



MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 4th October 2022

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 (Vice-Chair of Committee), Cllr Terry Chivers (Chair of Committee), Cllr Shona Holt, Cllr Andy Russell and Cllr Rob Hoyle

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 10th October 2022 at 6.30pm at Sports Pavilion, Westinghouse Way, Bowerhill, SN12 6TL** 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#success>

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

The recording will be available to view on YouTube the day following the meeting, search for Melksham Without Parish Council, until the minutes of that meeting are approved, which become the legal record of the meeting.

Yours sincerely

A handwritten signature in cursive script that reads 'Strange'.

Teresa Strange, Clerk

AGENDA

PRIOR TO THE MEETING A SITE VISIT TO THE SPORTS FIELD AND PAVILION WILL TAKE PLACE AT 6PM

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 (6d, 6j) where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

4. Public Participation

5. Play Areas & Public Open Space

- a) To review and consider any actions required following receipt of ROSPA reports (if received)
 - b) To review ROSPA report for Pathfinder Place (Davey) Play Area in terms of trigger for being adoption ready
 - c) To review ROSPA report for Bowood View (Whitworth) Play Area in terms of trigger for being adoption ready.
 - d) To approve quotation for safety surfacing clean on play areas to get ready for winter usage or to consider investing in play area repair kit and training (perhaps a trial)?
 - e) To note large crack on the play area safety surfacing at Hornchurch Road and consider options for its repair.
 - f) To note play area leases are due to expire next year (Berryfield & Kestrel Court) and consider way forward; noting new Wiltshire Council Service Devolution & Asset Transfer Policy <https://cms.wiltshire.gov.uk/documents/b44821/Supplement%201%20Tuesday%2027-Sep-2022%2010.00%20Cabinet.pdf?T=9>
 - g) To consider undertaking a public survey on the future of the parish council's recreation facilities (agenda item request from Cllr Chivers) <https://us18.list-manage.com/survey?u=4bd17c63ec1f428f31c22dc76&id=30def2a854&attribution=false>
 - h) To consider adding to the Grasscutting Contract to trim "maintenance strip" between watercourse ditch and newly planted hedge at Hornchurch Road Public Open Space
 - i) To consider sites for Wiltshire Council Picnic benches on wildflower areas (suggested Public Open Space behind Wellington Drive and behind Bowerhill Primary school)
 - j) To consider supply and installation of 2no. goal posts at Public Open Space behind Wellington Drive (2no. spare from Bowerhill Sports Field)
 - k) To consider quotations received for repairs to the gate at the entrance to Beanacre Play Area.
- 6. QEII Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):**
- a) To note response received from Future of Football following Full Council's decision regarding their request to install their own goal posts at the sports field
 - b) To approve quotation to cut back hedges at sports field to mitigate the problem with lost balls following complaints from hirers

- c) To consider quote for longer term solution to improve the middle pitch
- d) To note grass cutting and bin emptying contract is due to expire and consider way forward
- e) To consider whether the panic/call Police alarm at the pavilion is still required now that the council offices have moved into the Campus.
- f) To consider whether WiFi is still required at the pavilion now that the council offices have moved
- g) To consider whether the phone line for the CCTV and alarm should be moved from the current provider.
- h) To note fire risk assessment recently undertaken now that the pavilion is an unmanned building, following the office move to the Campus.
- i) To note legionella risk assessment report recently undertaken now that the pavilion is an unmanned building, following the office move to the Campus.
- j) To review current waste contract and consider moving to alternative contractor
- k) To consider installing a smart electricity meter at the pavilion
- l) Drinking water fountain – to approve cost of engineer site visit for installation inspection
- m) To approve terms and conditions for hiring the pavilion kitchen area under delegated powers.
- n) To consider further discussions held with Melksham Cricket Club.

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 note complaint received from land owner adjacent to Briansfield allotments regarding brambles from the parish council's side encroaching on their land and approve quotation to cut back vegetation.
- d) To note complaint received from plot holder regarding an increase in dog fouling at the allotments and consider any action to be taken.
- e) To consider request from Allotment Holder to install an additional water trough at the bottom end of Briansfield Allotments.

8. Berryfield Village Hall:

- a) To note legionella risk assessment undertaken at new village hall and consider any necessary action following receipt of report.
- b) To note fire risk assessment undertaken at new hall and consider any action required following receipt of report.
- c) To note receipt of Section 81 Buildings Regulation Notice for the demolition of the old Berryfield Village Hall, anticipated start date week commencing 7 November.

9. Noticeboards: To consider locating the noticeboard which was removed from the pavilion to outside of Bowerhill Village Hall

10. Shurnhold Fields: To consider introducing a ban on the use of disposable BBQs.

11. Policies: To approve updated CCTV policy following installation of CCTV in the Campus lobby

12. **Bins:** To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerks delegated powers

Copy to: All Councillors