



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor, Crown Chambers,
7 Market Place, Melksham,
Wiltshire. SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout.co.uk
Web: www.melkshamwithout.co.uk

Monday 2nd July 2018

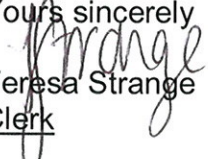
To all members of the Council Asset Management Committee: Cllr Richard Wood (Chair of Council), Cllr John Glover (Vice Chair of Council & Chair of Committee), Cllr Paul Carter (Vice Chair of Committee), Cllr Alan Baines, Cllr Mary Pile, Cllr Terry Chivers and Cllr Paul Taylor

Dear Asset Management Committee members

Re: ASSET MANAGEMENT COMMITTEE MEETING ON MONDAY 9th July 2018

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 9th July, at 7.00pm (following at site visit to Hornchurch Road play area at 6.30pm) at the Sports Pavilion**, Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL to consider the agenda below.

Yours sincerely


Teresa Strange
Clerk

AGENDA

SITE VISIT: Hornchurch Road play area at 6.30pm – to review resurfacing

1. **Welcome, Housekeeping and Apologies**
2. To receive **Declarations of Interest**
3. **Public Participation**
4. To note Minutes of previous meeting held 11th June with update on action taken and consider matters arising:
 - a) To consider quotation for improving muddy entrance to Shaw play area (Min 085/18 iii)
 - b) To consider quotations for repair of bus shelters (Min 087/18)
 - c) To note list of office furniture and equipment requirements and new office layout (Min 087/18d)
 - d) To approve quotation for new noticeboards (Pavilion & Top Lane) (Min 087/18 d&e)
 - e) To approve quote for new lockable shed (Min 087/18fi)
 - f) To receive update on fence repair at Berryfield play area open space and brook (Min 088/18c)

- g) To note approval from Wiltshire Council on use of non tarmac surface for new footpath (Min 089/18d)
 - h) To note Tree Inspections undertaken 25th June and consider report (*if received*) and agree Tree Inspection Regime (Min 090/18)
5. **Asset Register:**
- a) To consider transfer of asset (bench) from BRAG to parish council (*picnic area*)
6. **Play Areas:**
- a) To note update on Community Asset Transfers of Wiltshire Council's play areas currently under licence to parish council
 - b) To consider research into age suitability criteria at play areas
 - c) To consider quotation for replacement equipment and safety surfacing at Beanacre
 - d) To consider resident request for additional equipment at Kestrel Court play area
 - e) To consider Clerk undertaking ROSPA Operational Inspector Exam for play areas
7. **Hornchurch Road Public Open Space & Play Area**
- a) To receive feedback further to earlier site visit
 - b) To note delegated decision regarding site security
8. **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
9. **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"
 - h) To consider Allotment Asset Register condition report

10. 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

11. 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
 - i) To consider additional signage
 - f) Trade Waste

12. 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)

Copy to: All Councillors