



## MELKSHAM WITHOUT PARISH COUNCIL

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Monday 31<sup>st</sup> May 2021

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

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 7 June 2021, at 7.00pm at 1 Swift Way (off Westinghouse Way), Bowerhill Industrial Estate, Melksham, SN12 6GX** to consider the agenda below.

**MEMBERS OF THE PUBLIC ARE MORE THAN WELCOME TO ATTEND THE FACE TO FACE MEETING, BUT ARE ENCOURAGED TO PARTICIPATE VIA ZOOM, DUE TO LIMITED SPACE AVAILABLE IN OUR MEETING SPACE TO COMPLY WITH COVID RESTRICTIONS (Maximum number in room is 18). MEMBERS OF THE PUBLIC ARE ALSO ENCOURAGED TO SUBMIT ANY QUESTIONS IN WRITING. Please be aware that the doors and windows will be open for ventilation and so the room may be cold. Masks will need to be worn on moving around the room, but can be taken off when the meeting begins and you are seated.**

**TO ACCESS THE MEETING PLEASE FOLLOW THE ZOOM LINK BELOW. THE MEETING WILL ALSO BE STREAMED LIVE ON YOUTUBE, THE LINK WILL BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.**

**Click link here:**

**<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09#success>**

**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.co.uk](http://www.melkshamwithout.co.uk) If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234**

Yours sincerely

Serving rural communities around Melksham

Teresa Strange, Clerk

## **AGENDA**

### **1. Welcome, Housekeeping and Apologies**

2. a) To elect Chairman & Vice Chair of Asset Management Committee for 2021/22  
b) To note Committee Structure & Terms of Reference for Asset Management Committee

### **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.*

### **5. Public Participation**

6. **To note Minutes of previous meetings** *(for background information)* 12<sup>th</sup> Oct 20, 16<sup>th</sup> Nov 20, 15<sup>th</sup> Feb 21

### **7. Play Areas & Public Open Spaces:**

- a) To consider Quarterly inspection reports and any action required
- b) To approve which staff to undertake the ROSPA play area inspection course and exam
- c) To consider who to undertake quarterly play area inspections moving forward post covid
- d) To receive update on handover/progress of new play areas Davey (Pathfinder Place) and Whitworth (Bowood View)
- e) To consider reports of antisocial behaviour at Hornchurch Road play area and Public Open Space and subsequent police report and agree way forward
- f) To reconsider possibility of CCTV use in the parish (NB: this would be contrary to the parish council decision on 1<sup>st</sup> March 21 Min 349/20c (*within 6 months*) but due to the spate of recent vandalism in the town and Bowerhill, requests have been made for this to be reconsidered
- g) To note update regarding access to leased play area at St Barnabas Church, Beanacre
- h) To consider erecting signage at Public Open Space about the use of drones with the regulations

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

- a) To consider requests from football organisations to book the sports field next season
- b) To review football pitch hire form and terms and conditions

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- c) To review current pitch hire charges and consider charges for the 2021/22 season
- d) To note feedback from social media regarding parking on Westinghouse Way roundabout at weekends and consider action taken, and moving forward
- e) To receive feedback on events booked to be held at the Bowerhill Sports Field  
(*arrangements made under delegated powers*)
- f) Further to permission requests for siting of a storage unit in the Car Park, to formally note permission of Fields in Trust, and to receive update from Wiltshire Council re planning permission
- g) To receive update on investigations into whether the Parish Council could rent/ purchase paddock adjacent to sports field for football use
- h) To approve quotation to fertilize 3x football pitches
- i) To note reports of flooding on sports field and consider way forward
- j) To consider whether personal trainers should provide a risk assessment when using the sports field
- k) To consider approach from local catering company to provide vending machine options at the sports field
- l) To consider approach from local catering company to run a mobile catering van from the sports field
- m) To approve quotation for solution to permanently muddy area adjacent to verandah
- n) To note bins overflowing at pavilion and consider emptying schedule
- o) To receive report on Fire Alarm service (5<sup>th</sup> May) and approve new fire alarm quotations
- p) To note issues with cold water boost pumps, action taken to date under delegated powers and receive update following engineer visit
- q) To note issue with warning on “maximum burn hours” on 2 x water heaters and consider budget indication for software update; and note gas check
- r) To note ongoing concern with water pooling in pump room and action proposed

## **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 whether non-residents of the parish should be allowed a second plot

**10. New Berryfield Village Hall**

- a) To note public consultation advert for consideration of Public Works Loan for Berryfield Village Hall (*to follow*)
- b) To note Non Material Amendment to planning application approved (for inclusion of public art work and change of colours to door and window treatment to suite with public art)

**11. Shaw Village Hall:** To note annual due diligence checks undertaken

**12. Shurnhold Fields**

- a) To note draft minutes of the Shurnhold Fields Meeting held on 28<sup>th</sup> April 2021
- b) To receive report on Shurnhold Field progress

**13. Street Furniture**

- a) To approve quotation to replace damaged lintel on Shaw bus shelter (A365)
- b) To consider replacing Kelly Lamp signage
- c) To note current delivery issue with noticeboard for Pathfinder Place, Bowerhill
- d) To consider request for replacement, larger noticeboard at The Pilot, Bowerhill
- e) To note deployment of defibrillator

**14. Office Equipment:** To note photocopier contractor has now changed to Agilico and ongoing issues with copier

**15. Asset Register**

- a) To note that receipt and review of Report on Council Assets to be undertaken at subsequent Asset Management meeting
- b) To note update on purchase and use of Rialtas Asset Register software system
- c) To note formally note that there were no transfer of assets under recent Community Governance Review 1<sup>st</sup> April 2021, with Melksham Town Council
- d) To formally approve Asset Register value as of 31<sup>st</sup> March 21 as part of Year End accounting procedures

**16. Community Payback scheme:** To consider projects to put forward for Community Payback scheme

**Copy to: All Councillors**