



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Monday 13th September 2021

To all members of the Council **Asset Management Committee**: Cllr John Glover (Chair of Council and Committee), Cllr David Pafford (Vice-Chair of Council and Committee), Cllr Alan Baines, Cllr Terry Chivers, 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 20th September 2021, at 7.30pm (following planning committee) 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 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**

Yours sincerely

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

Teresa Strange, Clerk

Serving rural communities around Melksham

REVISED AGENDA

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 (5d, 6c, 9 & 10) 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 Spaces:

- a) To consider Quarterly inspection reports and any action required
- b) To note officers attended Hornchurch Road MUGA (multi use games area) x 4 in 2021 following reports of broken glass and consider who should attend future reports when Caretaker is not working (works 17 hours per week)
- c) To approve quotation for play area safety surfacing clean (to get ready for winter usage)

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

- a) To consider request by Future of Football to install advertising hoarding around the sports field (on low wooden fence) and note advice on Planning permission and from Fields in Trust with regards to this request
- b) To consider fire risk assessment report for the pavilion and any action required
- c) To approve quotations for new fire alarm system for the pavilion
- d) To consider options for bigger bins at the sports field
- e) To note report on water samples recently taken at the pavilion

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 review the allotment rules around chickens and rabbits

- d) To consider adding weeds in Briansfield Allotment car park to the Spring weed spraying schedule

8. Shaw Village Hall and Playing Fields:

- a) To note update on structural works at Shaw Village Hall and consider any urgent actions
- b) To note insurance provision confirmation has been received in line with lease and review if level of cover is sufficient
- c) To note due diligence check on tree works identified in tree inspection report

9. Street Furniture: To approve quotation for replacement benches at Beanacre Play area and Sandridge

10. Drinking water fountains: To consider quotations for installation of water fountains

11. Defibrillators: To review report on defibrillator life expectancy and implications for budget setting

12. Office: To note report on photocopier

13. Shurnhold Fields: To receive update following Principal Drainage Engineer site visit and approve actions

Copy to: All Councillors