



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Monday 3rd July 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 10th July 2023 at 7.00pm at Sports Pavilion, Westinghouse Way, Bowerhill, SN12 6TL** to consider the agenda below.

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

A handwritten signature in black ink that reads "T. Strange".

Teresa Strange, Clerk

YOU CAN ACCESS THE AGENDA HERE



AGENDA

1. Welcome, Housekeeping and Apologies

2. To appoint Chairman & Vice Chair of Asset Management Committee for 2023/24

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 (**Agenda Item 7b, 8h & 10a**) where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

5. Public Participation

6. Council Assets:

- a) To consider Report on condition of Council assets, and recommend future action
- b) To note update on burnt benches at BRAG Picnic Area and consider way forward
- c) To note software changes made to the SID (SID dropped off to the manufacturer 28th June)

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

- a) To review latest quarterly play area inspection report and consider any actions required
- b) To approve quotations for play area and MUGA safety surfacing cleaning and consider whether Whitworth Play Area should be included bearing in mind advice about surfacing.
- c) To consider draft and recommend for approval the land transfer of Davey Play Area (if received)
- d) To consider adopting a Memorial Street Furniture Policy

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

- a) To note pitch layout for new season and update on current bookings
- b) To note contractors undertook verti-draining on the field for the same cost as spiking and approve to vire the budget under the rates heading to sports field spiking
- c) To approve quotation to fertilise the pitches during the season
- d) To approve agreement for storage container to be located in the pavilion car park
- e) To note current issues with water tank and consider any actions
- f) To note current legislation regarding dogs on playing fields
<https://www.fieldsintrust.org/knowledge-base/dogs>
- g) To note budget costing for outdoor gym equipment and agree basis for obtaining grant funding and community consultation
- h) To note current issues with waste collections and consider future action

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 the following correspondence received from allotment tenants:
 - I. Suggestions on various improvements that could be made at the allotments
 - II. Request for additional water provisions at the allotments
- d) To consider whether bonfires should be allowed at the allotments following recent call out to unattended bonfire
- e) To note information following officer training on legionella and approve quotation to test the water troughs once a year

10. Trees

- a) To review tree inspection report and approve quotations for required works
- b) To consider way forward for tree growing into play area fence at Shaw Play Area
- c) To note response from T W Landscapes with regard to planting of the Jubilee Trees

11. Village Halls:

- a) Shaw Village Hall and Playing Field: To note current situation with lease and consider any requests for the new lease following meeting with Shaw Management Committee
- b) To note upcoming new legislation 'Martyns Law'
<https://www.gov.uk/government/news/martyns-law-to-ensure-stronger-protections-against-terrorism-in-public-places>

12. Office Equipment:

- a) **Photocopier:** To note advice from photocopying engineer regarding replacement repair parts and consider way forward
- b) To consider purchasing microwave for office kitchen area

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

14. Bins:

- a) To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers
- b) To consider bin request for Semington Road

Copy to: All Councillors