c) To review map of parish defibrillator locations and consider any gaps in provision
- d) To note all defibrillators serviced and inspected 23rd August

12. Photocopier: To receive quotations for replacement photocopier and consider options for either purchasing or leasing.

13. Bus shelters: To review budget indications for the replacement of the wooden bus shelter at Beanacre and approve bus shelter style to move forward with for quotations.

14. Bins:

- a) To consider not including the parish council's logo and contact details when replacing damaged Wiltshire Council bins.
- b) To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers. NONE

Copy to: All Councillors