



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Monday 4th June 2018

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 Mary Pile and Cllr Paul Carter

Dear Asset Management Committee members

Re: ASSET MANAGEMENT COMMITTEE MEETING ON MONDAY 11th June 2018

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 11th June, at 7.30pm** (following the Planning Committee meeting) at Crown Chambers, First Floor, 7 Market Place, Melksham to consider the agenda below.

Yours sincerely


Teresa Strange
Clerk

AGENDA

1. **Welcome, Housekeeping and Apologies**
2. a) To elect Chairman & Vice Chair of Asset Management Committee for 2018/19
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 and Insurance Register as at 31st March 2018 & 2018/19 Budget
 - b) 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 office relocation
 - c) To consider the purchase of any new assets due to the office relocation
 - d) To consider request for new noticeboard at Top Lane, Whitley
 - e) To consider new noticeboard at Redstocks
 - f) To consider purchase of the following items:
 - i) New lockable shed for machinery and equipment at Briansfield Allotment car park

Serving rural communities around Melksham

- ii) New leaf blower
- iii) Replacement strimmer
- iv) Additional signage for defibrillators
- g) To consider transfer of asset (bench) from BRAG to parish council (*picnic area*)

7. Play Areas:

- a) To note that Parish Caretaker has requalified as “Operational Inspector of Play Areas”
- b) To consider Quarterly written reports on Council owned play areas
- c) To consider fence repair at Berryfield play area open space and brook
- d) To note update on Community Asset Transfers of Wiltshire Council’s play areas currently under licence to parish council
- e) To consider research into age suitability criteria at play areas
- f) To consider quotation for cleaning safety surfacing on play areas and MUGAs
- g) To consider quotation for replacement equipment and safety surfacing at Beanacre

8. Hornchurch Road Public Open Space & Play Area

- a) To receive update further to site visit with play area refurbishment appointed contractor
- b) To consider correspondence with Wiltshire Council on parish council’s plans for public open space and play area
- c) To consider quotation for additional refurbishment items at play area
- d) To approve specification for new footpath to enable quotes to be sought
- e) To agree consultation remit for potential teen shelter

9. QEII Diamond Jubilee Sports Field & Pavilion:

- a) To receive update on actions taken following end of football season
- b) To receive report on bookings/usage for next season (commencing Sept 2018)
- c) To consider charges for Bowerhill Sports Field next season
- d) To consider a commemoration bench/tree and relocation of existing “royal oak” tree
- e) To consider quotation for full Legionella Risk Assessment of Bowerhill Pavilion (*once office accommodation*)
- f) To consider quotation for annual cleaning and chlorination of tank and service of thermostatic valves
- g) To consider any action regarding main door to Pavilion office accommodation (security vs fire escape) and new Fire Risk Assessment
- h) To note Wiltshire Council not considering Pavilion facilities as interim facilities on Christie Miller closure
- i) To consider ordering banners to advertise sports facilities
- j) To consider quotation for holding open car park gates

10. Allotments:

- a) To note that allotment rent not due to increase year commencing 1st October 2018
- b) To receive report on waiting list and update further to Easter Inspection
- c) To review letting of “over run” plots free of charge
- d) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds
- e) To consider a lockable gate at Berryfield Allotments
- f) To consider complaints of dog fouling at Allotments
- g) To consider opening Allotments for “Melksham Open Gardens”

11. Shaw Village Hall & Playing Field:

- a) To consider draft Minutes of Shaw Hall & Playing Field AGM held 19th March 2018
- b) To receive update on plans to improve recreation facilities at Playing Field
- c) To receive update on horsechestnut stump
- d) To agree what works to be undertaken in Shaw Playing Field and play area

12. Market Place Public Toilets:

- a) To note the Minutes of the Joint Operational & Financial Review meeting held 10th May
- b) To review the current arrangement to jointly fund the Market Place Public Toilets for a period of 3 years commencing 1st April 2016.
- c) To consider if wish to extend scheme to other Public Toilets in the town centre

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

14. Highways & Streetscene:

- a) To review s96 licences for roundabouts and planters
- b) To note update on roundabout sponsorship
- c) To note update on future amenity grass cutting by Wiltshire Council (public open space)

15. Trees:

- a) To consider conducting external tree inspections on parish council owned & leased land
- b) To consider internal annual tree inspections
- c) To approve quote for tree inspection/work at Kestrel Court play area

Copy to: All Councillors