



MELKSHAM WITHOUT PARISH COUNCIL

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Sunday 28th May 2017

To all members of the Council Asset Management Committee: Chair, Vice Chair, Cllrs Alan Baines, Mike Mills, Paul Carter, Steve Petty and Terry Chivers

Dear Asset Management Committee members

Re: ASSET MANAGEMENT COMMITTEE MEETING ON MONDAY 5TH JUNE 2017

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 5th June, at 7.00pm** (following a Pavilion & Sports Field site visit at **6.30pm**) at the **Pavilion, Bowerhill Jubilee Sports Field, Westinghouse Way, Bowerhill, Melksham, SN12 6TL** to consider the agenda below.

Yours sincerely


Teresa Strange
Clerk

AGENDA

A site visit around the Sports Field and Pavilion will commence at 6.30pm before the meeting.

1. **Welcome, Housekeeping and Apologies**
2. a) To elect Chairman of Asset Management Committee for 2017/18
b) To elect Vice Chair of Asset Management Committee for 2017/18
3. To receive **Declarations of Interest**
4. **Public Participation**
5. To note Minutes of previous meetings (background information)
6. a) To consider **Report on condition of Council assets**, and recommend future action.
b) To consider any assets that may be surplus to requirements due to potential office relocation
c) To consider request for replacement noticeboard at Sandridge
d) To note SLCC Advice Note on "Local Council Property & Business Rates"

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7.
 - a) **To consider Quarterly written reports on Council owned play areas**
 - b) To consider ways to ensure weekly visual inspections are undertaken
 - c) To reconsider request for additional basketball court in Bowerhill

8. **To consider update on devolved service and refurbishment of Wiltshire Council owned play areas in Parish**
 - a) Berryfield Play Area
 - b) Kestrel Court Play Area, Bowerhill
 - c) Hornchurch Road Play Area, Bowerhill

9. **Bowerhill Diamond Jubilee Sports Field & Pavilion:**
 - a) To receive report on bookings/usage for next season (commencing Sept 2017)
 - b) To consider Report on condition of Playing Field and Recommendations (Jan 2001)
 - c) To consider banning dogs from Bowerhill Sports Field
 - d) To consider approaching local landowner re small paddock adjoining Sports Field
 - e) To consider any future maintenance action regarding Right of Way crossing Sports Field
 - f) To consider additional tree planting at Sports Field
 - g) To consider quotation for annual service of TMVs (Thermostatic Mixing Valves) at Pavilion
 - h) To note actions further to water tank leak at Pavilion boiler room
 - i) To review security measures at Pavilion
 - j) To review cleaning requirements for Pavilion changing rooms
 - k) To note confirmation from Fields in Trust that Sports Field does **not** need to register as a charity.

10. **Allotments:**
 - a) To note that allotment rent due to increase year commencing 1st October 2017
 - b) To receive report on waiting list and update further to Easter Inspection
 - c) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds and consider requests for those outside of permitted size
 - d) To consider request from Melksham Town Council to investigate joint Allotment Association
 - e) To note SLCC legal and insurance articles re: allotments

11. **Shaw Village Hall & Playing Field:**
 - a) To consider draft Minutes of Shaw Hall & Playing Field AGM held 20th March 2017
 - b) To receive update on plans to improve recreation facilities at Playing Field & advice received from Insurance broker re: zip wires

12. To note current list of **approved contractors** and **suppliers**

13. **To note forthcoming projects with new assets and consider future actions:**
 - a) New village hall for Berryfield
 - b) New community centre for new East of Melksham development
 - c) New project to develop ex George Ward playing fields

Copy to: All Councillors

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