



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Thursday 20th June 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 1st July 2024 at 7.30pm** 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=89300856953>

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. **Chairman & Vice Chair of Asset Management Committee for 2024/25**
 - a) To elect **Chair** of Asset Management Committee for 2024/25
 - b) To elect **Vice-Chair** of Asset Management Committee for 2024/25
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 business where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Legal/Contractual: 7f
Early stages of any dispute: 8a
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 review latest quarterly play area inspection reports and consider any action required.
 - b) **Hornchurch Road Play Area Safety Surfacing:**
 - i) To receive feedback following earlier site visit and note temporary repair undertaken w/c 17th June 24.
 - ii) To review Financial Regulations advice re thresholds for quotations vs tenders
 - iii) To consider options for Hornchurch Road Play Area safety surfacing replacement and approve quotation if appropriate
 - c) To note complaint received regarding the location of the picnic bench installed inside of Kestrel Court Play Area and consider any action
 - d) To note reports of recent dog bites at both Bowerhill Sports Field and Shurnhold Fields and consider any action
 - e) To note remedial works required at Whitworth play area and consider way forward
 - f) To receive update on play area legal transfers and to recommend for approval if received (Pathfinder Place, Berryfield, Kestrel Court).
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 bookings
 - b) To note pitch power assessment (if received)
 - c) To approve quotation to fertilise the pitches during the season
 - d) To approve quotation to spike the football pitches
 - e) To approve quotation for annual cold water boost pump service
 - f) To approve quotation for annual ventilation service

- g) To note report received from contractor following control panel repair and service and consider associated quotations
- h) To receive an update on the progress of the grant application submitted for outdoor gym equipment
- i) To note drinking water fountain is currently not in use due to leak and approve quotation for its repair

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 greenhouse request received larger than Clerk's delegated powers
- d) To consider clearing options for very overgrown plot at Briansfield allotments
- e) To review rules on keeping chickens and rabbits at the allotments
- f) To note allotments is eligible for grant funding and consider options to apply for
- g) To receive updated on Allotments database

10. Shurnhold Fields

- a) To receive update on the car park enhancement project
- b) To consider 'Friends of Shurnhold Fields' insurance update

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

12. Stabbing and Bleed kits: To consider information received following further investigations into stabbing and bleed kits and consider installing them around the parish

13. Defibrillator:

- a) To receive update on progress with defibrillator installation outside of Bowerhill Village Hall
- b) To consider what to do with defibrillator inside of Bowerhill Village Hall

14. Benches:

- a) To note updated information on the "Happy to Chat" bench project and consider any action
- b) To note correspondence from BRAG regarding locations of outstanding benches still in storage and consider way forward

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

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 consider how to prioritise future installations

Copy to: All Councillors