



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 4th June 2019

To all members of the Council Asset Management Committee: Cllr Richard Wood (Chair of Council), Cllr John Glover (Vice Chair of Council), Cllr Alan Baines, Cllr Paul Carter, Cllr Terry Chivers, Cllr Paul Taylor and Cllr Stuart Wood

Dear Asset Management Committee members

Re: ASSET MANAGEMENT COMMITTEE MEETING ON MONDAY 10th JUNE 2019

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 10th June, at 7.30pm** (following the Planning Committee meeting) at 1 Swift Way, off Westinghouse Way, Bowerhill, Melksham, SN12 6TL to consider the agenda below.

Yours sincerely

Teresa Strange
Clerk

A handwritten signature in black ink that reads 'T. Strange'.

AGENDA

1. **Welcome, Housekeeping and Apologies**
2. a) To elect Chairman & Vice Chair of Asset Management Committee for 2019/20
b) To note Committee Structure & Terms of Reference for Asset Management Committee
3. To receive **Declarations of Interest**
4. **Public Participation**
5. To note Minutes of previous meetings (*background information*)
6. **Asset Register:**
 - a) To note Asset Register as at 31st March 2019 & relevant 2019/20 Budget
 - b) To consider Report on condition of Council assets, and recommend future action
 - i) Benches
 - ii) Noticeboards
 - iii) Bus Shelters
 - iv) Bins
 - v) IT equipment
 - vi) Office desk chairs

Serving rural communities around Melksham

- vii) SID (Speed Indicator Device)
- c) To consider BRAG's request for additional litter bin at Bowerhill (Wiltshire Council bin but part funded by parish council)

7. Play Areas:

- a) To note RoSPA guidance on "Accidents on Children's Playgrounds"
- b) To consider Quarterly written reports on Council owned play areas (April 2019)
- c) To note incident at Hornchurch Road Play Area

8. QEII Diamond Jubilee Sports Field & Pavilion:

- a) To receive update from potential purchaser of part of Sports Field
- b) To receive report on bookings/usage for next season (commencing Sept 2019)
- c) To review Pavilion cleaning regime
- d) To consider future action for maintenance of Pavilion doors (external)
- e) To note issues with overflowing water tank and consider quotation for replacement valve
- f) To consider quotation for replacing fire alarm control standby batteries
- g) To consider action for planted areas and pond

9. Allotments:

- a) To receive report on waiting list and update further to inspections
- b) To review letting of "over run" plots free of charge
- c) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds
- d) To note update on actions relating to storage shed
- e) To approve turning off of water for winter period to avoid leaks

10. Shaw Village Hall & Playing Field:

- a) To receive update on plans to improve recreation facilities at Playing Field
- b) To note damage to car park wall

11. Adopted Telephone Kiosks: To note Whitley kiosk refurbished and now a book lending library

12. Shurnhold Fields: To consider initial requests from Friends of Shurnhold Fields regarding car park, entrance gates, wildflower meadow and tree watering

13. Approved contractors and suppliers:

- a) To consider current list of **approved contractors and suppliers**
- b) To review contract for:
 - a) Grasscutting and bin emptying
 - b) Photocopier
 - c) Phone System
 - d) Roundabout maintenance
 - e) Defibrilators
 - f) Trade Waste

Copy to: All Councillors