



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 28th January 2020

To all members of the Council Asset Management Committee: Cllr Richard Wood (Chair of Council), Cllr John Glover (Vice Chair of Council & Chair of Committee), 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 3rd FEBRUARY 2020

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 3rd February, 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

AGENDA

1. **Welcome, Housekeeping and Apologies**
2. To receive **Declarations of Interest**
3. **Public Participation**
4. To elect Vice-Chair of Asset Management Committee
5. To note Minutes of previous meeting 14th October and actions taken
6. **QEII Diamond Jubilee Sports Field & Pavilion:**
 - a) To note report on current requests for football pitch/pavilion bookings
 - b) To receive feedback following pitch site meeting (10am)
 - c) To consider way forward with future football pitch/pavilion bookings and charges
 - d) Ramped entrance:
 - i) To consider quotation for painting metal handrail
 - ii) To consider future action regarding wooden fence
 - e) To consider work to trees/hedge either side of car park entrance gates
 - f) To consider work to blocked brook (boundary with Knorr Bremse)
 - g) To consider quotation for installation of Water Refill station

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7. **Allotments:**
To receive update on Allotments
8. **Shaw Village Hall & Playing Field:**
 - a) To consider future action regarding Land Registry
 - b) To note correspondence regarding Legionella Risk Assessment
 - c) To consider quotation for installation of Water Refill station
9. **Shurnhold Fields:** To note the draft Minutes of the Shurnhold Fields working party on 29th January, and consider actions from that meeting and steer for parish council reps on future agenda items listed
11. **Grasscutting:**
To note specification for the grasscutting cutting contract for 3 years commencing 1st April 2020 including possible additions for:
 - a) Beanacre leaf clearance (x 2 per year)
 - b) Ditch clearance to watercourse between Hornchurch Road public open space and Kittyhawk Close
 - c) Emptying bin at Shaw Play area (and possibly Shaw Playing Field)
12. To consider update regarding sponsorship and maintenance of **roundabouts**
13. To consider update regarding **SID (Speed Indicator Device)** procurement and appointment of contractor to erect on fortnightly basis.
14. **New housing development:**
 - a) To note LEAP (Local Equipped Area of Play) to be installed at Pathfinder Place in February 2020 and consider implications
 - b) To consider suitable site for Pathfinder Place public art information board (and other sites in Bowerhill)
 - c) To consider hosting a defibrillator in Pathfinder Place, Bowood View, Sandridge Place and Hunters Wood
 - d) To consider a new noticeboard for Pathfinder Place, Bowood View, Sandridge Place & Hunters Wood
15. To receive update on **Berryfield new village hall project**
 - a) Correspondence with Project Manager
 - b) Correspondence with Solicitor
 - c) To note budget figure for demolition and removal of existing temporary village hall and consider starting Reserve for this separate project.
16. To consider adopting Halifax Road 'phone box (BRAG to maintain and run as a book exchange)
17. To consider future action regarding brick-built bus shelter on Shaw Hill (opp Beltane Place)

Copy to: All Councillors