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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 11th November 2025

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 17th November 2025 at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO 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&omn=84163517455>

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-pc.gov.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

Teresa Strange, Clerk



**YOU CAN ACCESS THE AGENDA
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AGENDA

1. **Welcome, Announcements & Housekeeping**
2. **To receive apologies and consider approval of reasons given.**
3. **Invited Guests:**
 - a) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold).
 - b) Wiltshire Councillor **Nick Holder** (Bowerhill)
 - c) Wiltshire Councillor **Andrew Griffin** (Melksham Without West & Rural).
4.
 - a) To receive **Declarations of Interests.**
 - b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
5. 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 as required as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7. **Full Council**
 - a) To approve the **Minutes of the Full Council Meeting** held on 20th October 2025.
 - b) To consider alternative venue and/or date for the Annual Parish Meeting.
8. **Planning**
 - a) To approve the **Planning Committee Minutes** of 3rd November 2025.
 - b) To formally approve the **Planning Committee** recommendations of 3rd November 2025.
 - c) To approve the on-going list of Community Benefit Projects (Shaw, Whitley and Beanacre)
 - d) To receive Neighbourhood Plan training feedback and consider further sessions.
9. **Finance**
 - a) To note **Receipts & Payments** reports for October.
 - b) To seek **cheque signatories/online authority** for November payments.
 - c) To approve Bank Account and Fund Transfers.
 - d) To consider initial thoughts/requests to inform the 2026/27 budget preparation
 - e) To approve the Election invoices
10. **Asset Management:**
 - a) To approve the **Asset Management Committee Minutes** of 27th October 2025.
 - b) To formally approve the **Asset Committee** recommendations of 27th October 2025
 - c) To note request for S106 off-site play area contributions for development at land west of Semington Road (behind Townsend Farm)
 - d) To note the cost of Shurnhold Fields ancillary items and groundworks and approve any additional costs in excess of budget (if required).

11. Highways, Footpaths and Streetscene

- a) To approve items arising from Melksham Local Highways & Footway Improvement Group (LHFIG) meeting on 28th October 2025
 - i. Contribution to installation of dropped kerbs across the bell mouth of Bader Park at a cost of £924 (33% of £2800)
 - ii. Increased contribution for wooden fingerpost at start of canal bridleway
- b) To consider briefing note on New Bus Stop Infrastructure Funding and Emerging Processes for Requests (Briefing Note No. 25-07)
- c) To note Wiltshire Council Parking Plan Engagement sessions

12. Policies

- a) To review the and approve the Retention and Disposal Policy and note the updated Appendix A List of Documents for Retention and Disposal following audit in August 2025

13. Partnership Working:

- a) To receive feedback and consider next steps from Strategic discussion on Healthcare in Melksham hosted by Brian Mathew (MP) on Friday 14th November 2025.
- b) To consider Melksham Community Support (MCS) service Q2 – July to September 2025 report and to receive feedback on review meeting with AgeUK Wiltshire.
- c) To receive notes from the last Community Action Whitley and Shaw Community Emergency Group (CAWS CEG) meeting and confirm ongoing insurance coverage for their activities.
- d) To consider participating in the 'Oaks at 80' project launched by the Great Western Community Forest
- e) To consider support in principle for new Cricket Pavillion at Beanacre Community Field
- f) To consider any updates from the Melksham Area Board meeting (12th November 2025)
<https://cms.wiltshire.gov.uk/documents/g16122/Agenda%20frontsheet%20Wednesday%2012-Nov-2025%2019.00%20Melksham%20Area%20Board.pdf?T=0>

14. Police and Crime Commissioner (PCC)

- a) To note response to previous query about speeding data
- b) To consider Crime data from the PCC

**MINUTES of the Full Council Meeting of Melksham Without Parish Council
held on Monday 20th October 2025 at**

**Melksham Without Parish Council Offices (First Floor), Melksham
Community Campus, Market Place, SN12 6ES at 7:00pm**

Present: David Pafford (Acting Chair of Council), John Doel (Acting Vice-Chair of Council), Alan Baines, Martin Franks, Mark Harris, Martin Haffenden, Tony Hemmings, Peter Richardson, Anne Sullivan and Richard Wood.

Officers: Teresa Strange (Clerk) and Fiona Dey (Parish Officer)

In attendance: Wiltshire Councillor Nick Holder and 1 member of the public.

On Zoom: Councillor Chris Griffiths joined via Zoom as an observer (from 8.11pm).

280/25 Welcome, Announcements & Housekeeping:

Councillor Pafford welcomed everyone to the meeting. As there were no new members of the public present, the housekeeping messages were not read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting but deleted once the minutes were approved.

It was noted that Councillors had been invited to Melksham's Annual Remembrance Service, Parade and Wreath-Laying Ceremony on Sunday 9th November 2025. Councillors Pafford and Sullivan expressed an interest in attending.

281/25 To receive Apologies and approval of reasons given

Apologies were received from Chris Griffiths who had work commitments meaning he couldn't attend in person but would be joining on Zoom.

Due to a clash of meetings with Melksham Town Council, Wiltshire Councillors Alford and Griffin were unable to attend.

282/25 Declarations of Interest

a) Declarations of interest

None were received

b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered

None were received.

283/25 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 as required as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

No items identified.

It was noted that while the total quoted cost of the Real Time Information units could be shared, detailed information should be kept confidential as it is commercially sensitive.

284/25 Public Participation

Standing Orders were suspended to allow the Member of the Public and Invited Guests to speak.

The Member of the Public (MP) explained that he was representing Melksham Remembers. Melksham Remembers had received a grant from Melksham Without Parish Council earlier in the year, to support production of a booklet for the Bowerhill estate explaining the reasons behind the street names and their link to the RAF Camp the houses were built on. MP thanked the council and shared a proof copy of the booklet that has been produced. MP explained that 2000 copies were being produced which would be delivered free-of-charge to each house in Bowerhill, with the remainder being available for purchase at the Tourist Information Centre. MP also asked whether any of the Bowerhill councillors or other residents would be willing to volunteer to deliver the booklets in their own streets.

Resolved: Members to let the Clerk know if they can help deliver the Melksham Remembers booklet so the Clerk can pass the list to MP.

Wiltshire Councillor Holder provided an update on the public open space at Pathfinder Place. Taylor Wimpey have appointed new contractors, and a work order has been raised. It is expected that the work will be completed by the end of November and Wiltshire Council will need to visit the site before handover to them.

He also provided an update on the site on Pathfinder Way reserved for a primary school. He explained that Rigg contractors have been engaged by Wiltshire Council to remove debris, cut the weeds and carry out drainage work. Work is planned to start on 3rd November and will last 4 weeks. He clarified that the land is reserved for educational purposes so that if a primary school is not built it can only be used for other educational buildings.

Wiltshire Councillor Holder also explained that he had asked for an update from officers at Wiltshire Council (who had previously met with the Clerk and himself) about the issues on Falcon Way. The response he has received suggests that an update on the change of ownership from Heron Homes to Wiltshire Council should be available in the next week or so.

The meeting reconvened.

The Member of the Public left at 7:11pm

285/25 Full Council

- a) **Resolved:** To approve and for the Chair to sign the Full Council minutes of 8th 2025.
- b) i) **Resolved:** To formally approve the decision made about the Community Governance Review on 8th September 2025 (MIN 233/25a) that Melksham Without Parish Council DO NOT want to be prioritised for a review.

ii) Wiltshire Council's Community Governance Report which, as requested, does not include Melksham Without on the list of priority areas for review, was noted.

- c) **Resolved:** To appoint Councillor Sullivan as a representative for Melksham Charities/Almshouses.

No representative was appointed for WALC (Wiltshire Association of Local Councils)

- d) **Resolved:** To move the date of the next full council meeting from 10th November 2025 to 17th November 2025.

The next full council meeting was moved to accommodate a joint training session with Melksham Town Council on the use of the Neighbourhood Plan when considering planning applications.

286/25 Planning

- a) Planning Committee Minutes from 22nd September 2025

The following correction was made to the Minutes:

- MIN 240/25a the word relation was corrected to relocation.

Resolved 1: With the amendment above, the Minutes of the Planning Committee Meeting held on Monday 22nd September 2025 were formally approved by the council and for the Chair to sign them as a correct record.

Planning Committee Minutes from 13th September 2025

Members discussed whether in MIN 270/25a about PL/2025/07391 (Land South of Western Way), the comment related to an alternative access route only to for construction traffic or also for residential traffic. Members had different recollections of what had been said and meant. It was agreed to approve the minutes as written and to consider the point again at the next Planning Committee meeting.

The following correction was made to the Minutes:

- MIN 269/25b the word advance was corrected to adverse.

Resolved 2: With the amendment above, the Minutes of the Planning Committee Meeting held on Monday 13th October 2025 were formally approved by the council and for the Chair to sign them as a correct record.

Resolved 3: For PL/2025/07391 (Land South of Western Way), to reconsider alternative access for construction and residential traffic at the next Planning Committee Meeting.

- b) There were no recommendations from the Planning Committee Meetings of 22nd September 2025 or 13th October 2025.
- c) Members who attended a visit to the National Grid substation on 8th October 2025 provided an update. Members commented the visit had been useful to understand the scale and strategic importance of the site. The shunt reactor and grid park projects were explained. The different projects which will be linking into the site, and into the adjacent Scottish and Southern Electric (SSEN) site were discussed. Members felt that their hosts were technically very knowledgeable but seemed to lack of understanding of why the projects are needed. Councillors have again requested a list of all the upcoming

projects, together with start and end dates. Members questioned the capacity of the site and how many additional projects would be possible. They felt that there was probably sufficient capacity for many more projects but have concerns about how projects are routed into the site as there appears due to the finite capacity to lay cables under the roadways, particularly Corsham Road and Westlands Lane. It was noted that, if approved, Lime Down would link into the National Grid site.

- d) Members were asked to suggest additional ideas for projects which could be delivered via community benefit from energy projects or the National Grid Community Grid site in 2026.

Councillor Richardson commented that CAWS (Community Action Whitley and Shaw) are consulting with residents on 6 potential projects. Initially these will be presented to the SSEN contractor working on Corsham Road, but if they are not supported, they could be added to the list. Councillor Richardson will share the list with the Clerk.

Councillor Franks suggested that improvements to Shaw Village Hall carpark could be added to the list.

The Clerk reported that the council were expecting payments of £5000, for community benefit, from each of the two BESS (battery energy storage systems) sites adjacent to the National Grid substation in Beanacre. It was noted that Statera, with whom the agreement was originally made, are now owned by Gresham House Energy Storage Fund plc. The Clerk had also followed up the agreed community benefit of £15,000 that had been agreed for the Wick Solar Farm, as construction was now underway.

287/25 Finance

- a) **Resolved:** To note Receipts & Payments reports for September 2025.
It was highlighted that the second (of two) precept payments had been received.
- b) **Resolved:** For Councillors Blackham and Wood to be cheque signatories/online authority for October.
- c) Quarterly Reports for Quarter 2 (July, August, September)
 - i) **Resolved:** To note the Budget vs Actual Quarter 2 Report for July, August, September.
 - ii) **Resolved:** To note the Bank Reconciliation report
 - iii) **Resolved:** To note a £4,983.96 VAT reclaim has been received
 - iv) **Resolved:** To note spend over £500
- d) **Resolved:** To transfer £155,000 from the Lloyds current account to the Unity current account and then onwards to CCLA and to transfer £30,000 from the CCLA to the Unity current account to enable the October payment run. Councillors Pafford and Doel to sign related cheques and bank transfer paperwork straight after the meeting.
- e) **Resolved:** To note the conclusion and outcome of the external audit which had no matters of concern raised.

- f) **Resolved:** To note the new Lloyds banking arrangements and that it would have no effect on the way that the parish council operates as does not use online banking.
- g) Preparation of the 2026/27 budget is starting; therefore, members were asked to think about items that they wish to be considered at the November Full Council for inclusion the budget.

Councillor Richardson suggested that the budget for grants could be increased to allow greater support of community projects.

288/25 Asset Management

a) Drainage improvements at Bowerhill Playing Field

Members noted the report on the drainage issues at the Bowerhill Playing Field and discussed the different options and quotes for remedial work following a site visit by the Football Foundation grounds maintenance expert, Wiltshire FA and the parish council's groundsman. It was noted that the Clerk had asked Wiltshire Council whether S106 leisure contributions for Bowerhill Sports Field from Land West of Semington Road (Townsend Farm phase 1) £11,800 index linked, could be used fund this work but had not yet received a reply.

Resolved: The parish council approve the quotations from JH Jones & Sons for:

- Ditch work at a cost of £ 960.00 + VAT to clean ditch manually and remove leaves and sediment approx. 300 deep between hedge and fence approx. 60m in length and place material in hedge line.
- Drainage work at a cost of £ 780.00 + VAT to mole plough number 2 pitch and run offs to a depth of 14" (350mm) at 1.8m centres.
- To be funded retrospectively from the S106 funding if available, or officers to assign from the appropriate Reserve or CIL if not from S106.

b) 3G Pitch

The Clerk explained that there is an identified need for two 3G pitches in the Melksham area in the latest Wiltshire Council Playing Pitch Strategy. The parish council had previously met with the Football Foundation who will consider funding approx. 75% of the £1 million cost to provide a pitch at the Bowerhill Playing Field, subject to a business case etc. The remainder of the money is being requested from S106 contributions from new housing developments. However, the Clerk noted that Melksham Town Football Club have recently announced, on social media, that they are the preferred site for a new 3G pitch and that they are now fundraising.

The Clerk explained that, when they met with the Football Foundation to discuss the drainage issues at the Bowerhill Playing Field, she took the opportunity to arrange a concurrent meeting to ask about the Melksham Town Football Club announcement. It was clarified that several sites are being considered for a 3G pitch, and that Melksham Town Football Club appear not to be working with the Football Foundation on their 3G pitch proposal at present.

She also noted that the regional manager of the Football Foundation had requested to visit tomorrow. Wiltshire FA and Football Foundation appear to be keen on the Bowerhill Playing Field site as the parish council (as landowners) would offer definite community use of the pitch.

Resolved: Councillor Pafford, the Clerk and the Finance and Amenities Officer to attend the meeting on Tuesday 21st October 2025 with the Football Foundation and Wiltshire FA at the Bowerhill Playing Field site

c) Davey Play area

Members noted that the transfer of the Davey Play area to the Parish Council was completed on 26th September 2025 and that the play area was open, fully insured and regularly inspected. Members thanked Officers for their efforts to get this completed.

Resolved: the Clerk to arrange a formal opening ceremony including an invitation to the widow of Mr Davey (after whom the play area is named) and to representatives of the ATC (Air Training Corps).

d) Bus Shelter on Halifax Road (outside Ludlow Hewitt)

Information was received from Faresaver that no passengers use this stop to board their bus service to Corsham School (Faresaver 555), and they have no objection to the shelter being removed.

Resolved: To pass on the information from Faresaver to Wiltshire Council.

e) Shurnhold Fields Carpark

The Clerk had circulated a report on the Shurnhold Fields carpark, including the ancillary items to be purchased but it was noted that final costs were not yet available. As the work on the carpark is starting on the same day as the next Full Council (17th November 2025) there is no opportunity to approve the costs before the items are needed, unless delegated powers are granted.

Resolved 1: to give delegated powers to the Asset Management Committee to approve the purchase of the carpark and ancillary items for Shurnhold Fields Carpark up to the budgeted figure of £30,000 (£12,500 from Melksham Without Parish Council, £12,500 from Melksham Town Council and £5000 from an Area Board grant) and the appropriate items from the s106 maintenance fund in an earmarked reserve.

Resolved 2: to include a dropdown bollard at the entrance to the carpark.

Resolved 3: the specification of the wooden bollards around the perimeter of the carpark to be 200mm square (1m in height) with a pointed top

Access to the Fields will be maintained during the work on the carpark.

f) Real Time Information (RTI)

Members reviewed the quote that had been received for Real Time Information. It was noted that the final quote is less than the budgeted figure as it does not include Falcon Way due to ongoing land ownership discussions. It was also noted that there are a couple of brackets, cables and pole which will be needed in addition to the quote.

Resolved: to approve the quotation from Wiltshire Council for Real Time Information boards at a cost of £55,497.33 +VAT.

The Clerk explained that she had discussed the procurement process with Wiltshire Council and is awaiting further details which will be outlined in a Contract letter. It was noted that the units are not likely to be installed until February/March 2026.

289/25 Highways, Footpaths and Streetscene

- a) The following correction was made to the Minutes:
 - MIN 257/25ci the word Caption was corrected to Circuit.

Resolved: With the amendment above, the Minutes of the Highways, Footpaths and Streetscene Meeting held on Monday 29th September 2025 were formally approved by the council and for the Chair to sign them as a correct record.

- b) **Resolved:** The recommendations contained in the minutes of the Highways, Footpaths and Streetscene Committee Meeting of 29th September 2025 were formally approved.

290/25 IT Working Party

- a) **Resolved:** the notes of the IT Working Party Meeting held on 6th October 2025 were formally approved by the council and for the Chair to sign them as a correct record.
- b) **Resolved:** The recommendations contained in the notes of the IT Working Party Meeting of 6th October 2025 were formally approved.
- c) The Clerk noted that update of the Retention and Disposal policy had not yet been completed. It was agreed to defer the item to the next Full Council meeting.

291/25 Partnership Working

- a) Members congratulated Melksham Community Support Service on winning the Community First “Local Council Community Project” Award. The Clerk reported that other communities in Wiltshire are interested in replicating the scheme.
- b) **Resolved:** To continue supporting the Age UK Melksham Community Support Service in 2026/27 at a cost of £12,730.
- c) Area Board Health and Wellbeing meeting and Food Insecurity Project

The Clerk spoke about a Wiltshire Council project being run by their Community Engagement Officers - the Food Insecurity project aims to use a “Food Ladder” model and help residents become less dependent on food banks. It was reported that Melksham area residents are using food banks long-term (for multiple years) and not just as short term to address crises, and at a much higher rate than across Wiltshire. The project hopes to identify and address the causes of dependency for example by providing help with budgeting, debt management, help with shopping, or help with meal planning. Stakeholders at the meeting, identified that one of the challenges is that residents using food banks often don’t want to talk about their issues. One suggestion was to have someone based at the food bank to offer support. It was also noted that food banks are losing their financial support from the government’s household support fund, which provided vouchers for school uniform as well as food. The Clerk also noted that food insecurity can be about access to food not just about poverty and being able to afford food. The Clerk’s update was noted with the project progressing through the Area Board’s Health and Wellbeing Group which had funding attached to this initiative.

- d) The issues with the Air Training Corps building in Bowerhill were noted, and that the parish council had offered to help if they could address any issues
- e) A verbal update was provided on the joint Cemetery Working Party meeting held on 23rd September 2025 with Melksham Town Council. It was noted that Wiltshire Council had recently stated that there was only 6 months capacity remaining in Melksham Cemetery, as opposed to the 2-3 years previously advised. Four potential options to move forward had been identified. It was noted that Councillor Richardson had researched the pros and cons of each option following the meeting. The working party meeting had been frustrated as little information had been provided Melksham Town Council. The date for the next meeting will be determined once data was available from Melksham Town Council.

It was noted that the issue of limited space in Melksham Cemetery had been reported by Melksham Independent News.

292/25 Melksham Transport User Group

Members noted the report from the Melksham Transport User Group detailing the deterioration of the train service from Melksham Station.

Resolved to support the Melksham Transport User Group's request to Brian Mathew, MP to help oil the wheels for the train operator (GWR) to provide a service that calls as per the timetable at Melksham Station

Meeting closed at 9.00 pm

Chairman, 17th November 2025

Date: 02/10/2025

Melksham without Parish Council Current Year

Page: 248

Time: 14:14

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 6

Receipts for Month 6**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		102,607.50					102,607.50	
V4682-BACS	Banked: 01/09/2025	71.00						
V4682-BACS	Pilot FC	71.00			1210	210	71.00	Inv.508-1st Sept match
V4683-BACS	Banked: 01/09/2025	71.00						
V4683-BACS	Bath Road Wanderer	71.00			1210	210	71.00	Inv.514-Match 31st Aug 25
V4684-BACS	Banked: 02/09/2025	71.00						
V4684-BACS	Bishops Cannings B	71.00			1210	210	71.00	Inv.516-21st Sept Match
V4685-BACS	Banked: 02/09/2025	284.00						
V4685-BACS	Bishops Cannings A	284.00			1210	210	284.00	Inv.515-Matches in September 2
V4686-BACS	Banked: 08/09/2025	71.00						
V4686-BACS	Pilot FC	71.00			1210	210	71.00	Inv.512- 6th Sept match
V4687-BACS	Banked: 08/09/2025	71.00						
V4687-BACS	Bath Road Wanderers	71.00			1210	210	71.00	Inv.514-7th September match
V4688-BACS	Banked: 09/09/2025	40.00						
V4688-BACS	Allotment Holder	40.00			1310	310	40.00	Allotment rent-Plot 7B Berryfi
V4689-BACS	Banked: 09/09/2025	40.00						
V4689-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 6a Berryfield
V4690-BACS	Banked: 09/09/2025	40.00						
V4690-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 1 Briansfield
V4691-BACS	Banked: 09/09/2025	40.00						
V4691-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 12 Briansfield
V4692-BACS	Banked: 10/09/2025	40.00						
V4692-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 29 Briansfield
V4693-BACS	Banked: 10/09/2025	40.00						
V4693-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 30 Briansfield
V4694-BACS	Banked: 11/09/2025	40.00						
V4694-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 8a Berryfield
V4695-BACS	Banked: 11/09/2025	48.00						
V4695-BACS	Herman Miller	48.00			1260	210	48.00	Inv.518-Hire of kitchen for ev
V4696-BACS	Banked: 15/09/2025	71.00						
V4696-BACS	Pilot FC	71.00			1210	210	71.00	Inv.512- Match 13th September
V4697-BACS	Banked: 15/09/2025	40.00						
V4697-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 13 Briansfield
V4698-BACS	Banked: 15/09/2025	600.50						
V4698-BACS	Future of Football	600.50			1210	210	600.50	Inv.513- September 25 usage
V4699-BACS	Banked: 17/09/2025	40.00						
V4699-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 18b Berryfield
V4700-BACS	Banked: 19/09/2025	40.00						

Continued on Page 249

Date: 02/10/2025

Melksham without Parish Council Current Year

Page: 249

Time: 14:14

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V4700-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 9B Berryfield
V4701-BACS	Banked: 22/09/2025	80.00						
V4701-BACS	Allotment Holder	80.00			1320	310	80.00	Rent for plot 2 Briansfield
V4702-BACS	Banked: 22/09/2025	40.00						
V4702-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 16a Berryfield
V4703-BACS	Banked: 22/09/2025	30.00						
V4703-BACS	Allotment Holder	30.00			1310	310	30.00	Rent for plot 1sm Berryfield
V4704-BACS	Banked: 22/09/2025	40.00						
V4704-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 18a Berryfield
V4705-BACS	Banked: 22/09/2025	6.54						
V4705-BACS	BASRAG	6.54			1130	110	6.54	Inv.521-Flyer photocopying
V4706-BACS	Banked: 23/09/2025	10.00						
V4706-BACS	Shaw Village Hall	10.00			1120	110	10.00	Inv.520- Annual rent
V4707-BACS	Banked: 23/09/2025	40.00						
V4707-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 17b Berryfield
V4708-BACS	Banked: 25/09/2025	142,567.50						
V4708-BACS	Wiltshire Council	142,567.50			1076	110	142,567.50	Parish precept 25/26 2of2
V4709-BACS	Banked: 25/09/2025	80.00						
V4709-BACS	Allotment Holder	80.00			1320	310	80.00	Rent for plot 26 Briansfield
V4710-BACS	Banked: 26/09/2025	40.00						
V4710-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 8B Berryfield
V4711-BACS	Banked: 26/09/2025	40.00						
V4711-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 16 Briansfield
V4712-BACS	Banked: 26/09/2025	80.00						
V4712-BACS	Allotment Holder	80.00			1310	310	80.00	Rent for plot 14a Berryfield
V4713-BACS	Banked: 26/09/2025	40.00						
V4713-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 9 Briansfield
V4714-BACS	Banked: 29/09/2025	80.00						
V4714-BACS	Allotment Holder	80.00			1310	310	80.00	Rent for plot 7a Berryfield
V4715-BACS	Banked: 29/09/2025	40.00						
V4715-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 4b Berryfield
V4716-BACS	Banked: 29/09/2025	80.00						
V4716-BACS	Allotment Holder	80.00			1310	310	80.00	Rent for plot 12a Berryfield
V4717-BACS	Banked: 29/09/2025	80.00						
V4717-BACS	Allotment Holder	80.00			1310	310	40.00	Rent for plot 15a Berryfield
					1310	310	40.00	Rent for plot 15b Berryfield
V4718-BACS	Banked: 29/09/2025	40.00						

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Melksham without Parish Council Current Year

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V4718-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 17 Briansfield
V4719-BACS	Banked: 29/09/2025	80.00						
V4719-BACS	Allotment Holder	80.00			1320	310	80.00	For plot 21 on Briansfield
V4720-BACS	Banked: 29/09/2025	142.00						
V4720-BACS	Bishops Cannings A	142.00			1210	210	142.00	Inv.523- Oct 25 Matches
V4721-BACS	Banked: 29/09/2025	142.00						
V4721-BACS	Bishops Cannings B	142.00			1210	210	71.00	Inv.524-12th October match
					1210	210	71.00	Inv.524-26th October match
V4722-BACS	Banked: 29/09/2025	71.00						
V4722-BACS	Bath Road Wanderer	71.00			1210	210	71.00	Inv.514-28th September match
V4723-BACS	Banked: 30/09/2025	80.00						
V4723-BACS	Allotment Holder	80.00			1320	310	40.00	Rent for plot 10 Briansfield
					1320	310	40.00	Rent for plot 11 Briansfield
V4724-BACS	Banked: 30/09/2025	40.00						
V4724	Allotment Holder	40.00			1320	310	40.00	Rent for plot 20 Briansfield
V4725-BACS	Banked: 30/09/2025	40.00						
V4725-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 28 Briansfield
V4726-BACS	Banked: 30/09/2025	40.00						
V4726-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 3b Berryfield
V4727-BACS	Banked: 30/09/2025	40.00						
V4727-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 12b Berryfield
Total Receipts for Month		145,847.54	0.00	0.00			145,847.54	
Cashbook Totals		248,455.04	0.00	0.00			248,455.04	

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Melksham without Parish Council Current Year

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/09/2025	Lloyds Bank	V4676	9.50			4140	120	9.50	Service Charge
15/09/2025	Daisy (One bill)	V4677-DD	63.85		10.64	4190	120	53.21	Inv.145-Office line & WiFi
15/09/2025	Daisy (One bill)	V4678-DD	72.11		12.02	4384	220	60.09	Inv.146-Pavilion line & wifi
15/09/2025	EDF Energy	V4679-DD	75.10		3.58	4312	220	71.52	Inv.02-Pavilion gas
16/09/2025	Unity Bank	V4648-6241	97,000.00			220		97,000.00	Transfer from Lloyds to Unity
23/09/2025	EDF Energy	V4680-DD	15.50		0.74	4312	220	14.76	Inv.03-Pavilion Gas
29/09/2025	Lamplight	V4681-DD	57.00		9.50	4686	170	47.50	Inv.320-MCS Database
30/09/2025	Lloyds Bank	V4728	8.50			4140	120	8.50	Service Charge
Total Payments for Month			97,301.56	0.00	36.48			97,265.08	
Balance Carried Fwd			151,153.48						
Cashbook Totals			248,455.04	0.00	36.48			248,418.56	

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Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 6

Receipts for Month 6**Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		17,072.24					17,072.24	
V4733	Banked: 02/09/2025	2,203.52						
V4733	CCLA Investment Management Ltd	2,203.52			1080	110	2,203.52	Interest
Banked: 16/09/2025		97,000.00						
V4648-6241	Current Account & Instant Acc	97,000.00			200		97,000.00	Transfer from Lloyds to Unity
V4734	Banked: 30/09/2025	16.65						
V4734	Unity Trust Bank	16.65			1080	110	16.65	Bank Interst
V4734	Banked: 30/09/2025	-16.65						
V4734	Unity Trust Bank	-16.65			1080	110	-16.65	WRONG CB
Total Receipts for Month		99,203.52	0.00	0.00			99,203.52	
Cashbook Totals		<u>116,275.76</u>	<u>0.00</u>	<u>0.00</u>			<u>116,275.76</u>	

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Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2025	Grist Environmental	V4729-DD	121.70		20.28	4770	220	101.42	Inv.448-B'hill waste away
16/09/2025	Lloyds Bank PLC	V4675-DD	199.17		32.15	4175	120	72.45	Office 365 for Cllrs
					4120	120		3.30	Notices & Posters
					4686	170		10.09	Emergency support domain renew
					4175	120		-3.00	CREDIT-Office 365 basics
					4175	120		24.97	PDF Subscription
					4175	120		30.90	Office 365 for officers
					4175	120		6.33	Website domain
					4200	120		12.99	Online meeting subscription
					4686	170		5.99	MCS Phone line
					4140	120		3.00	Monthly Fee
16/09/2025	EDF Energy	V4730-DD	129.50		6.17	4302	220	123.33	Inv.011-Pavilion electricity
26/09/2025	CCLA	V4649-TRAN	75,000.00			240		75,000.00	Transfer from Unity TO CCLA
26/09/2025	Agilico	V4650-BACS	51.31		8.55	4130	120	42.76	Inv.837-Office photocopying
26/09/2025	Whitley Reading Rooms	V4651-BACS	179.20			4560	142	179.20	CAWS CEG wifi and line
26/09/2025	Arlen Signs LTD	V4652-BACS	73.80		12.30	4490	142	61.50	657-Replacement perspex White
26/09/2025	PKF Littlejohn LLP	V4653-BACS	1,638.00		273.00	4100	120	1,365.00	Inv.907-External Audit 24/25
26/09/2025	Core Clean	V4654-BACS	750.00			4600	142	750.00	Inv.1053-Bus shelter cleaning
26/09/2025	JH Jones & Sons	V4655-BACS	144.00		24.00	4575	142	120.00	Inv.5443-Berryfield gate repai
26/09/2025	JH Jones & Sons	V4656-BACS	2,742.77		457.13	4402	320	72.94	Allotment grass cutting
						4402	320	21.88	BSF Hedge cut
						4400	142	417.42	Play Area grass cutting
						4780	142	149.86	Play Area bin emptying
						4400	142	21.84	Beanacre leaf clearance
						4400	142	42.03	Kestrel Shrub maintenance
						4400	142	25.00	Grass cut outside BYF Play Are
						4781	220	96.50	JSF bin emptying
						4405	220	50.67	JSF Hedge
						4409	142	198.08	Homechurch POS
						4820	142	39.36	SHF Annual cut
						347	0	-39.36	SHF Annual cut
						6000	142	39.36	SHF Annual cut
						4401	220	1,150.06	JSF Pitch Maintenance
26/09/2025	JH Jones & Sons	V4657-BACS	408.00		68.00	4490	142	340.00	5450-Shaw Bench repair & paint
26/09/2025	JH Jones & Sons	V4658-BACS	463.20		77.20	4540	142	386.00	5436-SID Deployment to 1st Sep
26/09/2025	Melksham Town Council	V4659-BACS	2,000.00			4610	170	2,000.00	Christmas lights contribution

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Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
26/09/2025	Open Spaces Society	V4660-BACS	45.00			4650	170	45.00	Annual subscription
26/09/2025	Wilts & Berks Canal Trust	V4661-BACS	25.00			4650	170	25.00	Annual Membership
26/09/2025	Wiltshire Council	V4662-BACS	3,343.25			4270	140	3,343.25	489-Office rent-1.10-31/12/25
26/09/2025	TDP Ltd	V4663-BACS	483.80		80.63	4590	142	403.17	832-Replacement bench-the Spa
26/09/2025	Berryfield Village Hall Trust	V4664-BACS	3,800.00			4620	170	3,800.00	Transfer of public art mainten
						357	0	-3,800.00	Transfer of public art mainten
						6000	170	3,800.00	Transfer of public art mainten
26/09/2025	Wiltshire Council	V4665-BACS	39.00			4060	130	39.00	Inv.903-DBS Check parish offic
26/09/2025	HM Revenue & Customs	V4666-BACS	2,879.49			4041	130	1,206.62	Period 6- September 2025
						4000	130	523.20	Period 6- September 2025-T
						4000	130	230.70	Period 6- September 2025-NI
						4010	130	254.20	Period 6- September 2025-T
						4010	130	113.09	Period 6- September 2025-NI
						4010	130	8.00	Period 6- September 2025
						4020	130	219.80	Period 6- September 2025-T
						4020	130	98.48	Period 6- September 2025-NI
						4460	142	208.00	Period 6- September 2025-T
						4800	320	17.40	Period 6- September 2025-T
26/09/2025	Wiltshire Pension Fund	V4667-BACS	2,250.78			4045	130	1,708.46	Period 6-September 2025
						4000	130	267.36	Period 6-September 2025
						4010	130	142.78	Period 6-September 2025
						4020	130	132.18	Period 6-September 2025
26/09/2025	Teresa Strange	V4668-BACS			7.98	4000	130		September 2025 Salary
						4150	120	38.72	Storage items for office
						4370	120	1.16	Cleaning Cloth for office
26/09/2025	Marianne Rossi	V4669-BACS			1.83	4010	130		September 2025 Salary
						4370	120	9.15	Bin bags for office
						4250	120	14.00	Land search-For highways meeti
26/09/2025	Fiona Dey	V4670-BACS				4020	130		September Salary
26/09/2025	Terry Cole	V4671-BACS				4460	142		September 2025 Salary
						4050	142	47.50	Travel Allowance
						4051	142	88.65	Mileage x197 miles
26/09/2025	David Cole	V4672-BACS				4800	320		September 2025 Salary
26/09/2025	JH Jones & Sons	V4673-BACS	5,724.40		954.07	4740	220	1,682.00	Inv.5398-Pitch fertilizing
						355	0	-1,682.00	Inv.5398-Pitch fertilizing

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Cashbook 2

User: MR

Unity Bank

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						6000	220	1,682.00	Inv.5398-Pitch fertilizing
						4740	220	778.33	Inv.5398-Deep Slitting
						355	0	-778.33	Inv.5398-Deep Slitting
						6000	220	778.33	Inv.5398-Deep Slitting
						4740	220	2,085.00	Inv.5398-Verti Drain pitches
						355	0	-2,085.00	Inv.5398-Verti Drain pitches
						6000	220	2,085.00	Inv.5398-Verti Drain pitches
						4740	220	225.00	Inv.5398-Surface grooming
						355	0	-225.00	Inv.5398-Surface grooming
						6000	220	225.00	Inv.5398-Surface grooming
26/09/2025	Jens Cleaning	V4674-BACS	462.00			4381	220	462.00	Inv.1090-Changing room cleanin
30/09/2025	Unity Trust Bank	V4731	0.90			4140	120	0.90	Manual handling charge
30/09/2025	Unity Trust Bank	V4732	10.50			4140	120	10.50	Bank Charges
Total Payments for Month			110,710.81	0.00	2,023.29			106,687.52	
Balance Carried Fwd			5,564.95						
Cashbook Totals			116,275.76	0.00	2,023.29			114,252.47	

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		0.00	0.00	0.00			0.00	

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 6

Payments for Month 6**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

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Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 6

Receipts for Month 6**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	2,936.18					2,936.18	
V4734	Banked: 30/09/2025	16.65						
V4734	Unity Trust Bank	16.65			1080	110	16.65	Interest
	Total Receipts for Month	16.65	0.00	0.00			16.65	
	Cashbook Totals	2,952.83	0.00	0.00			2,952.83	

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Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 6

Payments for Month 6**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		2,952.83						
	Cashbook Totals		2,952.83	0.00	0.00			2,952.83	

Date: 02/10/2025

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Cashbook 5

User: MR

CCLA

For Month No: 6

Receipts for Month 6**Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		622,000.00					622,000.00	

Banked: 26/09/2025 75,000.00

V4649-TRAN	Unity Bank	75,000.00			220		75,000.00	Transfer from Unity TO CCLA
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Total Receipts for Month		75,000.00	0.00	0.00			75,000.00	
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Cashbook Totals		697,000.00	0.00	0.00			697,000.00	
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Cashbook 5

User: MR

CCLA

For Month No: 6

Payments for Month 6**Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			697,000.00						
Cashbook Totals			697,000.00	0.00	0.00			697,000.00	

**MINUTES of the Planning Committee of Melksham Without Parish
Council held on Monday 3rd November 2025 at Melksham Without Parish
Council Offices**

**(First Floor), Melksham Community Campus, Market Place, SN12 6ES
at 7:00pm**

Present: Councillors Richard Wood (Committee Chair), Alan Baines (Committee Vice-Chair), John Doel, Mark Harris, David Pafford, Peter Richardson and Martin Franks.

Officers: Fiona Dey (Parish Officer) and Marianne Rossi (Finance and Amenities Officer)

In attendance: Wiltshire Councillors Nick Holder and Phil Alford
Councillor Martin Haffenden (as an observer)
5 members of the public

On Zoom: One member of the public

309/25 Welcome, Housekeeping and Announcements:

The Chair welcomed everyone to the meeting. As there were new members of the public present at the meeting, the housekeeping messages were read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

- a. Members noted that a new planning application for Permission in Principle for up to 5 dwellings on land south of 214b Corsham Road had been received (PL/2025/08613). As the consultation period is only 14 days and extension has been requested so that it can be considered at the next planning Committee meeting on 24th November 2025. Wiltshire Councillor Alford has already called in the application.
- b. Members noted that amended plans had been received for PL/2024/11426 Land to the South of A365 Bath Road and West of Turnpike Garage (Gompels). This will be considered at the next planning Committee meeting on 24th November 2025

310/25 Apologies:

There were no apologies as all members of the committee were present. Apologies were received from the Clerk and from Wiltshire Councillor Griffin.

311/25 Declarations of Interest:

- a. Declarations of Interest

Councillor Wood and Councillor Franks declared an interest in agenda item 8i (PL/2025/00626 Land North of Berryfield Lane) as Berryfield residents.

- b. Dispensation Requests for this Meeting:

None requested.

312/25 To consider holding items in Closed Session due to confidential nature:

Resolved: Agenda items 13d (Planning Enforcement) and 14biii (Contact with Developers) to be held in closed session 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 the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Agenda item 13d: Start of legal action.

Agenda item 14biii: Commercial information.

313/25 Public Participation:

Standing Orders were suspended to allow Public Participation

a. Wiltshire Councillor Nick Holder, Bowerhill

Wiltshire Councillor Holder explained that he would not be commenting on Agenda Item 6a (Chamier Close) as he is a friend of the applicant.

Wiltshire Councillor Holder provided an update on Pathfinder Place Public Open Space (agenda item 14ai). He had been informed by Taylor Wimpey that contractors were starting on site today (Monday 3rd November 2025) and that they are due to complete the work within 2 weeks.

He noted that he has called in the application for Land South of Western Way (PL/2025/07391) despite it being at reserved matters. He has done this to ensure that the residents' and parish council's concerns about construction access are fully considered. It was noted that the application would be considered by the Strategic Planning Committee

Wiltshire Councillor Holder commented that he has also called in the application for Land at Bowerhill Lane - Old Loves Farm (PL/2025/06105) and noted that this would be considered at a Western area Planning Committee.

b. Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold

Wiltshire Councillor Alford commented that he has already called in the application for Permission in Principle for up to 5 dwellings on land south of 214b Corsham Road (PL/2025/08613).

He also noted that, for application PL/2024/09725 (Land off Corsham Road, Whitley – Middle Farm, he has provided evidence to the Planning Officer that he called it in to committee about a year ago but is awaiting a response.

c. Members of the Public

MP1 explained he was the applicant for PL/2025/07615 (11 Chamier Close, Bowerhill). He explained that the purpose of the planning application is to provide a safe and secure environment for his 5-year-old son to play in. MP1 noted that the existing boundary is a 4-foot high metal open railing, which his son can already climb through, and he also noted that the property is adjacent to Pathfinder Way which has a documented speeding issue. MP1 believes that the boundary needs to be changed to ensure the safety of his son when playing in that part of their property. MP1 explained that the replacement fence is still within their boundary (as shown on their TP1 – registered property title) and that his plans have been adapted to comply with the covenants in the TP1.

MP1 addressed some of the comments which had been submitted on the planning portal in objection to his application. He noted that the TP1

contained a 5-year restriction period on changes, but that this expired this year in July and therefore material planned changes are permitted. He also noted that the TP1 allows for erection of a fence across the sewer easement as a fence is not a permanent structure. He is required to maintain operational access for Wessex Water, which he will do by making the panels and posts removeable (and better than the current metal fence and concreted posts). He also noted that Wessex Water has not required access in the last 5.5 years.

With regards to the Streetscene document, MP1 feels that it is an indicative document to give a feel for the Streetscene but it is not an exact representation of the development. He also noted that as a precedent, the development over the road (from the same developer) has an expanse of close-boarded fence and also further down Pathfinder Way there is an example of close-boarded fence adjacent to the path.

MP2 explained that she is a neighbour of the applicant for PL/2025/07615 (11 Chamier Close, Bowerhill) and supported the application. She also added that she had spoken with other neighbours who had no objections to the proposed fence.

MP3 explained that he had already written to express his concerns about PL/2025/07615 (11 Chamier Close, Bowerhill), to the Clerk but wanted to raise a few points. He commented that he felt that neither the planned 6-foot fence nor the foundations needed to support the fence posts would be easily removable as required on the protected easement strip.

He also highlighted that the fence would be out of context with the Design and Access Statement from the outline planning application (16/01123/OUT) and highlighted two statements from the document:

“Continuity and Enclosure

5.32 Key frontages such as those following the main route through the development will be particularly prominent and critical to the appearance of the development. Particular attention will be paid to the massing and architectural style of these buildings, so that they contribute positively to the quality and character of the new development...”

MP3 explained that the frontages were illustrated in the Streetscene document. He added that this visual was what the developers wanted to be able to market and sell properties on the development and what he wants to be retained for the time when he comes to sell his house (if he chooses to do so).

“Principal Frontages

5.43 Dwellings within this character area will create a consistent building line to the main route and will be separated from the public areas by low level boundary treatment of either vegetation, low level brick walls or railings...”

MP3 commented that the statement spoke for itself.

MP3 also commented that he was concerned that the application would set a precedent and had spoken to no-one on the estate who was in favour of it.

Finally, MP3 commented that the reason for the application was to provide a safe place for the applicants' child to play but added that the applicants have one of the largest enclosed gardens on the estate and therefore he felt that it was a weak reason for the application.

MP4 commented that he supported the comments made by MP3 on PL/2025/07615 (11 Chamier Close, Bowerhill). He added that he had recently moved to the area and that his solicitor had strongly emphasized the constraints related to the protected easement strip. He noted that the proposed fence will be on easement strip and shared the concerns of MP3 about how the posts holding a 6-foot fence could be easily removable. He was also concerned that the applicant may be planning to increase the size of his garden by removing the existing fencing enclosing the area.

MP5 (on Zoom) explained that she was also one of the applicants for PL/2025/07615 (11 Chamier Close, Bowerhill). In relation to the protected easement strip, she wanted to emphasize that there is a line in their TP1 that states *"the covenant should not be deemed to prevent the erection of boundary or other fences that are of easily removable character"*. From this, she believes that they can have a fence as a boundary but will take on board advice from Wiltshire council and the parish council as to what is permitted.

MP6 commented on the revised plans for PL/2025/00626 Land North of Berryfield Lane. He noted that the application is speculative and not part of Melksham Neighbourhood Plan 2. As a lay person he doesn't understand how any application not in the plan can be considered. He is concerned that this application will add to overdevelopment of Berryfield and noted that about 450 houses have been added to the village in the last 5 years. His biggest concern with the revised plans is the size and location of attenuation ponds. Previously these were on the other side of the field but now will be within meters of his back garden. The area is known to be wet, and he is concerned about the impact on the four existing houses adjacent to the ponds. Other concerns he has raised previously remain.

Councillor Haffenden commented that drainage remains a concern for PL/2025/00626 Land North of Berryfield Lane. He currently has gate access to the field behind his house, but with the revised plans there will be a pit within 2 metres of the gate into which all the water from the development will be collected. The end of his garden by the gate already floods and he is concerned that the pond will not have sufficient capacity and will cause internal property flooding. He also noted that the developer has not addressed concerns raised on the original design, by Wiltshire Council Drainage and Flood Engineer.

Councillor Haffenden also commented that Highways access issues remain. He questioned how construction traffic will be able to access the site and noted at the Buckley Gardens development construction trucks were queuing on Semington Road, waiting to access the site, causing disruption to local residents. He feels that local residents have already suffered seven years of development with continuous disruption. He is also concerned that the development will contribute to killing Berryfield as a village and that it is becoming just an urbanization of Melksham.

The meeting reconvened.

314/25 Planning Applications: The Council considered the following applications and made the following comments:

- a. [PL/2025/07615](#) **11 Chamier Close, Bowerhill, Melksham, SN12 6XZ**
Householder Application: Replace the existing metal railings that form the

boundary next to Pathfinder Way with a 6ft wooden fence. Applicant Name: Mrs Alexandra Jones

Comments: OBJECT

Members are concerned about the height of the proposed fence and feel that it would be incongruous in the Streetscene. Members believe that the proposed fence would be contrary to the Design and Access Statement from the outline planning application (16/01123/OUT) Principal Frontages point 5.43 and with Melksham Neighbourhood 2 Policy 20: Locally Distinctive, High Quality Design.

Design and Access Statement: *“Principal Frontages - 5.43 Dwellings within this character area will create a consistent building line to the main route and will be separated from the public areas by low level boundary treatment of either vegetation, low level brick walls or railings...”*

Members also noted that there may be suitable alternative options for achieving enclosure of the garden which do not include the use of 6-foot high close-boarding. They are also concerned that, if permitted, this application would set a precedent for other applications which would result in a change in the look of the development.

Four members of the public and the member of the public on Zoom left the meeting at 7:35pm

- b. [PL/2025/08036](#) **Snarlton Farm, Eastern Way, Melksham, SN12 7PP**
Removal/variation of conditions: Variation of Condition 2 (approved plans) of PL/2023/09968 to vary parking location & divide building.
Applicant Name: T & J Stainer Ltd

Comment: No Objection

Wiltshire Councillor Holder left the meeting at 7:37pm

- c. [PL/2025/08100](#) **The Willows, Lower Woodrow, Forest, Melksham, SN12 7RB** Full planning permission: Construction of a new garage and home office and associated change of use of paddock land to residential curtilage. Applicant Name: Mr & Mrs Fletcher

Comment: No Objection

- d. [PL/2025/08265](#) **Bath Road, Shaw, SN12 8EF** Hedgerow removal notice: The 3m section of hedgerow was removed to facilitate a construction project undertaken by Wessex Water. The hedgerow was removed under consent reference: PL/2025/03656. This consent stated that the hedgerow would be replanted upon completion of the project. The land owners have requested that the hedgerow is not replanted as originally proposed. The section of hedgerow is positioned on the edge of the private driveway onto a 40mph highway. The landowners have advised that the permanent removal of this hedgerow will provide significant visibility benefits when exiting the driveway with their vehicle. To compensate for the permanent loss of hedgerow, Wessex Water will replant an equivalent section of hedgerow within an existing gap where no hedgerow is present. This will be replanted in the upcoming planting season. Details of this are provided in documents submitted within this application. Applicant Name: Wessex Water

Comments: No Objection. However, the parish council would like to request the following community benefit items from Wessex Water at the public open space being developed at Shurnhold Fields (former George Ward school playing field) on the opposite side of the road:

- A water connection into Shurnhold Fields Country Park
- Expansion of the wildflower meadow being established in Shurnhold Fields Country Park by Wessex Water (as biodiversity offset for work in Westlands Lane).

315/25 Amended Plans/Additional Information: The Council considered the following amended applications and made the following comments:

- a. [PL/2025/00626](#) **Land North of Berryfield Lane, Melksham, SN12 6DT:** Outline planning application for up to 68 dwellings and formation of new access and associated works (All matters reserved other than access).

Comments: Members maintain their strong objection to this development as it is speculative and not allocated in either the recently made Melksham Joint Neighbourhood Plan or the emerging Wiltshire Council Local Plan.

As previously submitted, for the refreshed Melksham Neighbourhood Plan, the Qualifying Bodies were given an indicative number to allocate by Wiltshire Council of 200 houses in Melksham and Bowerhill and 70 in Shaw and Whitley, a total of 270. The made Neighbourhood Plan proposes a total of 453, enough to cover any potential increase of housing numbers required in the Local Plan when finalised. The following comments have been updated to reflect the current status of these allocations:

- Policy 7.1 Cooper Tires a brownfield site for 100 dwellings, the site has been recently sold, and some light touch demolition work has commenced in August with a further demolition application now approved PL/2025/07169
- Policy 7.2 Land at the former Melksham Library site, a brownfield site 50 dwellings for older people. This project is being progressed by Wiltshire Council as landowner and developer, with pre application meetings arranged with the qualifying bodies in September and a public consultation undertaken on 20th October. Planning application to be submitted in January 2026. The existing buildings were demolished some time ago.
- Policy 7.3 Land South of Western Way, Bowerhill for 210 houses and 70 bed care home. This site has outline permission following Appeal and has been bought by Barratt Homes who have submitted a Reserved Matters application PL/2025/07391.
- Policy 7.4 Land at Whitley Farm, Whitley, this is for a heritage led development and as such has no housing number assigned, but in previous Regulation 14 versions of the Plan had a nominal 10 and 15 dwellings indicated.

- Policy 7.5 Land at Middle Farm, Whitley, this has an allocation for 50 dwellings, an increase on its original allocation of 18 dwelling in the first Neighbourhood Plan, and a current planning application for 22 dwellings awaiting decision, which includes an illustrative masterplan with 57 dwellings. PL/2024/09725.

Wiltshire Council's three Melksham sites in the Local Plan have already started their journey through the planning system, increasing in housing numbers as they do so. The parish council believe that these planned numbers are more than sufficient to meet the needs of the community and speculative developments need not, and should not, be considered at this time.

In addition, members have on-going concerns about the design of the development. Specially:

- In the revised application, the proximity of the relocated attenuation ponds to the existing dwellings on Semington Road and the increased risk of property flooding. Members are also concerned that the attenuation ponds are not well thought out as they are designed to be temporary until the canal is built.
- The lack of vehicular access between the two sides of the development resulting in the feeling that the plan is for two separate developments. Members are also concerned about the suitability and safety of having an access point to the development from the single track Berryfield Lane.
- Preservation of the Local Green Space (LGS) and associated trees on the triangle of land between Berryfield Lane and Berryfield Park particularly during the construction phase of the development. This Local Green Space is designated in the Melksham Neighbourhood Plan Policy 16 (LGS23).
- Distribution of affordable housing on the site. Members are concerned that the development will not be tenant blind.

Members reconfirmed the s106 requests they had made previously.

Members feel that nothing in the revised plans changes their existing stance of objection to the application.

316/25 Current planning application: standing item for issues/queries arising during period of applications awaiting decision.

- a. **PL/2024/10345: Land north of the A3102, Melksham (New Road Farm)** The construction of 295 homes; public open space, including formal play space and allotments; sustainable drainage systems; and associated infrastructure; with 0.4ha of land safeguarded for a nursery. The principal point of access is to be provided from a new northern arm on the existing Eastern Way/A3102 roundabout junction, with a secondary access onto the A3102. Additional access points are proposed for pedestrians and cyclists. Applicant: Bloor Homes South West

Members noted the new comments from Waste and Melksham Town Council, and the correspondence between the Clerk and Wiltshire Council regarding drafting of S106 agreement

- b. **PL/2024/10674: Land off Woodrow Road, Woodrow Road, Melksham, SN12 7AY** Outline application with all matters reserved except for access for the development of up to 70 dwellings, open space, ecological enhancements, play space, associated infrastructure (including drainage structures and works to the public highway), access, parking, servicing and landscaping. Applicant: Waddeton Park Ltd

Members noted appeal APP/Y3940/W/25/3374421 and the hearing start date of 3rd February 2026.

Resolved: to approve the submission of additional comments to the Planning Inspector for the Appeal Hearing on current housing numbers, which brings the planning application/planning numbers up to date since comments were last made

- c. **PL/2024/07097: Land south of Snarlton Farm, Snarlton Lane, Melksham, SN12 7QP**: Erection of up to 300 dwellings (Class C3); land for local community use or building (incorporating Classes E(b), E(g) and F2(b) and (c)); open space and dedicated play space and service infrastructure and associated works on and South of Snarlton Farm (Outline planning application with all matters reserved except for two pedestrian and vehicle accesses (excluding internal estates roads) from Eastern Way) - Resubmission of PL/2023/07107). Applicant: Catesby Estates Promotions Limited.

Members noted appeal APP/Y3940/W/25/3373278 and the hearing start date of 20th January 2026.

Resolved: to approve the submission of additional comments to the Planning Inspector for the Appeal Hearing on current housing numbers, which brings the planning application/planning numbers up to date since comments were last made.

- d. **PL/2025/06749 - Land North of Bath Road (A365), Melksham (Adjacent to Melksham Oak Community School)**
Outline planning application (with all matters except access reserved) for mixed use development comprising residential (up to 205 dwellings), land reserved for expansion of secondary school, public open space, landscaping and associated engineering works. Applicant Name: Hannick Homes & Developments Ltd

The new comment from Waste Management was noted

- e. **PL/2025/06105 Land at Bowerhill Lane, Bowerhill, Melksham (*Old Loves Farm*)** Outline Planning Permission: Erection of up to 50 No. dwellings and associated works

Members noted that the Clerk had submitted current housing numbers, which brings the planning application/planning numbers up to date since comments were last made.

- f. **PL/2024/11426: Land to the South of A365 Bath Road and West of Turnpike Garage, Melksham, Wilts (Gompels)**: Construction of warehouse with office space, parking and associated landscaping including site access.

Members noted that Officers had identified a planning application (PL/2025/02430) where, on 5th June 2025, Economic Development submitted comments on the application. Members felt that this was inconsistent with the communication from Nic Thomas (Director – Planning, Economy and Regeneration at Wiltshire Council) on 5th September 2025.

Resolved: to submit a Freedom of Information request to Wiltshire Council to ask the following:

- When was the decision made to change their procedures so that that Economic Development no longer comment on individual planning applications?
 - When was the decision made to not comment on application PL/2024/11426?
 - How many and which applications have received comments from Economic Development since that date?
 - How many and which applications have not received comments from Economic Development since that date?
- g. **PL/2025/07391 - Land South of Western Way, Melksham, Wiltshire**
Approval of reserved matters: Reserved Matters (appearance, landscaping, layout and scale) for 210 residential dwellings (Use Class C3), along with associated open space, landscaping, and parking, pursuant to Condition 2 of Outline Planning Permission ref. PL/2022/08504. Applicant Name: BWD Trading

Members considered alternative access for construction traffic and for residential traffic via the land allocated on Pathfinder Way for the primary school and agreed that the school site should be protected and not used for access.

Comments: Members noted that the Appeal decision notice for the outline planning application (PL/2022/08504) show that the Planning Inspector was fully aware that the traffic would be going through Maitland Place, and there would be traffic calming (the build outs). However, Members reiterated their request for a review of the safety and capacity of Maitland Place and the suitability of it's use as the residential access to the development.

Members noted that Appeal APP/Y3940/W/23/3324031 for the outline planning application (PL/2022/08504) includes conditions. However, members felt that the delivery of some of the conditions should be accelerated:

- Condition 18: No development shall commence on site until a Construction Management Statement (CMS) including the point of access into site for construction vehicles and working hours (among other points) is submitted and approved.

Members believe strongly that the CMS must be available and considered as part of this Reserved Matters application.

- Condition 9: Prior to the occupation of the 50th dwelling on the site, the design of the proposed emergency vehicle access and routing shall be submitted and approved.

In their previously submitted comments, members requested that construction access to the site must be from Western Way. If the logical location of the proposed emergency vehicle access point is to be used, the access should be considered as part of this Reserved Matters application.

- Condition 7: Prior to commencement of the construction of the development the design of the Toucan Crossing off Western Way to be submitted and approved.

Members feel that the design should be submitted as part of the Reserved Matters application.

- Condition 8: Prior to the occupation of the first dwelling on the site a minimum of a 2m wide footway connection to the southern side of Western Way shall be designed, submitted and approved. The footpath connection shall be provided before the final dwelling on the site is occupied.

Members feel that the design should be submitted as part of the Reserved Matters application.

Members noted and supported the comments from the Rights of Way regarding Public Footpath MELW42.

Members are concerned about the impact of noise on the properties adjacent to the industrial estate and request that additional sound insulation is provided for these dwellings.

- h. [PL/2024/11665](#) Land at, Semington Road, Melksham, SN12 6DP (Rear of Townsend Farm, Phase 2) Application for reserved matters pursuant to application ref: PL/2022/08155 for appearance, scale, layout and landscaping. Applicant: Living Space Housing.

Members noted that this application was approved on 30th October 2025.

- i. [PL/2025/00626](#) **Land North of Berryfield Lane, Melksham, SN12 6DT:** Outline planning application for up to 68 dwellings and formation of new access and associated works (All matters reserved other than access).

Amended application was discussed in Min 315/25.

- j. [PL/2024/09725](#) **Land off Corsham Road, Whitley, Melksham (Middle Farm)** Outline planning application (with access, layout and landscaping to be approved) for up to 22 dwellings, new access off Corsham Road, public open space, drainage and associated works.

Members noted that there had been no update since the parish council's request for context/explanation for the illustrative masterplan for 57 dwellings.

The meeting went into closed session.

- k. [PL/2025/03513](#) Land North of Top Lane, Whitley, Melksham (E388633, N166527) Permission in principle: Permission in principle for up to 6 dwellings. Applicant: Ms Patricia Eaton

Wiltshire Councillor Alford provided an update on correspondence between himself and the Planning Officer.

The meeting returned to open session.

Wiltshire Councillor Alford left the meeting 8:37pm

317/25 Proposed Energy Installations

- a. **Land South of Brockleaze ([PL/2025/05552](#))**

No new comments.

- b. **Lime Down Solar**

Councillor Richardson provided an update on the questions he had asked the Planning Inspectorate on behalf of Community Action Whitley and Shaw (CAWS) about the Lime Down Solar Planning application. He also commented that he has requested, as there are 316 documents, that they can be searched using AI (artificial intelligence) tools as currently they include a blocker to prevent this.

- c. **National Grid projects**

Councillor Richardson highlighted that solar and BESS (Battery Energy Storage Solution) applications are not being shown correctly on Wiltshire Council's planning portal.

Resolved: The Parish Council request a meeting with Cabinet Members at Wiltshire Council to discuss the cumulative impact of piecemeal planning applications for solar and Bess installations, and the associated cabling works on residents living in the vicinity of the Melksham National Grid Sub-station.

- d. **Wick Solar Farm (20/06840/FUL), Studley Solar Farm (PL/2021/08690) and associated cable installation ([PL/2025/05856](#))**

No new comments.

318/25 Planning Policy:

- a. **Joint Melksham Neighbourhood Plan:**

Members noted the Neighbourhood Plan website had been updated and also noted that the Clerk is looking for alternatives to update the email address used on the Neighbourhood Plan website as the current email is hosted by Google which is not in the UK.

- b. **Wiltshire Council's Draft Local Plan Examination:** To consider any updates <https://www.localplanservices.co.uk/wiltshirelpexamination>

Resolved: Members feel that it is not necessary to reiterate the comments they have previously made on Wiltshire Council's draft Local Plan for the Examination Hearings.

c. **To consider Briefing Note 25-08 Gypsies and travellers**

Members noted the call for Gypsy and traveller sites.

Councillor Doel raised a question about the status of caravans in a field adjacent to New Road.

Resolved: Officers to investigate the status of the land and caravans adjacent to New Road.

d. **Resolved:** Councillor Pafford to represent Melksham Without Parish Council at WALPA (Wiltshire Area Localism and Planning Alliance) and attend on-line meetings.

e. Engagement with Chippenham Town Council regarding speculative development was noted and welcomed.

319/25 Premises Licenses applications and decisions:

- USP Digital at Office 4, Evans Business Centre, Hampton Park West, Melksham SN12 6LH: supply of alcohol OFF sales – Mon to Sun 08:00 to 20:00.

Members noted the application but need not feel the need to submit any comments.

320/25 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

a. Corsham Road Scottish and Southern Electricity Networks (SSEN) cabling works

Councillor Richardson explained that he had made a complaint about the works and their management with Wiltshire Council and was also in on-going communication with the contractor.

b. Westlands Lane traffic

Members noted that an enforcement notice is in place and that a marshal is now stationed on the junction of Westlands Lane with the A350 to stop Wick Solar Farm vehicles using this access which contravened their Construction Management Plan which appear to be having a positive effect.

c. Semington Road

No updates were received.

The meeting went into closed session.

d. Berryfield Lane

Members were frustrated that the enforcement officer could find no evidence of the reported activity.

Recommendation: To ask Wiltshire Council Enforcement to meet with Councillor Franks who will show evidence of the reported activity.

The meeting returned to open session.

321/25 S106 Agreements and Developer meetings: (*Standing Item*)

- a. Updates on ongoing and new S106 Agreements
 - i. Pathfinder Place:

It was noted that Wiltshire Councillor Holder had provided an update on the Public Open Space and school site at the start of the meeting, and that work had started on the bus shelter.

- ii. Buckley Gardens, Semington Road (PL/2022/02749: 144 dwellings)

Resolved: To change the wording of the proposed change to s106 re highways condition from “eastern” to “western” (see below).

- *The sum of two hundred thousand pounds (£200,000.00) towards route enhancements to improve connectivity between the Land, the town centre to the north and education facilities to the east, inclusive of Local Cycling Walking Infrastructure Plan routes, and measures to enhance the use of the pedestrian route on the **western** side of the roundabout between Old Semington Road and Melksham;*

The update on the progress of the bridge was noted. Councillor Wood requested to be included in the site visit.

- iii. Members noted that the Clerk has developed a spreadsheet with all the s106 contributions listed. Decision notices are to be reviewed to identify any conditions that need to be added.

Recommendation: to ask for s106 contributions for a Cemetery extension or new Cemetery site.

- iv. S106 decisions made under delegated powers

None

- b. Contact with developers:

- i. Members noted that Barratt Homes will be the developer for Blackmore Farm (outline [PL/2023/11188](#))
 - ii. A date was agreed for a pre-application meeting with Corsham Cricket Club regarding plans for new facilities and artificial pitch at Beanacre Community Field (adjacent to St Barnabas Church)

The meeting went into closed session.

- iii. Members noted contact from a developer about a potential new housing development which was still commercially sensitive at this time.

The meeting returned to open session.

Meeting closed at 9.11pm

Chairman, 17th November 2025

Draft Combined MWPC and CAWS Community Projects and Benefits Master List. Excludes BAU (e.g. Parish Stewart and MyWilts etc). Not all items socialised or formalised.						Parish Officer comments
Location	Description	Origin	Community Benefit Requested?	Works Requested?	Status	
Top Lane	New "First Lane" sign at North end	WC HW Walkabout with CAWS & MWPC	No	Yes	Rejected by WC	Parish Steward requested to remove Nov 25
Top Lane	SLOW markings	CAWS	No	Yes	Complete	
Top Lane	Pedestrians in Road Signs	CAWS	No	Yes	Complete	
Top Lane	3 Lines on SLOW	WC HW Walkabout with CAWS & MWPC	No	Yes	Outstanding	LHFIG ad-hoc or needs resubmission
Top Lane	Confirm Top Lane SID/Speedwatch locations	WC HW Walkabout with CAWS & MWPC	No	Yes	Complete	
Top Lane	Footpath West Hill Bus Stop to 140 Top Lane	CAWS/MWPC Studely Farm Walk	Yes, Studely Farm Solar	No		MWPC support MIN 270/25a
Top Lane	Layby outside Methodist Chapel	CAWS AGM	Yes, Studely Farm Solar	No		MWPC support MIN 270/25a
Top Lane	Bus Real Time Info	MWPC	No	Yes	Outstanding	LHFIG 9-24-33 design work due Dec 25
Corsham Road	Village Gate at Top Lane end	WC HW Walkabout with CAWS & MWPC	Yes, Aureos	Yes		
Corsham Road	Village Gate at Shaw end	CAWS WhatsApp	Yes, Aureos	No		
Corsham Road	Footpath repairs Top Lane to Westlands Lane	CAWS WhatsApp	Yes, Aureos	No		
Corsham Road	Repaint Roundels with grey background	WC HW Walkabout with CAWS & MWPC	No	Yes	Rejected by WC	
Corsham Road	Repaint centre line	WC HW Walkabout with CAWS & MWPC	No	Yes	Outstanding	WC will only carry out alongside resurfacing. Not LHFIG as not a new road marking
Corsham Road	Replace Cats Eyes inner section	WC HW Walkabout with CAWS & MWPC	No	Yes	Outstanding	
Corsham Road	White lines inside kerb lines	WC HW Walkabout with CAWS & MWPC	No	Yes	Outstanding	WC maintenance to do
Corsham Road	Scrape back vegetation on pavements to widen (Mosquitto)	WC HW Walkabout with CAWS & MWPC	No	Yes	Complete	
Corsham Road	Footpath repairs east side	WC HW Walkabout with CAWS & MWPC	No	Yes	Complete	For Full Council 17 Nov 25
Corsham Road	Refurbish bench opposite school	WC HW Walkabout with CAWS & MWPC	No	Yes	Complete	
Corsham Road	New bin for Ever Green Meadow	CAWS	No	Yes	Complete	
Corsham Road	Refurbish bin opposite Shaw School	WC HW Walkabout with CAWS & MWPC	No	Yes	Outstanding	
Corsham Road	Repaint Zebra Crossing	WC HW Walkabout with CAWS & MWPC	No	Yes	Complete	
Corsham Road	3 lines on SLOW	WC HW Walkabout with CAWS & MWPC	No	Yes	Outstanding	LHFIG ad-hoc or needs resubmission
Corsham Road	Bus Shelter (East)	CAWS WhatsApp	Yes, Aureos	No		
Corsham Road	Bus Shelter (West)	CAWS WhatsApp	Yes, Aureos	No		
Corsham Road	Speed Indicator Device	CAWS WhatsApp	Yes, Aureos	No		
Corsham Road	Bus Real Time Info	MWPC	No	Yes	Outstanding	
Corsham Road	Drainage improvements (east behind cottages)	PR/PA Site Visit	Yes, Various Planning	No		
Corsham Road	Brown Finger Signs (to shops and PH)	CAWS	No	Yes	Rejected by MWPC/WC	
Corsham Road	Halo Lights on Zebra Crossing	CAWS	No	Yes	Complete	
Corsham Road	Shutters on Traffic Lights	CAWS	No	Yes	Complete	
Corsham Road	SLOW markings	CAWS	No	Yes	Complete	
Brookfield Rise	Pavement repairs (north end)	WC HW Walkabout with PJR and PA	No	Yes	Outstanding	

Brookfield Rise	Junction repairs	WC HW Walkabout with PJR and PA	No	Yes	Outstanding	Not on Road Safety Improvement list
Middle Lane	Repaint "Middle Lane" sign	WC HW Walkabout with CAWS & MWPC	No	Yes	Complete	
Middle Lane	Road repairs	WC HW Walkabout with CAWS & MWPC	No	Yes		
Middle Lane	New Manhole Cover	CAWS	No	Yes	Complete	
Middle Lane	New pavement opposite WRR near Mo 109	WC HW Walkabout with PJR and PA	No	No	Not supported by MWPC	Need to confirm what the request was for
Top Lane	Painted refuge Island First Lane/Top Lane Junction	WC HW Walkabout with CAWS & MWPC	No	Yes	Outstanding	
First Lane	Road Repairs (various)	WC HW Walkabout with PJR and PA	No	Yes	Outstanding	
First Lane	Subsidence at Top Lane Junction	WC HW Walkabout with CAWS & MWPC	No	Yes	Complete	
First Lane	Even out road surface from subsidence area at junction	WC HW Walkabout with PJR and PA	No	Yes	Outstanding	Request made to Parish caretaker
Shaw Hill	SLOW markings	CAWS	No	Yes	Complete	
Shaw Hill	Paint internal walls of bus shelter	WC HW Walkabout with CAWS & MWPC	Possible Community Works	Yes	Outstanding	
Shaw Hill	Roundels with red/grey background by traffic lights	WC HW Walkabout with CAWS & MWPC	No	Yes	Rejected by WC	
Shaw Hill	Village Gate at Bath Road end	WC HW Walkabout with CAWS & MWPC	No	Yes	Outstanding	LHFIG 9-24-33 west side ok, east side possible but restricted width
Shaw Hill	Yellow lines on SLOW	WC HW Walkabout with CAWS & MWPC	No	Yes	Outstanding	LHFIG ad-hoc or needs resubmission
Shaw Hill	Scrape back vegetation on pavements to widen (Mosquitto)	WC HW Walkabout with CAWS & MWPC	No	Yes	Outstanding	W/C works orders have been raised
Shaw Hill	Village Gate & Roundels at end of Folly Lane	WC HW Walkabout with CAWS & MWPC	Possible Re SH Aureos	Yes	Outstanding	LHFIG 9-24-33 insufficient width on both sides
Shaw Hill	New SLOW on the rise up to Beltane Place	WC HW Walkabout with CAWS & MWPC	No	Yes	Outstanding	Needs resubmission to LHFIG
Shaw Hill	Pedestrian crossing sign on the brow of the hill towards Beltane Place	WC HW Walkabout with CAWS & MWPC	No	Yes	Outstanding	Needs resubmission to LHFIG
Shaw Hill	Textured line across road near Bus Shelter	WC HW Walkabout with CAWS & MWPC	No	Yes	Outstanding	Ask Martin Rose about what is needed
Shaw Hill	Bus Real Time Info	MWPC	No	Yes	Outstanding	To do
The Beeches	Car Park extension at SVH	SVH	Possible Re SH Aureos	No		
The Beeches	Contribution Extension to SVH or rebuild	CAWS	No	No		
Folly Lane	Bus Shelter Lowdens	CAWS WhatsApp	Possible Re SH Aureos	No		
Folly Lane	Bus Shelter Golden Fleece	CAWS WhatsApp	Possible Re SH Aureos	No		
General	Undertake Traffic Surveys to inform possible 20 MPH limit on Top/Middle/First Lanes	WC HW Walkabout with CAWS & MWPC	No	Yes	Outstanding	To do
General	School Travel Plan (hasten school)	WC HW Walkabout with CAWS & MWPC	No	Yes	Outstanding	
General	Cut through from Chicken Alley to SPF	SVH AGM	No	Yes	Outstanding	
General	Weatherproof Chicken Alley	WC HW Walkabout with CAWS & MWPC	Possible Re SH Aureos	No		

General	Safe walking to school route across Ever Green Meadow/Chicken Alley	WC HW Walkabout with CAWS & MWPC	No	Yes	Outstanding	LHFIG 9-24-24 design work due Dec 25 (hardstanding)
General	History Book 2nd edition	CAWS	No	No		
General	Southbrook Boardwalk in Ever Green Meadow; and	CAWS BESS WG	No	No		
General	Community Solar Projects (e.g. WRR, SVH, WS et al)	CAWS BESS WG	No	No		
General	Additional Tree Planing	CAWS BESS WG	No	No		
General	Flood alleviation £100k	CAWS BESS WG	Yes, Brockleaze	No		
General	Renewable Energy £100k	CAWS BESS WG	Yes, Brockleaze	No		
General	Residential energy (no cost)	CAWS BESS WG	Yes, Brockleaze	No		
General	Community Engagement £175k	CAWS BESS WG	Yes, Brockleaze	No		
General	Flood alleviation £100k	CAWS BESS WG	Yes, Lime Down	No		
General	Renewable Energy £100k	CAWS BESS WG	Yes, Lime Down	No		
General	Residential energy (no cost)	CAWS BESS WG	Yes, Lime Down	No		
General	Community Engagement £175k	CAWS BESS WG	Yes, Lime Down	No		
General	Flood alleviation £100k	CAWS BESS WG	Yes, Halfway Farm	No		
General	Renewable Energy £100k	CAWS BESS WG	Yes, Halfway Farm	No		
General	Residential energy (no cost)	CAWS BESS WG	Yes, Halfway Farm	No		
General	Community Engagement £175k	CAWS BESS WG	Yes, Halfway Farm	No		
Beanacre	Reinstatement of ROW MELW100 in Beanacre	MWPC for submission to National Grid Community Fund				
Beanacre	Purchase of SID for Westlands Lane	MWPC for submission to National Grid Community Fund				
Beanacre	New cricket pavillion at Beanacre Community Field	MWPC for submission to National Grid Community Fund				
Beanacre	Replacement play equipment at Beanacre	MWPC for submission to National Grid Community Fund				
Shurnhold	Water connection into Shurnhold Fields Country Park	MWPC on PL/2025/08265 Wessex Water				
Shurnhold	Expansion of the wildflower meadow in Shurnhold Fields Country Park	MWPC on PL/2025/08265 Wessex Water				
General	£175,000 Community Engagement Fund for 25 years	CAWS Lime Down Consultation 2	Yes, Lime Down			
General	Extension/rebuild at Shaw Village Hall;	CAWS Lime Down Consultation 2	Yes, Lime Down			
General	Contribution to improved Car Parking at Shaw Village Hall;	CAWS Lime Down Consultation 2	Yes, Lime Down			
General	Speed Indicator Device and/or ANPR Speed Cameras for use in Whitley and Shaw;	CAWS Lime Down Consultation 2	Yes, Lime Down			
General	Contribution to a new footpath on the northside of Top Lane between West Hill and the Pear Tree	CAWS Lime Down Consultation 2	Yes, Lime Down			
General	Tree planting	CAWS Lime Down Consultation 2	Yes, Lime Down			
General	To build a Southbrook Boardwalk in Ever Green Meadow	CAWS Lime Down Consultation 2	Yes, Lime Down			
General	Supply of Hoggin for an all-weather footpath between Ever Green Meadow and Shaw Playing Field	CAWS Lime Down Consultation 2	Yes, Lime Down			

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Melksham without Parish Council Current Year

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Cashbook 1

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Current Account & Instant Acc

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		151,153.48					151,153.48	
V4758-BACS	Banked: 01/10/2025	818.50						
V4758-BACS	Future of Football FC	818.50			1210	210	674.50	Inv.519-September hire field
					1260	210	144.00	Inv.519-Kitchen hire-Sept
V4759-BACS	Banked: 01/10/2025	741.00						
V4759-BACS	Future of Football FC	741.00			1260	210	90.00	Inv.526-October Kitchen hire
					1210	210	651.00	Inv.526-October field hire
V4760-BACS	Banked: 02/10/2025	80.00						
V4760-BACS	Allotment Holder	80.00			1320	310	80.00	Briansfield plot 18 rent
V4761-BACS	Banked: 02/10/2025	80.00						
V4761-BACS	Allotment Holder	80.00			1320	310	80.00	Plots 23&24 BSF allotment rent
500186-CAS	Banked: 06/10/2025	120.00						
V4762-075	Allotment Holder	40.00			1310	310	40.00	Berryfield 3a allotment rent
V4763-076	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 3 rent
V4764-077	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 6 rent
V4765-BACS	Banked: 07/10/2025	40.00						
V4765-BACS	Allotment Holder	40.00			1310	310	40.00	Plot 13b Berryfield rent
V4766-BACS	Banked: 07/10/2025	2,002.23						
V4766-BACS	Melksham Town Council	2,002.23			1480	170	2,002.23	Inv.517-Share of costs NHP
V4767-BACS	Banked: 09/10/2025	4,983.96						
V4767-BACS	HM Revenue & Customs	4,983.96			105		4,983.96	VAT Refund- 01/7-30/9/25
V4768-BACS	Banked: 09/10/2025	316.50						
V4768-BACS	Future of Football	316.50			1260	210	24.00	Inv.528- October kitchen hire
					1210	210	292.50	Inv.528- October Training
V4769-BACS	Banked: 09/10/2025	9.24						
V4769-BACS	BASRAG	9.24			1130	110	9.24	Inv.527-Halloween Flyer photoc
500187-CHQ	Banked: 09/10/2025	40.00						
500187-CHQ	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 15 rent
V4771-BACS	Banked: 09/10/2025	20.00						
V4771-BACS	Allotment Holder	20.00			1320	310	20.00	Briansfield plot 32a rent
V4772-BACS	Banked: 10/10/2025	40.00						
V4772-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 6B Berryfield
V4773-BACS	Banked: 10/10/2025	71.00						
V4773-BACS	Pilot FC	71.00			1210	210	71.00	Inv.525- 11th Oct pitch hire
V4774-BACS	Banked: 13/10/2025	80.00						
V4774-BACS	Allotment Holder	80.00			1310	310	80.00	Berryfield 11a rent
V4775-BACS	Banked: 16/10/2025	40.00						
V4775-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 22 rent
V4776-BACS	Banked: 17/10/2025	71.00						

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Melksham without Parish Council Current Year

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Current Account & Instant Acc

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
V4776-BACS	Bath Road Wanderer	71.00			1210	210	71.00	Inv.522-12th Oct pitch hire
V4777-BACS	Banked: 20/10/2025	18.00						
V4777-BACS	Marianne Rossi	18.00		3.00	4055	130	15.00	Refund-Hazardous substance tra
V4778-BACS	Banked: 23/10/2025	40.00						
V4778-BACS	Allotment Holder	40.00			1310	310	40.00	Plot 1a Berryfield rent
V4779-BACS	Banked: 27/10/2025	71.00						
V4779-BACS	Bishops Cannings FC Sunday A	71.00			1210	210	71.00	Inv.530-23rd Nov match
V4780-BACS	Banked: 27/10/2025	142.00						
V4780-BACS	Bishops Cannings Sunday B	142.00			1210	210	142.00	Inv.531- November fixtures
Total Receipts for Month		9,824.43	0.00	3.00			9,821.43	
Cashbook Totals		<u>160,977.91</u>	<u>0.00</u>	<u>3.00</u>			<u>160,974.91</u>	

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Cashbook 1

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Current Account & Instant Acc

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
15/10/2025	Onebill (Daisy)	V4781-DD	63.85		10.64	4190	120	53.21	Inv.573-Office wifi & Line
15/10/2025	Onebill (Daisy)	V4782-DD	72.11		12.02	4384	220	60.09	Inv.574-Pavilion wifi & Line
21/10/2025	EDF Energy	V4783-DD	90.26		4.30	4312	220	85.96	Inv.04- Pavilion gas
22/10/2025	RBL Poppy Appeal	V4749-6243	48.50			4070	120	28.50	VJ Day Wreath
						4070	120	20.00	Remembrance Day Wreath
24/10/2025	Unity Bank	V4787-6242	155,000.00			220		155,000.00	CHQ Transfer Lloyds TO Unity
28/10/2025	Lloyds Bank	V4784-DD	11.30			4140	120	11.30	Service Charge
29/10/2025	Lamplight	V4785-DD	57.00		9.50	4686	170	47.50	Inv.01-MCS Database
31/10/2025	ICO	V4786-DD	47.00			4391	120	47.00	Annual Data protection fee
Total Payments for Month			155,390.02	0.00	36.46			155,353.56	
Balance Carried Fwd			5,587.89						
Cashbook Totals			160,977.91	0.00	36.46			160,941.45	

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Melksham without Parish Council Current Year

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Cashbook 2

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Unity Bank

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		5,564.95					5,564.95	
V4792-INTE	Banked: 02/10/2025	2,099.17						
V4792-INTE	CCLA Investment Management	2,099.17			1080	110	2,099.17	Interest
V4793-INSU	Banked: 10/10/2025	4,233.17						
V4793-INSU	Zurich Insurance	4,233.17			1460	142	4,233.17	Insurance claim-Beanacre shelt
	Banked: 22/10/2025	30,000.00						
V4794-TRAN	CCLA	30,000.00			240		30,000.00	Transfer from CCLA to Unity
	Banked: 24/10/2025	155,000.00						
V4787-6242	Current Account & Instant Acc	155,000.00			200		155,000.00	CHQ Transfer Lloyds TO Unity
V4795-CHQ	Banked: 24/10/2025	160.00						
V4795-CHQ	Allotment Holder	160.00			1310	310	80.00	Berryfield plot 1b rent
					1310	310	80.00	Berryfield plot 2b rent
Total Receipts for Month		191,492.34	0.00	0.00			191,492.34	
Cashbook Totals		<u>197,057.29</u>	<u>0.00</u>	<u>0.00</u>			<u>197,057.29</u>	

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Unity Bank

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/10/2025	Grist Environmental	V4789-DD	84.94		14.16	4770	220	70.78	Inv.396-B'hill Waste away
16/10/2025	EDF Energy	V4790-DD	146.94		7.00	4302	220	139.94	Inv.012-Pavilion electrcity
16/10/2025	Lloyds Bank PLC	V4791-DD	771.62		125.78	4190	120	41.28	Office phone costs
						4680	170	134.40	NHP email renewal
						4250	120	7.00	Land Registry Hornchurch P/A
						4250	120	7.00	Land Registry plan Hornchurch
						4175	120	97.20	Microsoft 365 apps for busines
						4175	120	72.45	Office 365 for Cllrs
						4686	170	49.99	Emergency support domain
						4575	142	12.49	Play Area lock
						4150	120	5.32	Key tags
						4721	220	14.16	Key safe
						4175	120	24.97	Adobe
						4175	120	30.90	Officer office 365
						4150	120	79.09	Cllr ID Cards
						4175	120	6.33	MWPC Website hosting
						4200	120	12.99	Online meeting subscription
						4686	170	5.99	MCS Line
						4140	120	3.00	Monthlt Fee
						4190	120	41.28	Microsoft Teams Phone
27/10/2025	CCLA	V4796-TRAN	150,000.00			240		150,000.00	Transfer Unity TO CCLA
27/10/2025	Agilico	V4735-BACS	24.01		4.00	4130	120	20.01	Inv.288-Office photocopying
27/10/2025	Aquasafe Environmental Ltd	V4736-BACS	336.00		56.00	4212	220	280.00	251004-Pavilion PPM Sept&Oct
27/10/2025	Carter Pumps	V4737-BACS	462.00		77.00	4212	220	385.00	07-Annual cold water pump serv
27/10/2025	JH Jones & Sons	V4738-BACS	2,742.77		457.13	4402	320	72.94	Inv.5482-Allotment grass cutti
						4402	320	21.88	Inv.5482-BSF Hedge cut
						4400	142	417.42	Inv.5482-Play Area grass cutti
						4780	142	149.86	Inv.5482-Play Area bin Emptyin
						4400	142	21.84	Inv.5482-Beanacre leaf clearan
						4400	142	42.03	Inv.5482-Kestrel Court shrub m
						4400	142	25.00	Inv.5482-Grass cut outside BYF
						4781	220	96.50	Inv.5482-JSF bin emptying
						4405	220	50.67	Inv.5482-JSF Hedge
						4409	142	198.08	Inv.5482-Hornchurch POS
						4820	142	39.36	Inv.5482-SHF Annual cut

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Cashbook 2

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Unity Bank

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						347	0	-39.36	Inv.5482-SHF Annual cut
						6000	142	39.36	Inv.5482-SHF Annual cut
						4401	220	1,150.06	Inv.5482-JSF Pitch Maintenance
27/10/2025	Playsafety Ltd	V4739-BACS	1,075.20		179.20	4410	142	816.00	Inv.92609- Annual ROSPA Inspe
						4820	142	80.00	Inv.92609- Annual ROSPA Inspe
						347	0	-80.00	Inv.92609- Annual ROSPA Inspe
						6000	142	80.00	Inv.92609- Annual ROSPA Inspe
27/10/2025	Wiltshire Age UK	V4740-BACS	3,090.00			4685	170	3,090.00	Inv.15225-MCS Q3
27/10/2025	Woods Business Services	V4741-BACS	84.00		14.00	4150	120	70.00	Inv.537-A4 Paper
27/10/2025	Friends of Shurnhold Fields	V4742-BACS	21.32		3.55	4820	142	17.77	Reimburse- mower petrol
27/10/2025	JH Jones & Sons	V4743-BACS	222.00		37.00	4590	142	185.00	5498-Install Replace bench Spa
27/10/2025	JH Jones & Sons	V4744-BACS	463.20		77.20	4540	142	386.00	Inv.5502-SID Deployment
27/10/2025	Wellers Hedleys	V4748-BACS	1,800.00		300.00	4390	120	1,500.00	Inv.05-Legal fee Davey Play Ar
27/10/2025	HM Revenue & Customs	V4750-BACS	2,965.38			4041	130	1,220.64	Period 7- October 2025
						4000	130	523.20	Period 7- October 2025-T
						4000	130	230.70	Period 7- October 2025-NI
						4010	130	262.00	Period 7- October 2025-T
						4010	130	116.46	Period 7- October 2025-NI
						4010	130	11.00	Period 7- October 2025
						4020	130	229.40	Period 7- October 2025-T
						4020	130	102.58	Period 7- October 2025-NI
						4460	142	208.00	Period 7- October 2025-T
						4800	320	13.40	Period 7- October 2025-T
						4070	120	48.00	Period 7- October 2025-T
27/10/2025	Wiltshire Pension Fund	V4751-BACS	2,274.60			4045	130	1,726.86	Period 7- October 2025
						4000	130	267.36	Period 7- October 2025
						4010	130	145.22	Period 7- October 2025
						4020	130	135.16	Period 7- October 2025
27/10/2025	Teresa Strange	V4752-BACS				4000	130		October 2025 Salary
						4048	130	27.00	Mileage x60 miles
						4048	130	9.90	Parking Flood training
28/10/2025	Marianne Rossi	V4753-BACS				4010	130		October 2025 Salary
28/10/2025	Fiona Dey	V4754-BACS				4020	130		October 2025 Salary
						4250	120	21.00	Land search overgrown hedge
28/10/2025	Terry Cole	V4755-BACS				4460	142		October 2025 Salary
						4050	142	47.50	Travel Allowance October
						4051	142	44.10	Mileage x98
28/10/2025	David Cole	V4756-BACS				4800	320		October 2025 Salary
28/10/2025	David Pafford	V4757-BACS	192.00			4070	120	192.00	Chairs Allowance-Oct-

Total Salaries

£7,580.99

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Payments for Month 7				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									Dec 25
31/10/2025	Unity Trust Bank	V4788-FEE	10.50			4140	120	10.50	Service Charge
Total Payments for Month			174,496.97	0.00	1,352.02			173,144.95	
Balance Carried Fwd			22,560.32						
Cashbook Totals			197,057.29	0.00	1,352.02			195,705.27	

Receipts for Month 7			Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		0.00	0.00	0.00			0.00	

Payments for Month 7				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

Receipts for Month 7				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		2,952.83					2,952.83	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		2,952.83	0.00	0.00			2,952.83	

Payments for Month 7				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			2,952.83						
Cashbook Totals			2,952.83	0.00	0.00			2,952.83	

Receipts for Month 7					Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		697,000.00					697,000.00	
Banked: 27/10/2025		150,000.00						
V4796-TRAN	Unity Bank	150,000.00			220		150,000.00	Transfer Unity TO CCLA
Total Receipts for Month		150,000.00	0.00	0.00			150,000.00	
Cashbook Totals		847,000.00	0.00	0.00			847,000.00	

Payments for Month 7				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/10/2025	Unity Bank	V4794-TRAN	30,000.00			220		30,000.00	Transfer from CCLA to Unity
Total Payments for Month			30,000.00	0.00	0.00			30,000.00	
Balance Carried Fwd			817,000.00						
Cashbook Totals			847,000.00	0.00	0.00			847,000.00	

Teresa Strange

From: Rudland, Caroline <Caroline.Rudland@wiltshire.gov.uk>
Sent: 11 November 2025 12:22
To: Teresa Strange
Subject: Parish recharges- uncontested election costs for May 2025
Attachments: Uncontested Costs Rationale.pdf

Good afternoon Teresa

Hope you are keeping well.

Following on from the town and parish clerks' council meeting held on 30 October, Lucy Townsend asked me to contact you with further information with regards to the costs for uncontested elections.

I have attached a copy of the rationale used with regards to the costs which I trust you will find useful.

Kind regards

Caroline Rudland AEA (Cert)
Electoral Services Specialist Manager
Electoral Services
Customer and Communications



Tel: 0300 456 0112

Email: Caroline.Rudland@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

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The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer is the Data Controller. You should refer to the Privacy Notice at <http://www.wiltshire.gov.uk/elections-register-to-vote> for further information relating to the processing of personal data.

Allocation of Parish Recharges for May 2025 Uncontested Elections

The costs for uncontested elections are calculated for each parish. Where a city, town or parish is warded, costs are calculated per ward.

Cost type	Other information
Returning Officer fee	Statutory role to organise and oversee election delivery
Candidate administration	Informal checking of hand delivered nomination papers, formal receipt and processing of hand delivered nomination papers, issuing nomination register requests, sending candidate nomination validity notices, issuing election expenses forms, dealing with candidate queries
Administration for cancellation of elections	Covers range of functions specific to parish/parish ward including (but not limited to): Preparation and publication of statement of persons nominated; preparation and publication of notice of uncontested election results; reviewing, assessing and advising each parish council position i.e. if quorate or inquorate, any vacant seats remaining and the relevant process to follow; cancelling preparatory arrangements e.g. polling stations (if applicable); extraction of parish data and reference from future election documents i.e. poll cards, postal vote votes; dealing with elector queries; briefing polling station staff (where parish election would have been held with another election) on potential voter queries regarding no parish/parish ward ballot paper; receipt and processing of election expenses forms; chasing non receipt of election expenses forms

INVOICE

Melksham Without Parish Council
27 Market Place
Melksham
SN12 6ES

Wiltshire Council
Accounts Receivable
County Hall
Trowbridge
Wiltshire
BA14 8JN
VAT Registration No. GB501624882

Invoice No: 92051769
Date of Issue: 14/10/2025
Tax Point Date: 14/10/2025
Customer Number: 187224
Purchase Order No: Melk W'out (Bowerhill)
Uncontested May 2025

Terms	Payment Due By	Enquiries to	Telephone
28 Days	11/11/2025	elections@wiltshire.gov.uk	Elections 0300 456 0112

Description	Qty	Unit Price (£)	Net Amount (£)	VAT Rate (%)	VAT Amount (£)
1 Administration for set up and cancellation of election (per 1,000 electors or part thereof)	4.00	100.00	400.00	0	0.00
2 Candidate administration (per candidate)	5.00	30.00	150.00	0	0.00
3 Returning Officer Fee	1.00	30.00	30.00	0	0.00
Net Total			580.00		
VAT			0.00		
Total			580.00		

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PLEASE RETURN THIS SLIP WITH YOUR CHEQUE

Invoice No. 92051769 Customer No. 187224
Amount 580.00 Date of Invoice. 14/10/2025
Please write your cheque number here _____

Methods of Payment

On-Line via our Website

Visit www.wiltshire.gov.uk select the 'pay' option and use your debit card, credit card or Paypal account to make your payment. **You will need to quote your reference number and confirm the amount you need to pay.**

Internet Banking or BACS

Inform your bank the amount you want to pay, **quoting your invoice number as the reference.**

Our bank account details are:

Bank HSBC

Sort code 40-44-33

Account Name Wiltshire Council

Account Number 51460021

Automated Payment Line

By using our automated payment line **0300 456 0119** is open 24 hours a day, 7 days a week. **You will need to quote your invoice number and confirm the amount you need to pay.**

By Telephone

Call one of our Customer Services team on 0300 456 0100. **You will need to quote your invoice number.**

At one of our offices - Monday to Friday 9.00 am to 5.00 pm

Chippenham – Monkton Park, Monkton Hill, Chippenham, Wiltshire SN15 1ER

Salisbury – Bourne Hill, Salisbury, Wiltshire SP1 3UZ

Trowbridge – County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN

Please write your invoice number on the reverse of the cheque or postal order

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27 Market Place
Melksham
SN12 6ES

Wiltshire Council
Accounts Receivable
County Hall
Trowbridge
Wiltshire
BA14 8JN
VAT Registration No. GB501624882

Invoice No: 92051767
Date of Issue: 14/10/2025
Tax Point Date: 14/10/2025
Customer Number: 187224
Purchase Order No: MelkW'out(Beanacre,
Shaw,
Whitley&Blackmore)
May2025

Terms	Payment Due By	Enquiries to	Telephone
28 Days	11/11/2025	elections@wiltshire.gov.uk	Elections 0300 456 0112

Description	Qty	Unit Price (£)	Net Amount (£)	VAT Rate (%)	VAT Amount (£)
1 Administration for set up and cancellation of election (per 1,000 electors or part thereof)	2.00	100.00	200.00	0	0.00
2 Candidate administration (per candidate)	2.00	30.00	60.00	0	0.00
3 Returning Officer Fee	1.00	30.00	30.00	0	0.00
Net Total			290.00		
VAT			0.00		
Total			290.00		

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PLEASE RETURN THIS SLIP WITH YOUR CHEQUE

Invoice No. 92051767 Customer No. 187224
Amount 290.00 Date of Invoice. 14/10/2025
Please write your cheque number here _____

Methods of Payment

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Visit www.wiltshire.gov.uk select the 'pay' option and use your debit card, credit card or Paypal account to make your payment. **You will need to quote your reference number and confirm the amount you need to pay.**

Internet Banking or BACS

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Our bank account details are:
Bank HSBC
Sort code 40-44-33
Account Name Wiltshire Council
Account Number 51460021

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27 Market Place
Melksham
SN12 6ES

Wiltshire Council
Accounts Receivable
County Hall
Trowbridge
Wiltshire
BA14 8JN
VAT Registration No. GB501624882

Invoice No: 92051768
Date of Issue: 14/10/2025
Tax Point Date: 14/10/2025
Customer Number: 187224
Purchase Order No: Melk W'out (Berryfield)
UncontestedMay 2025

Terms	Payment Due By	Enquiries to	Telephone
28 Days	11/11/2025	elections@wiltshire.gov.uk	Elections 0300 456 0112

Description	Qty	Unit Price (£)	Net Amount (£)	VAT Rate (%)	VAT Amount (£)
1 Administration for set up and cancellation of election (per 1,000 electors or part thereof)	1.00	100.00	100.00	0	0.00
2 Candidate administration (per candidate)	2.00	30.00	60.00	0	0.00
3 Returning Officer Fee	1.00	30.00	30.00	0	0.00
Net Total			190.00		
VAT			0.00		
Total			190.00		

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PLEASE RETURN THIS SLIP WITH YOUR CHEQUE

Invoice No. 92051768 Customer No. 187224
Amount 190.00 Date of Invoice. 14/10/2025
Please write your cheque number here _____

Methods of Payment

On-Line via our Website

Visit www.wiltshire.gov.uk select the 'pay' option and use your debit card, credit card or Paypal account to make your payment. **You will need to quote your reference number and confirm the amount you need to pay.**

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**MINUTES of the Asset Management Committee of Melksham Without Parish
Council held on Monday 27th October 2025 at Melksham Without
Parish Council Offices (First Floor), Melksham Community Campus, Market
Place, SN12 6ES at 7:00pm**

Present: Councillors David Pafford (Acting Chair of Council), Alan Baines, Martin Franks (Chair of Committee), Martin Haffenden, John Doel (Acting Vice Chair of Council) and Tony Hemmings.

Officers: Teresa Strange (Clerk) and Marianne Rossi (Finance & Amenities Officer)

Zoom: There were no members of the public present on Zoom.

Housekeeping: Councillor Franks welcomed all to the meeting. It was agreed that as all attendees in the room regularly attended council meetings, the housekeeping messages did not need to be read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

293/25 Apologies:

Apologies had been received by Councillor Sullivan, who was unwell. This reason for absence was accepted. .

294/25 Declarations of Interest

There were no declarations of interests.

295/25 Dispensation Requests for this Meeting

None.

296/25 To consider holding items in Closed Session due to confidential nature:

The Clerk advised that there were no confidential items; however, there were a number of quotations throughout the agenda which could be discussed as long as the contractors who had provided them were not named in the public domain as commercially sensitive; they had been given an individual reference number to aid this. The awarding contractor to be named in the resolution.

297/25 Public Participation:

There were no members of the public present. It was noted that two members of the public wishing to speak on agenda item 7c (request for a community allotment plot) had attended the office prior to the start of this evening's meeting to give their apologies due to a family emergency. They had provided officers with a written script, which had been distributed to all members of the committee. It was agreed that this would be considered later on in the agenda.

298/25 Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:

a) ROSPA Inspection reports:

Councillor Franks reported that the parish council were now in receipt of the annual ROSPA (The Royal Society for the Prevention of Accidents) play area inspections. The Finance & Amenities Officer had compiled a summary report highlighting all items that needed members' attention for ease of reference. It was noted that the reports were not included in the agenda pack as they were too big; however, members had been provided with a link to these reports prior to the meeting. ROSPA had also provided a spreadsheet of all items that were picked up in each play area. The Finance & Amenities Officer had added notes to each of these items explaining whether this was something for the Caretaker to address/monitor or if quotes were needed.

Members noted that there are two scores on the ROSPA reports: innate risk and actual risk level. The innate risk level is the rating for a particular piece of equipment in its best condition without any faults and is the lowest risk rating that the piece of equipment can ever have. The actual risk level is the rating given by the inspector of the actual risk score for that piece of equipment at the time of the inspection. Although an item rated as medium risk may look like it needs attention, it could be the lowest possible rating for that piece of equipment, which is why both ratings need to be looked at together to get a true picture. For ease of reference for reading the minutes, the scoring matrix that ROSPA uses is as follows:

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

Likelihood	Severity					
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

Members were pleased to see that no items had been rated as high risk or needed immediate attention; however, a few items had been rated as medium risk, which were for discussion.

Beanacre Play Area:

At Beanacre Play Area, most items had been rated as low risk, apart from two items that had been rated as medium risk, which were the overhead climber and accessible swing. It was acknowledged that the parish council were already aware of both of these items and have been monitoring them for some time. The accessible swing is rated the same each year (8), because the end links need to be dismantled and inspected on a regular basis. The Caretaker has a special tool to do this and confirmed to officers that he is doing this on a regular basis. The overhead climber has been on the parish council's monitor list over the past few years due to it only relying on one post for its stability. The rating from ROSPA has gone up by one to 9 this year, and officers queried whether now was the time to replace this piece of equipment or continue to monitor for another year. Although the Caretaker continues

to monitor and check this on a regular basis, there is no way of knowing whether there are any defects inside of the timber, as this has never been tested. The Clerk advised that the council has no obligation to take any action on this equipment at the current rating; however, it is about whether, in the event that something did happen with this equipment, the parish council maintained it to a reasonable standard. The Finance & Amenities Officer advised that she had noted that ROSPA offered resistance penetration testing on wooden equipment and had sought a quotation for this service, which was as follows:

Resistance Wood Drill Test £550 + VAT (which includes a full photographic and written report with risk ratings)

It was noted that this quote included testing on all wooden equipment inside of Beanacre Play Area.

In order for members to have the full information when considering whether to continue to monitor the equipment or replace it, a cost estimate had been obtained for the replacement of the climber. It was noted that as well as replacing the equipment, the safety surfacing would need to be replaced in that island of surfacing as well, with the estimated cost being c. £5,900.

Councillor Hemmings explained that he had attended the play area to look at the issues raised by ROSPA and could not see an issue with the stability of this climber. He did, however, note that the surfacing in this play area was splitting quite considerably and felt that this should be the parish council's main priority at this juncture. He went on to explain that there are a number of areas where the surfacing is separating at the joints, causing a gap. He did not feel that the whole surfacing needed to be replaced fully but felt that it needed to be repaired. Members agreed that officers should obtain some quotes for filling the cracks on the surfacing inside of the play area.

After a discussion, members felt that the overhead climber did not need to be replaced at this time but agreed that it would be prudent to have the resistance wood drill test undertaken to determine the condition of the wood. This will then inform any future decisions on this piece of equipment. It was suggested that in view of any future community benefit for the Beanacre area, the parish council could get a firm quotation for the replacement of this piece of equipment.

It was noted that there was some slight cracking on one of the swing seats inside of the play area, and a quote of £37.00 + VAT had been obtained for the replacement part. It was noted that the Caretaker could fit the seat. Members agreed that the seat should be replaced.

It was highlighted that the timber on part of the fencing and gate had decayed and needed to be replaced. A quote of £120.00 + VAT had been obtained to replace these parts, which members agreed to.

Recommendation 1: The parish council approve the quotation of £550 + VAT from RoSPA Play Safety Ltd to undertake the resistance wood drill test on all wooden equipment inside of Beanacre Play Area.

Resolved: Officers to obtain a quotation for the replacement of the wooden climber so that figures were available for any future community benefit for the Beanacre Play Area.

Recommendation 2: The council approve the quotation of £37.00 + VAT from GB Sport & Leisure for a replacement seat inside of Beanacre Play Area.

Resolved: Officers obtain some quotes for filling in the safety surfacing cracks inside of Beanacre Play Area.

Recommendation 3: The council approve the quotation of £120.00 + VAT from JH Jones to remove and replace the broken timber posts on the fencing and gate inside of Beanacre Play Area.

Berryfield Play Area:

All items at Berryfield Play Area were rated as low risk; however, there were a few issues raised that needed to be drawn to members' attention. Members noted that there were a few areas of surfacing which were either cracking or separating from the concrete edging. One particular area highlighted by ROSPA was the area near to the seesaw, as a gap between the surfacing and edging had appeared. The Clerk explained that the council had tried different ways of resolving this issue, which included filling with sand, topsoil and grass seed. The issue occurs because during the hot summer months the surfacing expands and in turn contracts during cold winter months, causing it to shrink away from the edging, creating a gap. The surfacing may not expand again fully when the temperature rises due to the strength of the material. The council has previously tried to fill in the gaps at edges with concrete. It was agreed that the Caretaker should be asked to fill the gap in with topsoil for the winter to prevent the trip hazard.

It was also highlighted that some tree branches were overhanging the play area and needed to be addressed. A quote of £395 + VAT had been received for this work. The Clerk explained that the contractor had explained that one of the trees needed some substantial tree work, which was why the price was high. It was noted that later on in the agenda, there was an item for members to approve a quotation for tree inspection works, and any works rated as high and medium would be undertaken. Members felt that this work could wait until they have received the tree inspection reports and considered quotations for the necessary tree works that need to be undertaken on parish council land across the parish.

Members noted that a finger trap had been identified on the gate inside of this play area. The Caretaker had increased the gap to resolve this issue.

Resolved: The council ask the Caretaker to fill the gap between the safety surfacing and concrete edge with topsoil to prevent the trip hazard.

Recommendation 4: The council defer any tree works at this time and wait for the tree inspection reports.

Bowerhill Sports Field (Queen Elizabeth II Diamond Jubilee Field):

At the sports field, all items were rated as low risk. Members' attention was drawn to a crack in the tarmac on the ramp access to the sports field from Westinghouse Way. A quote of £350 + VAT had been received from JH Jones to undertake the repair. The Clerk advised that the land ownership of this would need to be looked at first, as although the parish council owned the sports field, she wasn't sure whether the ramp access was actually on Wiltshire Council land. Councillor Baines advised that when the ramp railings needed to be painted in the past, Wiltshire Council refused to do this, and the parish council undertook the works instead. Members felt that Wiltshire

Council should be approached and asked to make the repair in the first instance, but if they refuse to do it, the parish council should undertake necessary repair works.

Recommendation 5: Officers ask Wiltshire Council to undertake the repair on the ramp access to the sports field. In the instance where they refuse to undertake the repair, the parish council instruct JH Jones to undertake it at a cost of £350 + VAT.

The Clerk advised that when she attended the sports field for a meeting recently, she noted that the gate stops on both sides of the car park gate were missing. These stops had been installed to stop the gate from springing back onto a car/person in windy conditions. A quote of £362 + VAT had been received for the supply and installation of the stops. After a small discussion, members felt that the gate stops should be replaced due to the amount of usage the car park gets.

Recommendation 6: The parish council approve the quote of £362 + VAT for the replacement and installation of the car park gate stops at the Bowerhill Sports Field.

Davey Play Area, Pathfinder Place:

It was noted that this play area had been transferred to the parish council on the 26th of September 2025. No issues had been raised on the ROSPA reports for this play area, apart from a few missing bolts, which the Caretaker can address.

Hornchurch Road Play Area and MUGA (Multi Use Games Area):

All items of the MUGA and at the play area were rated as low risk, and anything identified is for the Caretaker to action.

Kestrel Court Play Area & Half MUGA:

All items at this play area were rated as low risk and are either for the Caretaker to action or monitor.

Shaw Play Area and Playing Field:

Most of the items inside this play area were rated as low, bar the junior swing, which had a medium rating of 8. This is because there was some wear in the bushes, and this needs to be checked. As part of the Caretaker's routine maintenance of all play areas, he checks all swings to ensure they are in good working order and will replace them when necessary.

Corrosion had been identified in the top frame of the cradle seat, and a quote of £102 + VAT plus £20 delivery had been received for this replacement. Members agreed that this item needed to be replaced.

All items relating to the playing field were sent to the Shaw Management Committee to action, but all items were rated as low, so no urgent attention was required.

Recommendation 7: The council approve the quotation of £122 + VAT from GB Sport & Leisure for the replacement cradle seat (includes delivery) inside of Shaw Play Area.

Whitworth Play Area, Bowood View:

All issues raised at this play area were rated as low and are for the Caretaker to action or monitor.

Shurnhold Fields:

Shurnhold Fields is jointly owned by Melksham Without Parish Council and

Melksham Town Council. The ROSPA report had been sent to Melksham Town Council's amenity team to action as they attended the site each week to undertake the visual health and safety check as well as empty the bins. There was a separate item later on in the agenda (9a) for members to discuss the inspection and maintenance of the field.

b) Beanacre Play Area wooden equipment:

This item was discussed under the above agenda item.

c) Play Area Safety Surfacing Cleaning:

It was noted that, as identified in the ROSPA inspection reports, moss was present on the surfacing inside of both the play areas at Beanacre and Berryfield. It was noted that the last surface cleaning was undertaken in March 25. The Finance & Amenities Officer had highlighted in her report that the council had only budgeted to undertake one safety surfacing clean in early spring 2026, but this spend was to come from solar farm funding. It was queried whether members wished to just clean the play areas at Beanacre and Berryfield, as these were the areas that were identified as needing to be cleaned in the recent reports. It was explained that the council used to undertake two safety surfacing cleans per year, one in the spring to get ready for the high use in the summer and one in the autumn to clear all of the debris ready for the winter. Members agreed that all play areas should be cleaned as per the council's previous procedure. Three contractors were approached to provide a quotation; however, only two contractors had submitted a quotation, and they were as follows:

Quote A	£3,458.00 + VAT
Quote B	£2,975.00 + VAT

The Finance & Amenities Officer explained that she had asked each contractor to confirm whether they would be providing their own water or whether they required water from the Bowerhill Sports Field, as this would be an additional cost to the council. She confirmed that quotation A had advised that they would bring an initial tank of water each day; however, any subsequent water would need to be supplied by the parish council. Quotation B confirmed that they would provide their own water. Members discussed each quotation and felt that they were both comparable with each other, bar the fact that Quote A would require the council to provide water; therefore, it was felt that Quote B provided the best value and should be approved.

Recommendation: The council approve the quotation of £2,975 + VAT from JH Jones & Sons Ltd (Quote B) to undertake the safety surfacing cleaning on all parish play areas.

299/25 QEII Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):

a) Update on bookings:

The Finance & Amenities Officer had included a report on the current bookings at the Bowerhill Sports Field & Pavilion in the agenda pack. She reported that most matches that had been scheduled had been played; however, one match scheduled to be played on the middle pitch on Sunday 26th October, had to be

cancelled due to it being waterlogged. As there are currently three home Sunday league teams, there have been some instances where two home teams have been playing at the sports field at the same time. The council had recently approved a quote for some works to be undertaken on the middle pitch to try and resolve the issue with standing water not being able to drain away on that pitch. No issues were reported with any of the adult teams.

All is going well with our youth organisation, which has a blanket booking of the youth pitches and is hiring the kitchen and games room across the weekend during the football season. They have been experiencing difficulties in finding 11 a-side pitches to play some of their home matches on and have booked to use the standalone 11 asides at the sports field on some occasions. Officers have only allowed them to have this booking after careful consideration of the impact on the pitch usage, as there are other users of these two pitches. There have been a few issues with this organisation not using the pitch that has been allocated to them. The Finance & Amenities Officer advised that while this organisation has a number of teams, each with a different manager, she only deals with one contact and felt that the message about pitch allocations may not have got through to some of these managers. There had also been some issues with matches being played on the 11 asides without being booked, and again she felt that this was just a case of the message not being relayed to managers that they must book rather than this being done deliberately. These small issues were being dealt with, and the Finance & Amenities officer will be keeping an eye on it, especially now that we are coming up to the winter months, where some pitches may be unplayable.

The Finance & Amenities Officer advised that she had been asked by Future of Football whether they could hold their half-term holiday camps W/C 27th October at the Bowerhill Sports Field, due to not being able to use their indoor venue. She explained that they required the use of the sports field and kitchen on the following days and times:

Monday 27th & Tuesday 28th 9am-3pm
Wednesday 29th 10am to 2pm

It was noted that there will be no more than 20 children attending these sessions per day and that they would require the use of two changing rooms. The Finance & Amenities Officer explained that she had accepted the booking but queried with members how much they would like to charge for this usage. It was noted that the council already had a charge set for the training camps; however, this included four changing rooms. She queried whether members wished to give a reduction on the charge based on the fact that they were only using two changing rooms instead of four. There was a separate charging schedule for the hire of the kitchen and games room based on the number of hours they were hired for.

The Finance & Amenities Officer highlighted that the changing rooms would need to be cleaned after usage and provided members with details on how much the cleaner would charge for this. After a discussion, it was felt that £50 per day should be charged for the day camps to cover the cleaning charges plus the additional costs as per the council's charging schedule for the hire of the kitchen and games room.

In addition to the training camps, Future of Football was offering free football sessions on Friday 31st October (known as Free Football Friday) from 10am-2pm

for boys and girls of all abilities at the Bowerhill Sports Pavilion (around 50/60 children). This includes free packed lunches for all of the children as well. The Finance & Amenities Officer queried with members whether they wished to provide a discount or offer the sports field and pavilion facility free of charge for this initiative. Members agreed that the facility should be offered for free on Friday 31st October.

Resolved 1: The council charge Future of Football £50 per day for their half term holiday camps W/C 27th October, plus additional costs for the hire of the kitchen and games room as per the councils charging schedule.

Resolved 2: The council offer the pavilion and sports field to Future of Football for free on Friday 31st October for their Free Football Friday sessions.

b) Quotation to replace wooden slates on footbridge:

The Clerk explained that the wooden footbridge leading to the Bowerhill Sports Field was not in good condition. An emergency repair had to be undertaken a few months ago on the footbridge to make it safe due to one of the slats breaking off, leaving a large gap. The feedback from the contractor after they made the repair was that the wooden slats on the whole bridge needed replacement, and they had provided a quote of £1,200 + VAT to undertake this repair.

The Clerk explained that the bridge was some years old and, due to the high price to repair it, had obtained an estimated cost of a replacement bridge for comparison. She had asked for an estimate based on a 5m bridge, which comes to around £5,340 + VAT and does not include installation costs. She advised that the council was looking at installing a bridge between Buckley Gardens and Bowood View, so there may be an economy of scale if the council purchased two footbridges at the same time. The company that she had approached to provide an estimate was recommended by officers from Wiltshire Council's Rights of Way team. It was noted that in order to obtain a firm quote, the bridges would need to be measured, and there was a cost saving on delivery if someone could assist with the delivery. The bridge company had recommended a local installer and suggested that they may be willing to measure up the bridges, advise on the specification and assist with the delivery. The Clerk explained that this was difficult because then the council would be tied into a specific bridge manufacturer; on the other hand, the installer was an expert in this area, and she had concerns that if the parish council measured the bridge incorrectly due to lack of experience/knowledge, they may get this wrong. Members agreed with this and felt that the recommended installer should be contacted and asked to measure and advise on the specification for the two bridges. It was noted that the council could still go out to other bridge companies to ensure that the figures given were comparable.

Recommendation: Officers to arrange with the bridge installer from M Watts Countryside Contracting to come out to measure and advise on specifications for the bridges as detailed above. In order for the council to obtain an accurate quote.

c) Playing Pitch Strategy:

The Wiltshire Council playing pitch strategy was adopted in December 2024 and covers the four main playing pitch sports of football, cricket, rugby, and hockey,

looking at both grass pitches, artificial turf pitches and ancillary services. The strategy was adopted following a period of consultation, working with National Governing Bodies of all four of the above playing pitches. Although the parish council were not consulted as part of the consultation, the hirers of the sports field were directed to it as users of grass football pitches. The consultation looks at the current population and number of teams for each sport, as well as current and likely future issues affecting pitch sports locally. It also looks at the projected population for the future up to 2038 and in turn, the projected number of teams and demand for pitches.

The Clerk explained that this provides evidence of the need for pitches, which include 3G pitches. Members were already aware that there was an identified need for two 3G pitches in the Melksham Community Area, and this was good evidence for a business case. The strategy can be used for asking developers for s106 contributions towards these provisions, for example, as it sets out the needs for the local area. The Finance & Amenities Officer had looked through the community area profile for the Melksham Community Area to look at recommendations for facilities in the parish. She had noted that there was an error in the report for the Bowerhill Sports Field, as it detailed that it only had one 11 aside adult pitch, when there are two of these pitches marked out. Members felt that, as the information in the report was incorrect, it needed to be corrected. It was noted that all pitches at the Bowerhill Sports Field were rated as standard quality.

The Clerk highlighted that although the pitch at Campion Drive (known as the Hospital Pitch or Spring Meadows) is not in the parish, local football teams were desperate for more 11 aside space. It was noted that this land was owned by Wiltshire Council, and the town council were investigating the possibility of taking it on following the Clerk putting the relevant parties in touch.

It was noted in the report that the pitch at Shaw Village Hall was of poor quality; however, the management committee have recently been successful in getting grant funding from the Football Foundation to improve this pitch. The changing rooms were also tired, and this was something the management committee were looking at.

Melksham Oak Community School has a full-sized hockey pitch, which is of poor quality. It was noted that it exceeded its 10-year lifespan and needed to be resurfaced. Members felt that they needed to contact Wiltshire Council to see how successful their communications with White Horse Federation have been on this matter.

In terms of cricket, there was a standard quality six wicket grass square at Whitley Golf Club. There was also a good quality seven wicket grass square at St Barnabas Cricket ground. In terms of this cricket ground, it is used by Corsham Cricket Club, who have ambitions to install a pavilion facility at the site. They are currently using the school room attached to the church, which is not suitable for them long-term. It was previously understood that the cricket club wished to install the new pavilion facility on the parish council's vehicular access into Beanacre Play Area; however, this is no longer the case. The Clerk advised that they have asked the council some questions on planning and would like to meet with the council as a pre-app prior to them submitting a planning application for the facility. Additionally, Corsham Football Club has been successful in getting all of their funding for a 3G pitch to be installed at their ground at Leafy Lane. As a result,

the artificial cricket pitch at this location will need to be replaced at a different site and are looking to install the replacement artificial pitch at St Barnabas Cricket field.

Recommendation 1: Members contact Wiltshire Council and ask for the error about the number of 11 aside pitches at the Bowerhill Sports Field to be corrected.

Recommendation 2: The council contact Wiltshire Council with regard to the condition of the sports pitches at Melksham Oak Community School and ask whether White Horse Federation have plans to improve them.

d) Request to hold Circus event at the Bowerhill Sports Field:

The Finance & Amenities Officer had been contacted by Bowerhill Primary School PTA requesting to hold a circus event at the Bowerhill Sports Field. They originally asked to host this in September 2026; however, this would have been at the start of the new football season. They have since revised this and are now looking to hold this in July 2027 so that it is outside of the football season. Due to the scale of the event, they are unable to host it on the Bowerhill Primary School fields, which is why they have contacted the parish council to see whether the sports field would be available for this type of event. They have advised that it would be a full-service circus with a big top tent which seats 600 people, and the performance would be early evening and last for around 2.5 hours. It was noted that the performance team would need to stay in their vehicles parked at the pavilion overnight and would need access to a toilet and running water. The Finance & Amenities Officer had asked the school PTA to clarify how many vehicles would be required to have access onto the field, as this was a concern in terms of damage to the field. They had confirmed that the circus company would have ten light commercial vehicles that need to be accommodated close to the Big Top, which included 1x Candyfloss/Popcorn kiosk, 1x Tent trailer, 2x Bunk wagons and 6x Caravans/ dressing rooms, as well as ten other vehicles.

The Finance & Amenities Officer had contacted the council's ground contractors to ascertain what issues this may cause to the football field should the council be minded to approve this request. The ground contractors had advised that any damage caused could be corrected; however, this was obviously dependent on the weather because if we experienced heavy rain on the day of the event, this would cause a lot more damage that would have to be corrected. Additionally, there were other considerations that the council would have to take into account, such as other bookings. Although this would not be during the football season, Future of Football hosts holiday camps and evening training sessions during the summer months.

Members carefully considered this request; however, they did not feel that this use of the field could be approved. It was felt that the number and type of vehicles that were required to access the field for the event could potentially cause a lot of damage to a carefully curated sports field, which has had a substantial amount of public investment to enhance its overall condition. In addition, members expressed concerns that the event, which would be ticketed and held in a circus tent seating around 600 people, could lead to parking issues. It was considered that even if some attendees lived close by, there was limited parking around the sports field facility, and it would be unable to accommodate the numbers likely to require parking. Members therefore felt that other, more suitable venues in the area could be used for this type of event.

Recommendation: The parish council refused the request from Bowerhill Primary School PTA to host a circus event at the Bowerhill Sports Field for the reasons detailed above.

e) Separation of Waste (England) Regulations 2025:

Members were reminded that at the last Asset Management meeting in July, they tasked officers to investigate how the new business waste legislation affected the parish council. It was noted that these rules come into effect in March 2025; however, any business that is classed as a 'micro firm' has until 31st March 2027 to put the new arrangements in place. It was confirmed that the parish council is classed as a 'micro firm' because they have fewer than ten employees. The new waste legislation requires businesses to make arrangements for the separate collection of:

- Dry recyclable materials
- Food waste
- Plastic film

This is a legal duty to separate recycling and food waste from general waste.

The Finance & Amenities Officer explained that she had undertaken some investigations into this, and the Bowerhill Sports Pavilion, as well as the council office and meeting room, were in scope of this legislation. In terms of the council office and meeting room, Wiltshire Council should already be implementing the new legislation as of March 2025. Wiltshire Council, as the parish council's landlord, provided the waste bins in the office and meeting room (recycling and general waste bins), and officers dispose of the waste into the commercial waste compound outside of the building. Although Wiltshire Council arrange the waste collection and, as such, has a legal obligation to make sure any separately collected dry recyclables are sent for recycling and that any non-recyclable waste is correctly managed (as the controller of the premises). The parish council, as the waste producer, still has a responsibility and duty to ensure that waste produced from the office and meeting room is being disposed of properly by using the waste systems Wiltshire Council has in place. All council officers were disposing of waste based on the systems Wiltshire Council has in place; however, there is currently no separate food waste bin facility on site, which has been raised with them.

In terms of the Bowerhill Sports Pavilion, as the parish council own the facility and takes control of the running of it (and as such is the occupier), it is the parish council's overall responsibility to ensure that waste generated within the pavilion is being separated and disposed of properly (from 2027). As a result of this, the parish council need to provide the appropriate waste bins and instructions to the pavilion hirers to ensure compliance with the legislation. It was highlighted that Future of Football FC hire the facility on weekends during the football season and uses the kitchen to prepare and sell food, so there is food waste that is being produced at the facility. It was clarified that, although Future of Football are the organisation selling the food and, in turn, is the producer of the food waste, the parish council is overall responsible as the owners and controllers of the facility and the ones who arrange for the waste to be collected. As a consequence, the parish council are responsible for putting in a waste separation system at the pavilion and ensuring that all hirers are using it correctly.

The Finance & Amenities Officer clarified that it was only the pavilion building that was in scope of the new legislation and not the bins around the sports field, as this was a public open space and would be impossible to control which bins members of the public deposited their rubbish in. It was noted that the sports field used to have a commercial waste bin for recycling but had to stop this because people were depositing general waste in it. She advised that there are, however, a few considerations members need to be aware of because both the bins inside and outside of the pavilion are emptied into the commercial waste bins in the pavilion car park. This means that the waste from both areas is being mixed up and contaminating the pavilion waste stream. As the pavilion facility is in scope of the legislation, any waste deposited from the sports field put into the same commercial bins as the waste from the pavilion would be liable under the legislation. Under the new legislation, the pavilion commercial waste bins and the sports field commercial waste bins would have to be separate from each other. The Finance & Amenities Officer had contacted the council's commercial waste contractor, and they had advised that they could provide some lockable commercial waste bins for the pavilion, which would only be accessed by authorised people. It was advised that the council would need the following bins to meet the legislation:

- Food Waste Bin- For food waste produced from the pavilion kitchen, etc.
- Dry Mixed Recycling Bin- for all dry recyclables (From the waste contractors' website, it details that this bin includes plastic film, but the waste contractor has advised that, to play it safe, plastic film should go in the general waste bin)
- General Waste- For anything that cannot be recycled.

The Finance & Amenities Officer had obtained a quote from the commercial waste contractor for each bin required, which was presented to members. It was noted that the quotes sought were for a 240L bin, which was the smallest size bin the contractor could provide. She advised that she had two costs for each bin, one was based on the current bin collection regime (26 times per year), and the other was based on a collection once a month. She highlighted that the pavilion was only really used on weekends during the football season, and sometimes Future of Football does not use the facility if there are only a few matches scheduled. She suggested that perhaps a collection once a month could be trialled first, and if this wasn't adequate, the bin collection frequency could be increased. It was also noted that there would need to be some smaller waste bins inside the pavilion in order for the cleaner to empty the rubbish into the lockable bins. After a discussion, members felt that as this legislation does not come into effect until March 2027, they do not need to take immediate action but could budget for this for the 2026/27 financial year. The new arrangements at the Bowerhill Sports Pavilion could then start from 1st April 2026.

Recommendation: The parish council include provisions in the 2026/27 budget for the new waste legislation in order to implement the new arrangements at the Bowerhill Sports Pavilion from 1st April 2026.

f) 3G pitch update:

The Clerk reported that she had met with representatives from the Wiltshire FA and the Football Foundation the previous week. Councillor Pafford and the Finance & Amenities Officer were also in attendance at the meeting to talk about

the potential 3G pitch at the Bowerhill Sports Field. The Clerk advised that no major concerns were raised at the site meeting by any of the representatives, which included the technical manager of the Football Foundation, who looked at the pavilion facility as a whole to ensure that it would be suitable if the council moved ahead with a 3G pitch. The Clerk explained that they liked the fact that there were lights around the pavilion and in the car park, which gave users a safe walking route when they were entering and exiting the facility in the evening. She advised that there were a few things that had been highlighted during the visit. One of the aims of the Football Foundation is for more female participation in football, and as such, it was preferred to have separate shower cubicles. It was noted that the pavilion's changing rooms had communal showers; however, this didn't appear to be a major issue because a partition could be put up so that there are four individual showers. Additionally, they noted that although there were two separate officials' changing rooms, which they were pleased about, there was only one toilet. Again, this was something that was easily remedied because there was also an external toilet as well as toilets in all four of the changing rooms. It was noted that they were pleased with the double doors for the changing rooms and the fact that both the external and internal doors were positioned at slightly different angles so someone couldn't look in.

In terms of floodlights, this was not an issue because there were no residential houses around this area. In terms of ecology, this was discussed at the meeting, but the site was big enough that if there was an issue with a type of wildlife in the trees for example, the pitch could be moved to the other side. There were no issues with the drainage pipe that ran across the field, as the field was big enough for this not to be impacted. The one thing that would need attention if the council were to move forward with the project is the car park, as it is not big enough. The Green Lane Playing Fields in Devizes which has a 3G pitch have around 50/60 car parking spaces. The pavilion car park currently has around 15 spaces, so it would have to be extended. The Football Foundation don't normally like to spend funds for football pitches on car parks; however, they had advised that they would look at this if it was the only way to get this project through the planning process. The Clerk reported that she had talked through with the representatives whether some additional car parking at one of the warehouse facilities nearby would be adequate, but the feeling was that the car park needed to be on-site for the safety of attendees, particularly children. As they don't like people walking across grass, etc, onto the 3G pitch they would prefer any 3G pitch installation to be as close to the pavilion as possible as a hard surface path would be required for access.

As already explained, one of the aims of the Football Foundation and the FA is to increase participation from women and girls. In order to meet the requirements of the Football Foundation for the grant funding, there needs to be a certain percentage of female players. It was noted that Future of Football currently had 37 teams, with some mixed up to the age of 11; however, only one team was currently fully female. It was noted that there are other avenues in terms of increasing the percentage, such as walking football teams and the Ability Counts local SEND team. The Clerk advised that both the FA and Football Foundation were pleased that the Bowerhill Sports Field was used by a number of different users, such as the Saturday and Sunday leagues, Ability Counts and Future of Football, not just by one organisation. Any funding would only be awarded if the facility was available to the community, not just to one organisation. The Clerk advised that she had spoken to Future of Football about their plans for any future female teams, and they commented that the reason why they didn't currently

have more was because they have nowhere for them to go inside during the winter months.

The Clerk advised that she had contacted the Field in Trust to ensure that they wouldn't have any issue with a 3G pitch on the site, and they confirmed that the council did not need their permission. In order to move the project forward, the Clerk advised that the Football Foundation had asked for some land registry documents, so that we could confirm that the parish council owned the site. The Clerk wanted to ensure members were happy to move forward with the process before she sent them across. Members confirmed that they were happy for the Clerk to send the documents across to the Football Foundation. It was noted that the Clerk was waiting for the funding matrix to be sent through in order for the council to put together a business case on how the facility will be run and funded, etc. The Clerk would also arrange a meeting with the manager at Leafy Lane, who has all of the funding together for their new 3G pitch. The Clerk would also continue with her work, going through the S106 agreements to ascertain how much 3G provision is available for this project. It was noted that the planning process was around 16 months, and the council would not necessarily need to have all of the funds in place at the start of the project as long as there was a clear plan on how the funding would be obtained.

Recommendation: The parish council continue with the process of investigating the suitability of having a 3G pitch at the Bowerhill Sports Field.

300/25 Allotments:

a) Report on waiting list:

The Finance & Amenities Officer had compiled a report on the current waiting list. It was noted that there were currently five vacancies at the Berryfield allotment site and no vacancies at Briansfield. There were currently four people on the waiting list waiting to be shown around the vacant plots once the Allotment Warden returns from leave. An update on the letting of the severely overgrown allotment plots was given, and it was noted that the following plots had been let out for free until 1st October 2026:

Berryfield: 5a, 9a & 4a
Briansfield: 25, 7, 8, 19, 31 & 32

There are still three plots available on Berryfield that are severely overgrown and will be let out for free until 1st October 2026, which are: 10b, 13a & 14b. The Clerk explained that officers had received an email from an allotment holder earlier in the day who had previously made a complaint saying how much better the site looks now following the letting of several overgrown plots.

It was noted that the rent renewals for the new allotment year were sent out in early September, with plots paid for. Any tenant who has not paid yet will be sent a reminder letter shortly. The Finance & Amenities Officer wished to draw members' attention to the fact that the council had received a high-water bill for Berryfield allotments a few months ago. The Caretaker had attended the allotments to investigate whether there was a leak, as per the council's normal procedure in such situations. He had confirmed that no water leak had been found, but a hosepipe was found on site by the water troughs. This was traced back to a large water container at the back of the allotments, with evidence that

water from the trough had been used to fill up the large container. An email was sent to all allotment tenants at Berryfield asking that this stops immediately. The Allotment Warden reported that the hosepipe had been removed, and it looked like this had now stopped. The council only receive six monthly water bills, but officers are keeping an eye on this issue. Councillor Franks explained that his neighbour close to the allotment site had recently experienced a high-water bill, and Wessex Water were currently investigating this matter. He felt that this was something that the council should keep an eye on.

There had also been a few deliveries of wood chippings in Briansfield car park. The parish council have previously had issues with these deliveries because they were left on site, which resulted in people piling rubbish on top of them. This cost the parish council a lot of money to clear, which is why such deliveries are normally not allowed on site. Councillor Franks reported that people were using the chippings, and the pile was going down.

b) Delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds:

The Clerk has not approved any sheds or greenhouse requests under her delegated powers since the last meeting.

c) Community allotment plot request:

Councillor Franks explained that a resident had enquired about the possibility of taking on an allotment plot for the benefit of the community. As explained under public participation, the residents had left a paper copy of the information they were going to provide to the committee this evening. The basic idea of the request was to create a community cultivation project at the allotments where volunteers can grow fruit and vegetables, etc, that is then donated to local food banks, shelters and community kitchens.

The Finance & Amenities Officer had contacted the Allotment Society about this enquiry and to obtain some advice. The Clerk advised that their reply had come through this afternoon as a late paper and advised that, before taking any allotment group of this nature on some due diligence checks should be done. They had attached a template questionnaire for guidance, which asked for details on the group's insurance and accounts, etc. The Clerk advised that she did not think that the group would have any of the items that the questionnaire is asking for. The Clerk advised that the food bank does not take perishable food and suggested that the food larder would be a much better option, as they do take perishable items.

The Finance & Amenities Officer advised that if the council were to approve this request, they would have to change some tenancy agreement clauses, as the current agreement prohibited tenants from having a community plot.

Members discussed this item, and although they felt that the principles were good could not see how this would work in practice. Members could not see how it would work with having different volunteers tending to the plot. It was considered that it takes a lot of concentration to tend to a plot, and having different people coming in and doing little bits could cause confusion. In fact, there may be an area that looks available when there is produce planted, for example. Councillor Franks advised that all allotment holders have surplus produce. The Clerk

suggested that the residents could talk to Meadowbrook, which does this kind of thing already and Evergreen Meadow, who may want some help. If the residents would like to get schools and community groups involved, they need to be an organisation that has public liability in place as well as other policies, so either Meadowbrook or Evergreen would be much better, as they were already set up. This would allow these residents to fulfil their volunteering at these locations. Alternatively, the residents could let an allotment plot at the allotments and give any surplus produce to the food larder. All members agreed that this request should be refused as it was not suitable for the parish council allotments.

Recommendation: The council refuse the request to have a community plot at the allotments as detailed above. Officers to sign post the residents to other organisations who already have this in place.

8.56pm Councillor Pafford briefly left the meeting.

d) Complaint from current allotment tenant regarding rent:

Councillor Franks advised that the council had received a complaint from a current allotment tenant regarding the fact that the council were offering out plots free when they had to pay for their plot. It was noted that this plot holder was a non-resident and paid double the residential rate. The Finance & Amenities Officer advised that the tenant had also complained that they had to battle with weed seeds flying over to their plot all year and had asked for a reduction in their rent.

It was noted that the tenant had taken on their plot a few years ago, which was not severely overgrown at the time. Members agreed that they were trying to improve the allotments by letting the severely overgrown plots out rent free for a while in order to get them back up to standard. It was noted that there had been a few comments from non-residents of the parish lately about paying double the rate. The Clerk explained that officers have explained that it is because parish residents contribute through their contribution to the precept, collected via their council tax, whereas non-residents do not. The town council have plots that can be let to town residents if they wish to have a cheaper plot. Members refused this request.

Recommendation: The parish council refuse the request from the tenant asking for a reduction in allotment rent.

8.59pm Councillor Pafford returned to the meeting. Please note that Councillor Pafford was not in the room when the above agenda item was discussed and did not take part in any vote on this item.

e) Plot inspection and notice procedure:

The Finance & Amenities Officer included details of the current plot inspection and notice procedure in the agenda packs to assist members in understanding the current practice. She explained that there is currently no formally documented procedure outlining how plot inspections and notices are managed and was concerned that this could expose the council to complaints regarding fairness and consistency. It was advised that, at present, when the Allotment Warden identifies that a plot is overgrown or not being cultivated, a letter is written to the tenant asking them to clear and begin cultivation immediately. If the tenant comes back

and asks for extra time due to an illness or injury, more time is granted, but there is currently no guidance specifying how much additional time the tenant should be given. As a result, some plots become severely overgrown, when tenants, despite their best intentions, are often unable to return to cultivation and then eventually relinquish their plot. This, in turn, makes the plot difficult to re-let out again due to its poor condition, which was the case with the severely overgrown plots that the council had to take action on.

The Finance & Amenities Officer suggested that the council should adopt a formal, written procedure to ensure clarity and fairness for all tenants. This could include guidance on inspection frequency, notice and extra time to address plots. She had found some examples of such policies from other councils for members to consider. Councillor Pafford felt that the current plot procedure presented to the committee this evening was a good basis for this policy.

It was noted that the Allotment Warden carries out quarterly plot inspections on all plots to assess their condition. Members discussed whether this frequency was sufficient and considered alternative options. One of the example policies reviewed specified inspection dates every two months between January and September each year. Members agreed that adopting a similar type of schedule would provide better consistency and would enable tenants to know in advance when inspections were taking place and be able to prepare accordingly. The dates of when each inspection is to be carried out could be agreed by the council on an annual basis and then communicated to the tenants.

Recommendation: Officers draft a formal plot inspection and notice procedure based on discussions as detailed above and bring back to a future meeting for approval.

f) Review of current tenancy agreement:

The Finance & Amenities Officer explained that this was added to the agenda for members to review, as it hadn't been looked at in a few years. The Clerk advised that there would need to be an additional clause added to the agreement for the formal inspection and notice procedure. Councillor Franks had highlighted earlier in the meeting that tenants were parking on Berryfield Lane, and there were concerns about safety around this. It was noted that clause 5n of the tenancy agreement stated the following: *'There shall be no parking on the section of Berryfield Lane leading to Boundary Farm.'* It was agreed that the reference to Boundary Farm should be removed so that the clause read, *'There shall be no parking on Berryfield Lane'*. This clearly tells tenants that they should not park outside of the allotment car park when tending to their plot.

Recommendation 1: Officers to draft a clause to add into the tenancy agreement around plot inspections.

Recommendation 2: The council to amend clause 5n of the tenancy agreement as detailed above.

g) Update on visibility of exiting Briansfield allotment car park:

The Finance & Amenities Officer advised that the contractors had only cut back the hedge at the entrance to Briansfield car park a few days prior to this meeting, so it was probably too early to assess whether this has improved the visibility

coming out of the allotments. Councillor Franks advised that he would have a look to see whether this has improved.

301/25 Trees: Quotation to undertake tree inspection on parish council trees:

The Clerk explained that the parish council undertake tree inspections on land they own or on land that they don't own but affects a council asset. This is undertaken every 27 months, so that trees are inspected in different seasons. A quote of £1,095 (no VAT) had been received by Woodland & Countryside Management Ltd to undertake the inspection. It was noted that the council has budgeted for the tree inspection as well as any work required. The Clerk advised that this inspector does not undertake any tree work, so there was no conflict of interest. It was noted that the council had only obtained one quote for the inspection; however, it was explained that continuity with the same inspector was advantageous, as it enabled a clear comparison and identification of any changes since the last inspection. Members agreed with this and felt that the quote should be approved.

Recommendation: The council to approve the quotation of £1,095 (no VAT) from Woodland & Countryside Management to undertake the parish tree inspection.

302/25 Shurnhold Fields

a) Update on the car park enhancement project:

The Clerk explained that the works at Shurnhold Fields were due to start on 17th November; however, she still had not received the costs from Wiltshire Council on how much the project would cost. Originally, the town and parish council went out to tender for the project a few years ago, which came up at around £22k excluding the shed. Now that time has moved on since this time, the Clerk had estimated that it would now be £30k, which both the parish and town councils have budgeted for. It was noted that there was a £5k area board grant which was awarded for the project, so both councils have £12.5k in their respective budgets for the project. The Clerk would like a firm cost for the whole project so that anything over this amount can be approved under delegated powers.

The Clerk reported that the shed had now been ordered, which was to come from the maintenance contribution. She has ensured that the slab on the shed is to be sited on is the correct size. The Friends of Shurnhold Fields have been involved in choosing the colour of the shed.

The Clerk explained that the height restriction barrier comes in a range of different colours and queried with members what they thought. Members agreed that it should be as visible as possible and therefore yellow would be the best colour for the barrier. The Clerk is also trying to get Wessex Water to provide the water connection for free as a community benefit, and was due to do the paperwork for this.

In terms of the wildflower meadow, the Clerk expressed frustration that Wessex Water had stated that the wildflower meadow would have to be done before the 30th November or may have to wait until next year. The Clerk explained that she was looking to avoid different contractors on site at the same time. She was waiting to hear back from Wessex Water to confirm when they would be doing this work.

Resolved: The height restriction barrier at the entrance to Shurnhold Fields to be yellow.

b) Inspections and maintenance of the field:

The Clerk explained that following the receipt of the ROSPA reports, officers had noted that an item which had been rated as low-risk last year and sent to the town council's amenity team to address then had come up as a medium in this year's report. This raised concerns as to whether the weekly health and safety inspections were being undertaken at Shurnhold Fields by the town council's amenities team and then identified tasks being undertaken. The Clerk explained that as the town council were going to the field on a weekly basis to empty the bins, it had previously been agreed that they would also undertake a health and safety inspection each week. The cost of this would come out of the S106 maintenance contribution held by the parish council. It is understood that due to the staff changes, this had been missed; despite this being included in the Shurnhold Field meeting minutes over the past few years. The Clerk advised that she was due to meet with the town council's CEO in a few weeks' time and will raise this issue with her due as this was a health and safety issue.

c) Himalayan Balsam:

It was noted that the Himalayan Balsam had not been cleared this year and would have to wait until the spring/early summer next year as the seeds would now disperse more widely.

303/25 Bus Shelter: Update on insurance claim:

Following the last Asset Management Committee meeting, the council agreed that officers should obtain quotes for a metal bus shelter to replace the block-built shelter at Beanacre. Offices obtained these quotes based on the same specification as the bus shelter installed near Westlands Lane in Beanacre and submitted them to the insurer, who has now settled the claim. It was noted that a bench was also destroyed in the same accident, and as such, the insurers agreed to pay for the replacement bench and installation costs. The Clerk explained that the insurers had settled on the lowest quote received. It was reported that the total amount received from the insurers was £4,233.17 which was minus the £250 excess the council had to pay. For clarity, the insurers settled on the following quotes:

Quote A:

Bay 2.1mtr x 1.3mtr Full End Bus Shelter	£3,295.00 + VAT
Perch Seating per metre- 2m seating	£ 160.00 + VAT
Total:	£3,455.00 + VAT

TDP (parish councils standard bench supplier):

Dale Bench 1.5m length in Brown (with furniture anchor kit for hard ground)	£ 403.17 + VAT
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Installation:	£ 625.00 + VAT
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Total:	£4,483.17 + VAT (Note: this amount is £250 more than what the council received from the insurers, which was due to the excess as explained above)
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The Clerk explained that although the insurers had settled on the lowest quote, it didn't mean that the parish council had necessarily go with this quote if they didn't want to, which was why officers had brought this back before ordering the replacement. It was noted that this contractor was the same one used to provide and install the bus shelter near Westlands Lane recently. Members agreed that this shelter was still in good condition, and as such, there was no reason not to appoint this contractor to supply and install the new shelter.

Councillor Baines highlighted that Quote A offered the option to have bench seating and felt that this would be better rather than installing a new bench at this location. It was noted that 2m bench seating inside of the shelter would be £480 + VAT.

The Clerk reported that she had submitted some "permission to act on the council's behalf" paperwork back to the insurer's solicitors, who were trying to claim back the money from the driver's insurers. If successful, they may also be able to claim back the excess on the council's behalf, which would be paid back.

Recommendation: The parish council approve the quotation from Ace Shelters of £3,775 + VAT to replace the destroyed block-built shelter at Beanacre. This to include 2m bench seating rather than perch seating.

304/25 Village Halls:

a) Update on Shaw Village Hall lease:

The Clerk explained that there was no further update on the lease. She had met with the Secretary of the management committee, who was going to send over his notes on the draft lease, which he had yet to do. She has chased this as their lease has already expired.

b) Notes from Village Hall meeting on 16th October:

Members noted the minutes from the recent village hall meeting held.

c) The Terrorism (Protection of Premises) Act 2025 (Martyn's Law):

The Clerk had provided members with the latest factsheet on Martyn's Law. It was noted that this law was coming into effect in April 2027, and it covers premises where 200 individuals may be present at least occasionally. For venues that have more than 800 people expected, they will have an enhanced duty under the act. The Clerk explained that in the parish, no venue would be in the enhanced tier, but there does need to be an awareness of measures to take if something were to occur in venues, regardless of the number of people in the venue.

305/25 Weedspraying: Alternative use to glyphosate:

The Clerk explained that the council received some complaints on social media following the closures of the parish play areas for weed spraying. One of the residents who had complained had been helpful in directing officers to useful websites where other councils are using pesticide-free options to treat weeds. The Finance & Amenities Officer contacted some other councils who had gone glyphosate-free; however, they only treated weeds in smaller areas and had a large amenity team who could undertake methods such as weeding, for example.

Some councils were using the Foamstream system, which uses hot water to kill weeds, with the foam acting as an insulating blanket in order for the water to kill the roots. The councils that are using this option have purchased the machine themselves and have trained their staff to use it. The machine would come at a considerable cost, and the parish council does not currently have the staffing structure for this option to work. Additionally, there is an environmental impact on this method because it requires a high consumption of water, as well as the energy source required for heating the water. Additionally, Cardiff Council had undertaken a trial of alternative methods and concluded that glyphosate remains the best overall option among those tested, in terms of effectiveness, cost, and environmental impact.

The Clerk explained that in terms of the play areas, the council were not spraying the soil, only the weeds that were coming up in the safety surfacing. This was a safety measure to stop the weeds from cracking the surfacing and, in turn, causing a trip hazard. The council's weedspraying is targeted by a professional contractor under controlled conditions, so is not spraying in areas it shouldn't be.

After careful consideration and review of the report on the different methods available and conclusions from other councils members believed that there was no suitable alternative to glyphosate available. Although there were other options available out there, they were either cost-prohibitive with little evidence that they worked or did not work as well as glyphosate. This matter has been carefully considered by the parish council on several occasions, and members feel that the use of targeted glyphosate under controlled conditions is the only solution.

Recommendation: The parish council continue to use glyphosate for the reasons detailed above.

306/25 Bins:

a) Request to replace bin on Corsham Road:

The Clerk explained that at the last Asset meeting, a request was made from CAWS (Community Action Whitley & Shaw) to replace the worn bin on Corsham Road. The decision at the time was for officers to contact Wiltshire Council and ask them to replace it. Wiltshire Council have confirmed that they will not be replacing the bin because it was not damaged. The Clerk explained that CAWS had asked for the bin to be replaced because they are encouraged to enter the best kept village competition, and this bin was in a poor aesthetic condition. The Clerk confirmed that if the parish council replaced the bin, Wiltshire Council would still empty the bin on their bin emptying schedule. Members felt that the council should support the residents of Shaw and Whitley and replace the bin.

Recommendation: The parish council purchase a new bin to replace the bin on Corsham Road.

b) Bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers:

None.

307/25 Phone boxes:

a) Current adopted Phone Boxes update:

The Clerk explained that the parish council have adopted two phone boxes in the parish, on Top Lane and Corsham Road. The Clerk explained that BT would not allow a community group to adopt a phone box; it has to be adopted by a town or parish council first. The council has a separate agreement with CAWS for the maintenance of the phone boxes. CAWS had provided the Clerk with an update on the two phone boxes. It was noted that the Top Lane phone box had recently been repainted, the doors repaired, and some vents installed. The Clerk explained that this phone box was a book library, and the books were previously getting damp. The phone box on Corsham Road has recently been deep cleaned and repaired. Members noted that the art gallery has now been installed.

Members were pleased to hear that both phone boxes were in good order.

b) Current maintenance agreement with CAWS (Community Action: Whitley & Shaw):

Members noted the current maintenance agreement with CAWS for the two phone boxes.

c) Telephone kiosk planned removal:

The Clerk explained that she had received notification from BT that they were planning on removing the phone boxes at Beanacre and Berryfield. They have given the parish council until 30th November to register interest in adopting the phone boxes. If, after this date, no one expresses their interest, they will be removed by BT. The Clerk explained that she had started a Facebook page for Beanacre to see whether anyone would be interested in maintaining the phone box. Only a few people had replied to this, but there didn't seem to be much interest.

There hasn't been much interest in the Berryfield phone box either. The Clerk explained that there had been some discussion of relocating the defibrillator, which was located outside of the New Inn to this phone box. It was considered that this phone box was not in the best condition and would need a lot of work if the council were to put in the phone box. Members felt that these two phone boxes should not be adopted by the parish council.

Recommendation: The phone kiosks at Beanacre and Berryfield should not be adopted by the parish council.

308/25 Budget: Budget requests for 2026/27:

The Clerk advised that officers would be looking at the budget for the 2026/27 financial year soon and asked members for any requests that they feel should be considered by the Finance Committee at budget setting. After a discussion, members felt that the following things should be incorporated in the budget for 2026/27:

- Replacement of the Berryfield Play Area chain link fencing with a metal fence.
- Build up reserve to replace equipment and surfacing inside of Beanacre Play Area and/or enhance the play area with more equipment
- Replacement footbridge at Bowerhill Sports Field

- Footbridge between Buckley Gardens and Bowood View
- Additional hours for Caretaking/ allotment team.
- Street Furniture (replacement bench on Top Lane)

Recommendation: The council incorporate the above list in the budget.

Meeting closed at 10.02pm

Signed.....
Chairman, Monday 17th November 2025

Teresa Strange

From: Teresa Strange
Sent: 28 October 2025 16:15
To: Geeson, Daniel
Cc: Marianne Rossi; Griffin, Andrew
Subject: Off site play area contributions for development at land west of Semington Road (behind Townsend Farm)

Hi Danny

From reading the following s106 agreements from two developments on land at Semington Road (we call them Phase 1 & Phase 2 behind Townsend Farm as there are recent several applications with the Semington Road description) there are off site play area contributions that Melksham Without parish council are pursuing to upgrade and supplement the play area at Berryfield Park. This was a play area that belonged to Wiltshire Council that they have recently transferred to the parish council, we have leased it for the previous 7+ years. The parish council have always argued that there should be play equipment on these sites, as if considered together, as they originally were, they would have been eligible. Living Spaces have talked about some equipment on the Phase 1 site, but we don't know if that has been agreed. Both these sites were approved at Appeal.

20/07334/OUT Phase 1 (50 dwellings) says that the off site play area contribution is to be calculated on the submission of the Reserved Matters application, and that has been approved PL/2023/00808 refers, and this is being built out now. Planning Officer: Ruaridh O'Donoghue

2022/08155 Phase 2 (53 dwellings) says that the off site play area contribution is to be calculated on the submission of the Reserved Matters application, and that has been submitted PL/2024/11665 refers, and that was some time ago as a 2024 reference, still awaiting a decision. Planning Officers: Ruaridh O'Donoghue for outline and Adrian Smith for the reserved matters

Both s106s say that the off site play area contribution site location is to be approved BEFORE submission of reserved matters.

I am not sure who we talk to on this to either a) secure equipped play on site, or b) the parish council draw down the off site play area contribution to use to improve Berryfield Park which is the closest play area. We also own the play area transferred in the s106 for Bowood View on the other side of Semington Road, but that has only been installed in the last couple of years, whereas the Berryfield Park play area is old, tired and has more scope as has adjacent land with a teen shelter, ½ MUGA etc.

We also want to make sure that the developers, Living Space, have paid the off site play contributions that are due.

With many thanks for any help, or pointing me in the right direction.
Kind regards, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
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Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news

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Shurnhold Fields Car Park & Entrance improvement project

13th November 2025

Project elements

1 x pedestrian gate (galvanised)	Milestone	Capital	Included below with 5 bar gates
2 x 5 bar gates (one for access to car park, one from car park to fields for maintenance vehicles) galvanised	Milestone	Capital	£1,682.04 for the 3 gates, delivery and MGroup uplift
1 x overhead barrier to prevent access to high vehicles to car park (yellow)	Milestone	Capital	£4,655.80 including delivery and MGroup uplift
1 x bike rack galvanised suitable for 10 bikes	Milestone	Capital	£546.90 including delivery and MGroup uplift and drop down bollard
1 x pipe from road to site of tap at new shed location for water 1 x 50 metre roll of 100mm ducting	Milestone	Maintenance fund	£135.70
1 x water connection and shrouded/lockable tap or water trough Have requested as community benefit from WW from work on other side of the road	Wessex Water	Maintenance fund	Quote to follow site visit Weds 19 th November
1 x shed 1x Apex Toolsafe 148 in Dark Green £8,260.00 + VAT	Cleveland Site Safe – Melksham Without Parish Council to order	Maintenance fund	£9,840

To include 2132mm wide doors on the short elevation Shelving and tool prongs as detailed in drawing online at a cost of £380 + VAT. Part load delivery at a cost of £1,200 + VAT Additional keys requested			
Clear southern and western ditches	Milestone	Maintenance fund	Included in ground works cost
ADDED BY TERESA, NOT PREVIOUSLY APPROVED (approved by MWPC meeting Oct 25 & Cllr Alford and Cllr Rabey by email) Drop down bollard for gate as enhanced protection against illegal encampment. Yellow.	Milestone	Capital	Included with bike rack cost
40 timber bollards 200mm square suitable for 1 metre out of the ground	Milestone	Capital	£2,220.58
Ground works	Milestone	Capital	To follow
Move hedgerow from new vehicular access to fill gap from existing access being closed up	Wiltshire Council arboriculturist	Capital	To follow
Wildflower meadow – this will offset the loss of existing wildflower area by the new entrance off the highway MWPC have asked for bigger area as community benefit for works on other side of road	Wessex Water	Community benefit for biodiversity offset from Westlands Lane mains drainage works.	NIL

Cost Summary

Item	s106 Maintenance Fund (earmarked reserve held by MWPC)	Capital
Gates		£1,682.04
Overhead barrier		£4,655.80
Bike rack & drop down bollard		£546.90
Pipe for water connection	£135.70	
Wessex Water connection	To be confirmed	
Trough or standpipe	To be confirmed	
Shed	£9,840.00	
Shed additional keys	To be confirmed	
Timber bollards		£2,220.58
Ground works		To be confirmed
Wildflower Meadow		£0.00
Hedgerow removal and replant		To be confirmed
TOTAL TO DATE	£9,975.70	£9,105.32
TOTAL PROJECT COST		£19,081.02

Project Funding

Area Board grant (held in MWPC earmarked reserve)		£5,000.00
Melksham Without PC		£12,500.00
Melksham TC		£12,500.00
s106 maintenance fund as at Oct 25 (held in MWPC earmarked reserve)	£73,538.00	
Possible use of the s106 highway funding for Dunch Lane from George Ward Gardens – only for elements for improving the access off the highway and on the highway not inside the fields (Discussion with Danny Everett, Martin Rose)		To be confirmed
Possible community benefit from Wessex Water - requested due to the work being undertaken on other side of road A365	To be confirmed	
TOTAL	£73,538.00	£30,000.00

Extract from LHFIG Minutes regarding dropped kerbs in Bowerhill

ff)	9-24-38 Tangmere Close to Beaufort Close	Issue submitted by MWPC. https://www.google.com/maps/ Dropped kerb(s) request. <i>'A resident in Tangmere Close has started using a mobility scooter (in the last 12 months). She reports that she has no safe route to the bus stop at Beaufort Close due to the lack and inconsistency of dropped kerbs. She resorts to using the roadway, which she notes is illegal, as well as being very unsafe'.</i> 29/05/25 - It was agreed that a single pair of dropped kerbs across the bell mouth of Bader Park (odd numbers) would suffice between Tangmere Close and bus stop on Halifax Road due to availability of dropped kerb access by #1 & 2 Bader Park.	28/10/25 Issue with low services in area of proposed dropped kerb. Alternate design to avoid utility service accepted by group. Estimated cost £2800 Agreed – Allocate £2800.00 for dropped kerb crossing. NOTE: Contribution from MWPC £924.00 (33%) is to be confirmed.	MR
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	Item	Detail & Updates	Actions and recommendations	Who
		MJR to prepare design and costing.		

Extract from LHFIG Minutes regarding Finger Post in Bowerhill

dd)	09 24-34 (previously 09-24-13) Kennet and Avon Canal (bridleway SEEN13)	Issued submitted by MWPC https://www.google.com/maps Start of bridleway to BRAG picnic area, adjacent to Bowerhill Allotments. Missing hardwood finger post 29/05/25. Previous confusion re. parish boundary. Cost Est approx. £1800.00. Installation £400+ MJR to speak to Melksham men's shed re. manufacture	MJR comment Contact made with Melksham Men's Shed. Hardwood fingerpost could be made but they are unable to undertake the necessary engraving work. MJR has obtained quotes from commercial suppliers. See below. The Sign Maker = £1000.00 Iroko , £1,200 Oak Fitzpatrick Wollmer = £1,672.80 (Green Oak)	
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Wiltshire Council

Melksham Local Highways & Footway Improvement Group

	Item	Detail & Updates	Actions and recommendations	Who
			Heritage Street Furniture = £1,290.00 (Oak) Allow £400 for installation M Group. Cllr Hubbard felt the cost was excessive and given current funding issues ' a gold plated' solution was difficult to justify. Other options could include a standard sign arrangement or a plastic/ composite finger post. MJR to discuss costs with MWPC, agree a way forward and report back to group.	

Fiona Dey

From: Teresa Strange
Sent: 31 October 2025 15:29
To: Rose, Martin
Cc: Alan Baines; Fiona Dey
Subject: RE: 09 24-34 Kennet and Avon Canal (bridleway SEEN13)

Categories: Full council

Hi Martin

I am sure they might, but don't have the authority to approve that I'm afraid, but can ask at Full Council on Monday 17th November, will get the other costs in the minutes approved too.

I know its not much of an increase, but I can only authorise operational/emergency stuff.

Not sure we are asking for a gold plated option like Cllr Hubbard suggests, but from the adopted Melksham Design Guide (adopted by both MWPC and MTC as part of the Neighbourhood Plan).

Page 55 DC.01 Local identity and

character https://www.melkshamneighbourhoodplan.org/_files/ugd/fcc864_d5c1cd66ad7e43cfa6acbae75a276711.pdf

"Applicants are encouraged to use wooden, hand painted and non illuminated signage, avoiding the use of garish or day-glow colours. Overall, the signage must be sensitive to the rural environment and blend nicely with the existing rich vegetation". The examples shown in the Design Guide are wooden and indicative examples as suitable within the rural environment and it's part of a series of wooden fingerposts from Bowerhill down to the canal.

We can claim the VAT back, assume Wiltshire Council can too, so will be less than quoted?.

Will get an answer back from the parish council and let you know.

Thanks, Teresa

From: Rose, Martin <martin.rose@wiltshire.gov.uk>
Sent: 31 October 2025 15:04
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>
Subject: 09 24-34 Kennet and Avon Canal (bridleway SEEN13)

Hi Teresa,

Please see the extract below from the 28/10/25 meeting minutes.

What are your thoughts?

We could provide a cheaper option i.e. plastic or a general sign arrangement, but it wouldn't look as good and may be just as susceptible to vandalism.

The Iroko option seems good value. The price includes VAT and delivery. I'd suggest the install by M group would be around £400.

Would MWPC consider paying a higher contribution to help get this agreed by the group?

The Sign maker can manufacture the wooden finger post within 4 weeks.

dd)	09 24-34 (previously 09-24-13) Kennet and Avon Canal (bridleway SEEN13)	MJK to prepare outline designs with costs for next meeting Issued submitted by MWPC https://www.google.com/maps Start of bridleway to BRAG picnic area, adjacent to Bowerhill Allotments. Missing hardwood finger post 29/05/25. Previous confusion re. parish boundary. Cost Est approx. £1800.00. Installation £400+ MJR to speak to Melksham men's shed re. manufacture	N C H U M S T F
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Melksham Local Highways & Footway Improvement Group

	Item	Detail & Updates	A
			H A C c d s f i a

Regards

Martin Rose IEng, FIHE, MCIHT, CMgr MCM
Principal Engineer – Traffic Engineering
Highway Asset Management and Commissioning
Wiltshire Council ,
County Hall, Bythesea Road
Trowbridge BA14 8JN

Wiltshire Council

Email: martin.rose@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

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<http://www.wiltshire.gov.uk/mywiltshire-online-reporting>

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New Bus Stop Infrastructure Funding and Emerging Processes for Requests Briefing Note No. 25-07

Service:	Passenger Transport Unit
Further Enquiries to:	Jason Salter
Date Prepared:	26/09/2025
Email:	jason.salter@wiltshire.gov.uk

Background

There are approximately 4000 bus stops in Wiltshire, with most being marked by the presence of a flag and pole; at approximately 800 of these bus stops there is also a bus stop shelter.

Particularly in Wiltshire's rural areas, many bus stops are unmarked, or there is a marked stop one side of the road with a stop available on both sides. A small number of bus stops and shelters are located on roads that belong to National Highways and, in some locations, the shelters are maintained by town or parish councils. In Salisbury there are also a number of shelters (which contain advertising) that are owned/maintained by a third party.

At present Wiltshire Council does not routinely supply and maintain bus stop flags. Some of those in place in the county belong to bus service operators, who have also supplied and installed them, these may have the service details of bus routes supplied by the bus operator.

Until recently there was no formal budget or maintenance programme for Wiltshire Council's bus stop infrastructure (BSI), other than to make safe or remove when damaged. This has led to a degradation in the quality of BSI over the years and an inconsistent and incomplete BSI asset records held by Wiltshire Council.

There has been limited 'ad hoc' funding allocated over previous years to repair or replace BSI, and requests for new BSI have been directed via the Local Highway and Footway Improvement Group (LHFIG), a sub group of each Community Area Board, to be assessed and prioritised alongside other local requests.

Following confirmation of the [DfT Bus Grant to Local Transport Authorities 2025 to 2026 allocation](#) it has been possible to commence work to establish a programme of maintenance and improvements to BSI provision across the county, a need identified through Wiltshire Council [Bus Service Improvement Plan](#) (BSIP) and set out in the [Wiltshire Council Enhanced Partnership Plan and Scheme](#).

The use of the bus grant funding to commence this programme was approved by [Wiltshire's Enhanced Partnership](#) Board in March 2025 and by [the Cabinet Member for Highways, Streetscene and Flooding in July 2025](#).

The programme of BSI improvements has two key themes, firstly establishing robust asset records and secondly procurement of a supplier to implement identified BSI workstreams.

Establishing a Register of BSI Assets

Bus Stop Shelter Asset and Condition Register: Between November 2024 and April 2025, a condition survey was undertaken based on previous bus stop shelter location records. The condition surveys indicates that around half of the shelters are in a generally acceptable condition with the other half requiring maintenance and repair. At time of survey if any safety critical defects were found these are in the process of being made safe.

Bus Stop Shelter Ownership: The next stage is for the ownership/maintenance responsibility for each bus stop shelter to be confirmed. This will entail liaison with town and parish councils to identify the number of shelters they own and/or maintain. Based on previous records it is currently estimated around 60% of bus shelters belong to Wiltshire Council, 32% Parish Councils, 7% Town Councils and approximately 1% belong to others, such as the MOD.

Other BSI Condition and Ownership: Where a bus stop does not appear on the bus stop shelter asset register there may be other infrastructure (e.g. flag, pole and timetable case) that requires maintenance or is missing entirely. At present approximately 300 bus stops are recorded as requiring remedial works, however it is anticipated the actual number of bus stops needing maintenance and repair is a lot higher.

Procurement of BSI Supply, Installation and Maintenance

We have commenced work to allow a procurement process to enable implementation of the work detailed above . The timescales for this procurement, at the time of writing, are set out in the table below.

July 2025	Programme Funding Secured
July 2025	Market Engagement
August – October 2025	Procurement Documentation Preparation
October – November 2025	Procurement Competition Live
November - December 2025	Tender Evaluation & Moderation
December 2025	Seek Cabinet Approval to Award Contract
February 2026	Finalise and Award Contract

Existing and New Reports and Requests for BSI

From the survey work to date, we already have accumulated a high volume of identified bus stop improvements. We will review new requests/reports received through this programme and, if accepted, they will be added to our database, then prioritised and programmed in accordance with the Wiltshire BSIP.

BSI reports and requests should be submitted via the dedicated mailbox for this programme: - Bus.Stops@wiltshire.gov.uk. This supersedes the previous process for local BSI requests, via the LHFIF, and outstanding LHFIF BSI requests will be reviewed under the new process.

Until the procurement process is concluded in Spring 2026, we are unable to progress any requests at this time, other than those reports with safety implications which will be addressed and made safe in the short term.

It is anticipated also that, for some reports/requests made through this programme there will be a need for additional design and engineering works to ensure safety and accessibility is included for the bus stop, and so these projects will require a longer timescale to address than others through the programme.

Parking Plan engagement sessions

All town and parish councils in Wiltshire are invited to attend one of our Parking Plan engagement sessions.

Each session will last up to one hour and will provide a strategic briefing on the proposed Parking Plan 2026-30, which forms part of the council's Local Transport Plan and Parking Sub-Strategy. The plan outlines proposals for:

- Changes to parking arrangements
- Resident and event parking schemes
- Accessibility improvements and customer experience enhancements
- Asset optimisation
- Technology integration

The sessions will also advise on the consultation framework for the statutory elements and stakeholder involvement.

The engagement sessions are:

- Tuesday 18 November, 7pm, Council Offices, Monkton Park, Chippenham SN15 1ER
- Tuesday 25 November, 7pm, County Hall, Bythesea Road, Trowbridge BA14 8JN
- Tuesday 2 December, 2pm, The Guildhall, Market Square, Salisbury SP1 1JH

These are in person meetings, but if you wish to listen in remotely, please contact us and we can send you a Microsoft Teams link to your preferred event.

To confirm your attendance, please email ParkingServices@wiltshire.gov.uk by 9 November. If you have any questions or need further information, don't hesitate to contact us at the same address.

To find out more, please download our [Parking Plan Summary](#) or [Towns Parking Plan presentation](#).



Wiltshire Council Parking Plan 2026-2030

October 2025

Wiltshire Council

Local Transport Plan 4

Parking Sub Strategy Vision

- Support the local economy through making local services and tourist destinations accessible.
- Deliver a balance between supporting our communities and encouraging greater use of sustainable transport modes.
- Ensure access to parking for those with mobility impairments.
- Improve journey time reliability by managing on-street parking to reduce traffic conflicts and delays.
- Align parking charges and standards, working in partnership with town and parish councils and other key stakeholders to encourage and discourage short, medium, and long term stays where required.
- Support the delivery of planned growth through ensuring safe and sustainable access to sites.
- Support the vitality of our town centres through consideration of parking provision and charges.

Local Transport Plan 4

Parking Sub Strategy outcomes

- Parking provision in Wiltshire
- Parking charges
- Resident permit schemes
- Events and visitor attractions
- Technology and innovation



Parking Plan 2026 – 30

The following sections detail the policies and outline the relevant measures we propose to deliver.

Parking asset proposal outcome

- Undertake a cost against benefit assessment, to ensure best value is delivered.
- Explore commercial optimisation to raise additional income and improve the customer experience, such as including electric vehicle charging opportunities.
- A restructure of the Parking Service to ensure its on and off street parking asset management is optimised.
- Statutory consultation (traffic regulation orders) is undertaken on:
 - Hours of operation to be extended to 0700hrs to 1900hrs for greater asset utilisation.
 - Sunday charging aligned to weekday charges with charges encouraging greater vehicle turnover.

Parking charge proposal outcome

- The introduction of two-year charging cycle to ensure fees better reflect the parking demand, commencing from 2026.
- A restructure of the Parking Service to ensure its on and off street parking asset management is optimised.
- Parking lines and signs will be maintained at an acceptable level and incompliance with the Traffic Management Act 2004 (TMA) as a minimum.
- Statutory consultation (traffic regulation orders) on parking charges reflecting the hierarchy for traffic management, maximising usage, supporting all day users and the local communities.



Resident parking proposal outcome

Setting fees and arrangements following a consultation exercise to consider:

- Eligible properties
- The types and charges for zones
- The number of permits allocated per property
- Charge per property and vehicles
- Eligible vehicles
- Types of Permits and Waivers

Event and attraction parking charges proposal outcome

Setting arrangements following a consultation exercise to consider:

- Eligible events and uses
- Eligible areas
- Event fees set every two years
- Charges for events for 2026 and 2028

Technology and innovation proposal outcome

- Variable Message Signage in Salisbury, with app and website updates, for pre and in journey destination planning (showing real time availability of parking).
- The Parking Service operating a 100% electric fleet.
- Solar powered parking machines or using sustainable electric.
- ANPR vehicle for residential street enforcement and school enforcement.
- Parking payment to be included in the electric charge rate for electric vehicles, removing the parking charge.
- Mobile, cash and contactless payments accepted.
- The introduction of Moving Traffic Enforcement where there is a proven need.

Signage and lining proposal outcome

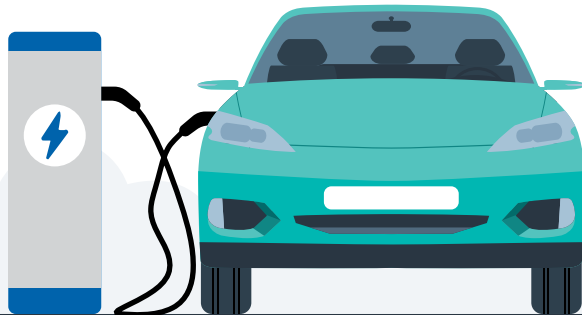
- Improved directional signage to council car parks ensuring the right car parking for the customer.
- Improve onsite signage to encourage sustainable transport (QR codes and advice).
- Improved onsite signage to ensure parking space is maximised.
- Uniform parking signage.
- Traffic Management Act set as the minimum threshold for lining and signing.
- Annual review of standard of lining and signing maintenance.

Supporting residents with additional needs proposal outcome

- Consultation with disabled groups on a new mobility guide.
- Enforcement focus on areas with identified parking provision for those with mobility issues to ensure easy access.
- Continuous review of parking enforcement provision, with best solution outcomes to ensure the right mix of commercial and council delivery.

Customer experience proposal outcome

- Allocated business parking on the top floor of Culver Street multi-story car park.
- Improvement in grounds and cleansing for a better customer experience.
- Contactless, mobile and cash systems for ease of payments.





This document was published by Wiltshire Council

Melksham Community Support (MCS) service Q2 – July to September 2025

The project, overseen by Age UK Wiltshire, started in April 2023 with the following outcomes agreed:

1. Improve the **wellbeing of older people** living in Melksham Town and Melksham Without, by offering support, access to information and practical help.
2. Ensure that support is available to **those who need it most**, particularly those who don't have a support network.
3. Promote the take-up of welfare benefits and access to other sources of **financial support**.
4. Promote and provide **holistic support** tailored to the individual's need.
5. Provide an **evidence base** of future needs.

Through this project Age UK Wiltshire employs a part-time (17.5 hours/week) Senior Project Worker, Sarah Thomson, specifically to support the populations of Melksham Town and Melksham Without.

Award

We were delighted to join representatives from Melksham Without Parish Council and Melksham Town Council to receive the Community First Local Council Community Project award.



Promotion

We have promoted the service widely during this quarter, restocking posters and leaflets at a range of community venues, active social media promotion and attending events, giving talks and running information stands, including:

- Fitness & Friendship club in Bowerhill
- Melksham Health and Wellbeing meeting
- Guest speaker at the CAWS (Community Action Whitley and Shaw) AGM



- Met with the Wharf Court manager to talk about the service
- Attended the Wiltshire Council Adult Social Care event in Melksham
- MCS had a stall at the Food and River Festival for both days over the weekend of festivities. Many people were spoken to and leaflets and information given
- Sarah regularly attends the Veterans' Breakfast

Home Visits – the start of support

During the first home visit Sarah has a Guided Conversation with the older person to help identify any difficulties they may have, the support that is needed and what someone would like to achieve, in a conversational way which helps people to feel at ease. All aspects of someone's daily life is covered, from when they get up in the morning to going to bed at night. We cover domestic issues, personal care and other care needs, health, socialisation, financial needs and their support networks. The Guided Conversation is never hurried and is taken at the person's preferred pace, sometimes over more than one visit. This conversation helps Sarah to identify the areas of support needed and how to help improve someone's general wellbeing.

Activity

During this quarter a total of 19 new clients (Q1–16) got in touch or were referred for MCS support, of whom six (32%) live in the Melksham Without Parish Council area. (Of the population served by the project, approximately 70% live in the Melksham Town Council area and 30% in the Melksham Without Parish Council area). We also continued to support 36 people whose first contact was before July, including some people who have received regular or ongoing support since the early days of the service.

During this quarter Sarah made 51 home visits. There were 246 contacts (Q1 –224) with or on behalf of people, and Sarah supported people with 154 (Q1 – 127) issues. The support provided fell into the following six categories:

Finance – helping to put more money into people's pockets	22
Socialisation – helping people to get out and about more	46
Independence - helping people to be sustainably independent and to connected with their community	21
Volunteer support – exploring how volunteers can support people to improve their wellbeing	6
Wellbeing – helping people to feel better	47
Falls prevention – supporting people to take action to reduce their risk of falling	12

Several people have been supported to apply for Surviving Winter Grants, which the Community Foundation continued to fund during the summer months.

Referrals in

We received new referrals from family and friends, Age UK Wiltshire Information & Advice and Wellbeing services, Adult Social Care, GP Surgeries, Care Coordinators and self-referrals. Most new referrals come directly from older people themselves.

Onward referrals

Onward referrals were made to a wide range of other organisations, such as the Dorset & Wiltshire Fire & Rescue service for a Safe and Well visit, Adult Social Care, Alzheimer's Support and other voluntary and community sector organisations, and statutory services as well as to Age UK Wiltshire's Fitness & Friendship Club, Telephone Befriending Service, Information & Advice service and the Wellbeing Checks with Meals service, for further support.

MCS phone line

The number of requests made to the MCS phone line for help with shopping and prescriptions remains low, as previously regular callers to the phone line have all been offered additional, holistic support (for example, only one person now requests regular support with prescriptions). Often a request for support for a task that can be managed independently is a symptom of other support that is needed, and it is this other support that Sarah has been talking to people about. Active MCS clients have a direct number for Sarah, with the MCS line the first point of contact for new enquiries.

Volunteers

A volunteer supported a new client by fitting carpet tiles to an uncarpeted bedsit/flat which greatly improved the client's wellbeing. Another volunteer supported a client to rearrange her kitchen so that she could comfortably reach all that she needed, and helped her to access her key safe. Shopping support was given by a volunteer for a client needing help with this for a short period of time.

Sarah continues to support a few people with shopping herself to use this as an opportunity to speak with these people in more detail about the support Melksham Community Support can offer.

Client Feedback

"Thank you so much for all you have done for me. I now have a Blue Badge, it makes such a difference, and I am receiving Attendance Allowance which is wonderful! I can't tell you how happy I am."

"Thank you for being so efficient and prompt. You sorted out the key safe installation with the Bobby Van, and I am very happy. It is so good to know you are only a phone call away."

"Thank you. I really appreciate your help as I am a few counties away and I can't be there all the time." From a family member

“I can't thank you enough. By meeting you, we are now so much better off. We have all the equipment we need to live comfortably, and we both are now in receipt of the higher rate of Attendance Allowance. It is all quite incredible! Thank you so much! Let's have a dance at the Disco in October!!”

“I cannot express my happiness and gratitude to you and your colleagues for all you have done for me. I cannot believe the outcome of my claim, and I am over the moon! This has been a long uphill fight but with you in my corner I have been given the most amazing outcome! Thank you is not enough to express how I feel.”

Other Age UK Wiltshire services

- In Q2, the Information & Advice service advised or supported 40 people living in Melksham (Q1 – 34).
- There were 76 attendances (Q1 – 67) at the Fitness & Friendship Club at Bowerhill, with an average attendance of 13.
- Five people in the Melksham area are receiving weekly calls from Age UK Wiltshire Telephone Befrienders.

Age UK Wiltshire news

We were thrilled to welcome 180 older people to our Daytime Disco at the Assembly Hall earlier this month. Plans are afoot to run another one soon – watch this space! The Disco gave us a great opportunity to talk to older people about the Melksham Community Support service, and Sarah had an information stand at the event.

Please see our website for full details of all the support we offer, information about issues affecting people in our local community and our latest newsletter - <https://www.ageuk.org.uk/wiltshire/>

Ginny Cooper and Kate Brooks
Age UK Wiltshire
20th October 2025

Attending

Melinda Adcock, John Branston, Graham Hackwell, Bill Harrison (chair), Cllr Tony Hemmings (Beanacre), Maureen Hibbott, Richard Hibbott, Cllr Peter Richardson, Jonathan Rumens, Tom Skinner, Teresa Strange

Apologies: Bob Brownrigg, Sam Carter, Kevin McLaren, Peter Harrison, Gary Sibbald

Abbreviations

MWPC	Melksham Without Parish Council
WC	Wiltshire Council
EA	Environment Agency
RR's	Reading Rooms
WW	Wessex Water
In bold	Action points, initials of above people

The minutes of the 23rd July meeting were approved.

Lime Down and other developments – PR & TS

Solar & BESS

- Lime Down proposals have been submitted to the Planning Inspectors. The decision making process may take 12 months (or more).
- Neston/Brockleaze: ongoing.
- Half-Way farm at Beanacre BESS: CAWS have made a submission, and the planning application is expected to be submitted.
- Wick Farm Beanacre and Studley Farm Atworth cable routes (Corsham Road, and Shaw Hill to follow) are under construction. PR has been in near daily communication – his view, they're bad, disruptive and slow
- MwPC and CAWS met with National Grid at the substation. NG shared the list of current and future projects at the substation, and start and finish dates. TS and PR gained the impression that the Beanacre substation is critical to the national electricity infrastructure. And therefore to the solar farm and BESS industry.
- CAWS are seriously concerned about what would happen in the event of fire, and have sent in 7 Freedom of Information requests.

Planning Applications

- Planning-in-Principle application, Top Lane: still under consultation
- Golf Club developments - application approved.
- Shurnhold Fields flood prevention scheme going ahead (starts Nov?).
- Middle Farm application for 22 houses in progress. Includes large attenuation pond.
- From activity around the Ashford Homes land, a planning application may be in the course of preparation

Incidents – there were several named storms last winter:

1. The householders (E of Corsham Road): **PR** to contact and check on progress (have bought pump/Golf Course and Dicks liaison/"man with digger")
2. Top Lane upper trash screen
 - a. Flood Operations have agreed to modify the screen - **WC**
 - b. Access can be slippery and risky: Stuart Renfrew's common sense advice is
 - i. Always work with a buddy
 - ii. CEG to purchase a safety harness - **CEG**
3. First Lane, just above Ashley Close, problem with surface water from farmland:
 - a. Responsibility back with Wiltshire Highways
 - b. Meet to be arranged WC/landowners/MwPC/CAWS - **TS**

Catchment Area

1. Ashley Close/Kennedy Avenue – Riparian Ownership reminder letters have been sent
2. 5a Bath Road, Shaw: work is in progress
 - a. *"Wessex Water are planning essential upgrades to the sewer network in Bath Road, Shaw, as part of our investment programme to prevent flooding."*
3. Top Lane – towards the nursery – Stewart Renfrew has confirmed that the N side roadside drain is a Storm Water Carrier Line, and therefore WC responsibility. And presumably all the way down to Sprockets. SR has raised WC tasks to clear brambles and replace the slab.
4. It appears that Octavian occasionally pump out yellow contaminated water. **ALL** to watch for this happening again, get photographic evidence (and a sample of the yellow water?).

Equipment & Plan

1. Scottish & Southern Electricity grant (£1489):
 - a. Fixed antenna for Shaw Village Hall: see below
 - b. Upgrading earthing of generators: components purchased and wired. To be tested under genny load **KMcL & JR**
2. Re-ordering of the store: done. TS suggested that we could circulate "Thank you for your grants" photos to WC, PEAS, and SSEN. **JR, PR**
3. MwPC grant (£189)
 - a. Investigate purchase of a pump with internal float switch - **RH**
4. **JR & PR** to finalise check on income and expenditure
5. Inventory check – in progress – **JR**
6. There was discussion of – would it be possible to have a set up at the Reading Rooms, whereby during an extended power cut, the gas central heating controls could be run from a generator. **JR & GH** to consult with **KMcL**
7. **JB** offered his surplus 110v transformer – gratefully accepted
8. **GH** suggested buying a couple of RCD plug in adaptors, to protect us when using mains equipment in wet conditions – **JR**
9. Check the gritting bins – **ALL**

Safeguarding, General Data Protection Regulation, and Training

1. Teresa continues to push for us to have DBS checks & photo ID for as many volunteers as possible. The next to need refreshing will be BH, PH soon.
2. County flood warden training sessions: JR & GS attended and spoke at Marlborough, TS attended and spoke at Salisbury

Shaw Village Hall – potential use by CEG

JR had met with Mike Booth of SVH committee. As a starting point, a draft Memorandum of Understanding has been produced for consideration by November SVH committee meeting. Copy appended - **ALL** – please review

Insurances

CEG personnel are insured via MwPC.
CEG equipment is insured via CAWS.

JB asked “What are we covered for, if we give advice” – **TS** to check
JR asked “Does the CAWS policy cover storing gas and petrol” - **PR**

Any Other Business:

1. Age UK / Melksham Emergency Support: **TS** reports that “almost there” with the Town Council
 - And MwPC have won a cup!
2. The team are concerned about sewage discharges: there’s an opportunity to visit a pumping plant; **TS** will find out potential dates.
3. Dates for forthcoming funding rounds:
 - MwPC – end January 2026
 - Melksham Area Board – mid Feb 2026
4. TS suggested purchase of a First Aid book – with (GDPR) anonymised personal details recording
5. A note of thanks recorded to MwPC for hosting this meeting.

Date of Next Meeting: – Tuesday 13th January 2025, at 10:30 at MwPC’s offices.

Notes:

When using My Wilts app to report issues, it is helpful to WC staff if our reports include wording such as "Whitley Emergency Team" or similar.

Reading Rooms lock box code is 9261

The URL of the EA measuring station on the South Brook at Shaw School is <https://check-for-flooding.service.gov.uk/station/9280>

Feb 2025 -there is a new Flood Risk Assessment (whole of UK) done by the EA, at <https://check-long-term-flood-risk.service.gov.uk/surface-water>

Financial – CEG funds c. £500 funds at Oct 2025.

The Melksham Emergency Service / Age UK phone no. is 01225 809265

<https://www.gov.uk/guidance/owning-a-watercourse>

<https://check-long-term-flood-risk.service.gov.uk/surface-water>

We must always work with a buddy!

Requirements:

- Cotton wool for First Aid kit

Shopping list

- Whiteboards & pens – one for inside store door, for recording kit out/in
- Glow sticks
- Hurricane lamp
- Strip light
- Power bricks
- CO monitor for RR's / storage unit
- Battery powered equipment – check state of batteries, replace
- Camping gas stove/kettle/gas cylinders
- Safety harness for trash screen access
- Plastic sheets - for laying sandbag barriers on
- 2 x RCD adaptors
- CO monitor for RR's / storage unit
- Battery powered equipment – check state of batteries, replace
- Rechargeable work lights

Appendix: Draft v0.1 Memorandum of Understanding – Use of Shaw Hall

Preamble

The Shaw and Whitley Community Emergency Group was created in 2014, following serious flooding in the villages.

The group is well supported by volunteers; it has equipment, such as generators, pumps, emergency lighting and so on. The group has plans which cater for other disruptions to life, such as severe winter weather, or extended power cuts.

The primary nominated Centre of Operations is the Reading Rooms in Whitley; and the group has priority of use formally agreed.

There are circumstances where the group might ask to use SVH – as a reserve CoO if the Reading Rooms were unavailable. Or as a rest centre, should there be people needing somewhere to stay overnight. Or as a parallel CoO in its own right, serving Shaw.

One might expect that CEG ask to use SVH in earnest maybe once in five years?

CEG would expect to run training exercises, involving both halls, and would ask that SVH committee members would participate.

By joint agreement, some equipment may be purchased for SVH. A fixed aerial to boost walkie talkie coverage would be useful. An additional external storage – for generator, fuel, calor gas heater might be needed. Grant funding will be sought.

MEMORANDUM OF UNDERSTANDING

This is not intended to constitute a legally binding document.

SVH committee and the CEG will share contact details for key members of each team. The primary communication should be between SVH chair and CEG secretary.

A request to open SVH for CEG use will be made to the SVH chair, or other nominated officer(s). Access to SVH is by way of a number-lock keysafe.

CEG asks that space be allocated for a CEG cupboard, for key documents.

CEG will endeavour to leave SVH clean and tidy after each use.

If extended use is needed – such as severe winter weather lasting several days – and excessive costs are incurred by SVH, CEG will endeavour to contribute, if funds are available. Or grant subsidies may be sought from relevant authorities.

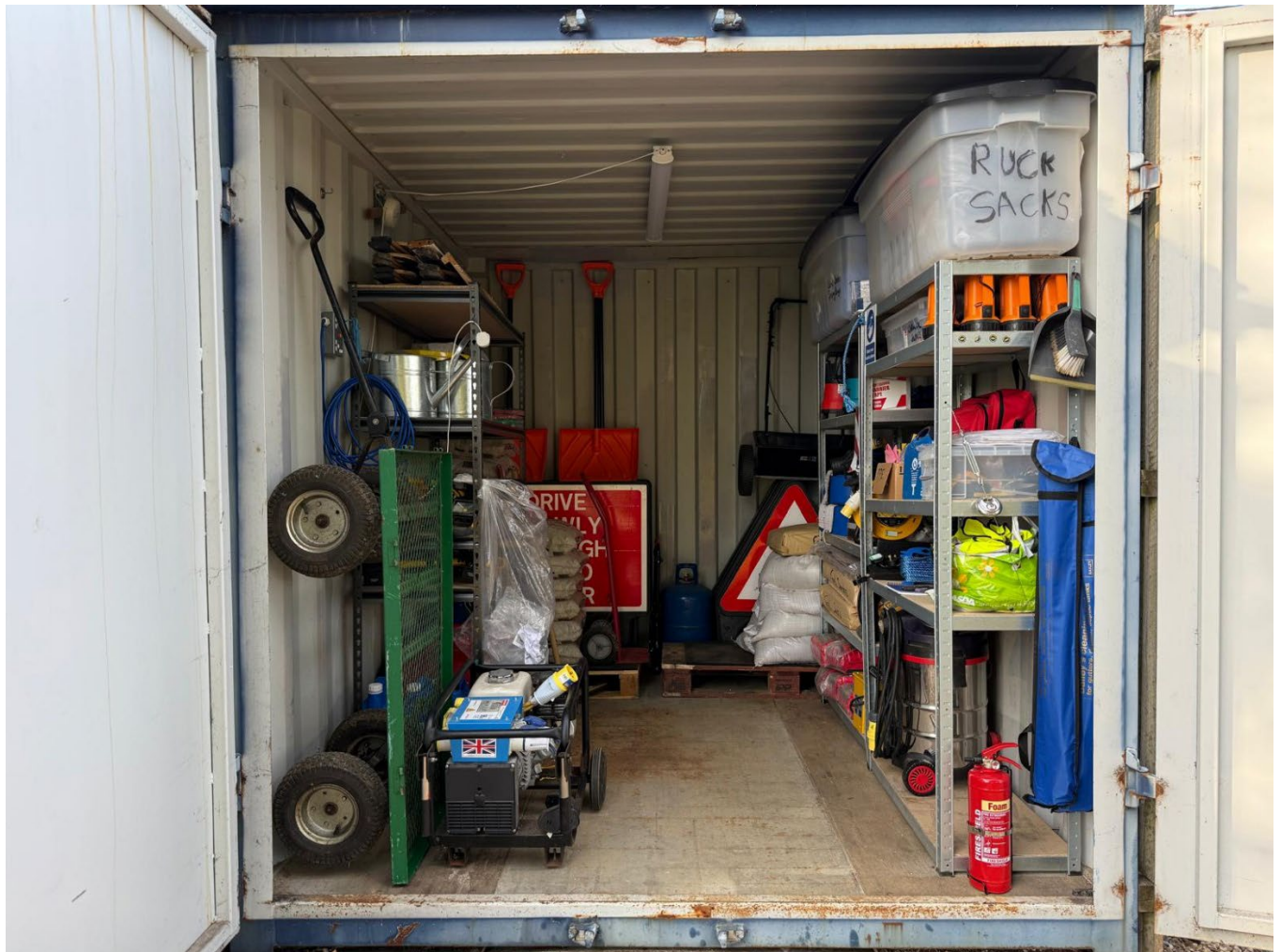
CEG would ask that priority of use is agreed by SVH. By the nature of CEG work, these will only be in exceptional circumstances.

This agreement can be terminated – by either party – by written notification to SVH chair / CEG secretary 30 days in advance of the agreement terminating, from the date of the notice.

AGENDA ITEM 13c

Photos of CAWS CEG kit following audit and tidy up in August 2025

CONFIDENTIAL so not to attract unwanted attention







‘Oaks at 80’ project launched by the Great Western Community Forest to commemorate the upcoming 80th anniversary of the end of World War II

A project to plant oak trees to commemorate the end of World War II has been launched by the Great Western Community Forest.

The ‘Oaks at 80’ project will see communities across the area plant oak trees to honour the service men and women and civilians who played their part to defend our country and way of life.

Oak trees have traditionally marked 80-year milestones and embody strength, resilience and longevity – virtues that resonate deeply with the sacrifices made during World War II and the hopeful spirit of peace that followed.

The GWCF are offering £80 to Parish Councils, schools and MOD military bases in Wiltshire to purchase a suitable oak tree (plus guard and support) to plant at their own individual event during the 2025-26 tree planting season (November 2025 to February 2026). We expect this £80 to cover the cost of an English Oak (*Quercus robur*) container grown in a 10-litre pot, around 175/200 cm, with guard and stake support.

By coming together to plant these oak trees, we not only honour the sacrifices of those who lived through World War II but also create a long-lasting commemoration that will benefit our communities and environment for generations to come.

If you are interested in receiving funding to plant a commemorative oak tree on Parish Council land or private land (in a visible/accessible place) and you have landowner permission, please [complete an application](#) by Sunday 30 November 2025.

Trees for Climate funding may also be available should you wish to plant a commemorative woodland.

MINUTES

Meeting: Melksham Area Board
Place: Melksham Community Campus, Market Pl, Melksham, SN12 6ES
Date: 12 November 2025
Start Time: 7.00 pm
Finish Time: 8.20 pm

Please direct any enquiries on these minutes to:

Ben Fielding - Senior Democratic Services Officer, (Tel): 01225 718224 or (e-mail) benjamin.fielding@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Jennie Westbrook, Melksham Forest (Vice-Chairman)
Cllr Phil Alford, Melksham Without North and Shurnhold
Cllr Andrew Griffin, Melksham Without West & Rural
Cllr Charlie Stokes, Melksham East
Cllr Nick Holder, Bowerhill

Wiltshire Council Officers

Richard Rogers, Strategic Engagement & Partnerships Manager (SEPM)
Ben Fielding, Senior Democratic Services Officer

Total in attendance: 18

<u>Minute No..</u>	<u>Summary of Issues Discussed and Decision</u>
37	<u>Apologies for Absence</u> Apologies for absence were received from Cllr Jon Hubbard and Sergeant Gemma Rutter. Cllr Jennie Westbrook Chaired the meeting in the absence of Cllr Jon Hubbard.
38	<u>Minutes</u> The minutes of the meeting held on 3 September 2025 were presented for consideration. After which, it was; Resolved: To approve and sign as a true and correct record of the minutes of the meeting held on 3 September 2025.
39	<u>Chairman's Announcements and Information Items</u> The Chairman made the following announcements as per the agenda pack and website: • Citizens Advice • Family and Community Learning Impact Report 2024-25 • AGE UK Wiltshire Newsletter - News and Views Issue 10 In addition the following questions and points were raised by Chief Executive Officer of Age UK Wiltshire, Sarah Cardy: • Recently Age UK's first daytime disco took place in the Assembly Hall, Melksham with circa 180 people attending. Gratitude was place for the £500 contributed by Melksham Area Board with it noted that a second daytime disco was set to take place on 9 January 2026. • Age UK's Melksham Community Support Service won the Local Council Community Project award at the Community First Awards, which took place in October.
40	<u>Declarations of Interest</u> There were no declarations of disclosable pecuniary interest made.
41	<u>Partner and Community Updates</u> Updates were received from the following partners:

	• Wiltshire Police The Area Board noted written updates attached to the agenda and supplement. • Town and Parish Councils Cllr Mary Winterburn, spoke on behalf of Great Hinton Parish Council and placed gratitude towards the Melksham Health and Wellbeing Group for supporting their recent Heritage Exhibition which successfully took place in October. Cllr Saffi Rabey, spoke on behalf of Melksham Town Council, and noted that a successful meeting had taken place between the major towns in the county and Wiltshire Council Officers. In addition, such meetings would now be quarterly. • Spurgeons The Area Board noted a written update in the agenda. In addition, Carl Houghton provided a verbal update which included, but was not limited to the following points: • Melksham was doing well for uptake with parenting courses, the outreach programme and 1-2-1 home support. • Activities were successfully run over October half-term which were free and provided welcome support for families. Circa 60 adults and children attended these events demonstrating a need for free activities. • Spurgeons would be going back to the Foodbank once a month for drop-in sessions following a discussion regarding the food ladder. • Christmas activities were being planned with Spurgeons also attending libraries every Monday. After the verbal update, the following questions and points were raised including that within the report, it was stated that Melksham was at capacity (20) for outreach introductions. It was noted that this was a constantly rolling situation depending on the support available and that the parenting courses and support in libraries was still available.
42	<u>Area Board Funding</u> The Area Board considered the following applications for funding: <u>Community Area Grants:</u> Corsham Wind band Association - £2,520 towards Corsham Wind band Association Melksham Primary School Music Development Project. <u>Decision</u> Corsham Wind band Association was awarded £2,520 towards Corsham Wind band Association Melksham Primary School Music Development

	Project. Cllr Jennie Westbrook read out a statement in support of the application on behalf of Cllr Jon Hubbard in his absence. Moved – Cllr Jennie Westbrook Seconded – Cllr Phil Alford <u>Reason</u> – The application met the Community Area Grants Criteria 2025/26. Corsham Cricket Club - £4,000 towards new sports pavilion for Corsham Cricket Club. <u>Decision</u> It was noted that the Corsham Cricket Club grant application had been agreed to be deferred prior to the meeting. <u>Older & Vulnerable Grants:</u> Age UK Wiltshire - £2,000 towards Celebrating Age Wiltshire <u>Decision</u> Age UK Wiltshire was awarded £2,000 towards Celebrating Age Wiltshire. Moved – Cllr Nick Holder Seconded – Cllr Charlie Stokes <u>Reason</u> – The application met the Older & Vulnerable Grants Criteria 2025/26.
43	<u>Sub-Group Reports</u> <u>I. Melksham Local Highways and Footway Improvement Group (LHFIG)</u> The Area Board had a discussion regarding the recommendations included within the minutes of the 28 October 2025 meeting, with a point raised in regard to the Eastern Way, Melksham scheme with it suggested that if Melksham Town Council were not in a position to currently fund the scheme, the scheme should be deferred. This was suggested as to prioritise the scheme when funding was not available would potentially tie up officer resource and potentially stop other parishes from bring forward schemes. A wider discussion took place in regard to the scheme itself, with it

acknowledged that the pedestrian assessment that had been undertaken at the location suggested that there was a significant need for improvement. The need to budget for projects before applying to the LHFIG was also stated. It was suggested that Melksham Town Council would soon discuss the scheme to consider the funding arrangements. A further point was made about improvements to the respective road, including refuge points a speed limit and a weight limit.

A separate point was made which related to a proposal involving Bowerhill (A365), which was discussed at the LHFIG meeting, with it noted that the Highways Officer had now identified the cost of implementing bollards which would subsequently be discussed with Melksham Without Parish Council.

The minutes of the Local Highways and Footway Improvement Group meeting held on 28 October 2025 were agreed as a correct record. Furthermore, the Area Board made decisions on the following spending recommendations included within the minutes of the 28 October 2025 meeting:

Recommendations:

- **Eastern Way, Melksham - Allocate £20,000.00 for the installation of a Pedestrian Refuge Island and associated footway work. 33% Contribution from Melksham Town Council (£6,600) to be confirmed. – To defer consideration of this scheme until the next Area Board meeting.**
- **Bader Park, Bowerhill, Melksham. – Allocate £2,800.00 for the installation of a dropped kerb crossing. 33% contribution from Melksham Without Parish Council (£924.00) to be confirmed. - To add this issue to the Priority Schemes List with funding.**

Moved – Cllr Charlie Stokes

Seconded – Cllr Nick Holder

At a later point in the meeting, a point was raised about the condition of Millennium Riverside Walk and how it would be positive for improvements to be made and progress expedited.

II. Melksham Health & Wellbeing Group

The Area Board noted a written update that was included within Agenda and that a further informal discussion would take place upon the close of the meeting.

III. Melksham Local Youth Network

In addition, the Area Board received an update from Cllr Charlie Stokes on the work of the Melksham Local Youth Network (LYN). The update included but was not limited to that meetings were starting to happen with people involved with

	the LYN, working with Melksham Town Council and Melksham Without Parish Council. Conversations were also taking place about what would be included and what sessions would look like.
44	<u>Urgent items</u> Cllr Nick Holder raised an urgent item in regard to Melksham Cricket Club, that the Club had been in negotiations with Wiltshire Council regarding a lease arrangement to take over some additional land. This was following the Club successfully growing and a need for extra practice areas. It was hoped that the Area Board could write to Jenny Rowe (Wiltshire Council, Senior Estates Manager) with concern that it was taking 12 months to agree a lease for something that would provide community benefit. A discussion took place regarding the piece of land in question, with reference made to the expansion of Melksham Cemetery as well as points including the location of the land, the need for Melksham residents to have an opportunity to bury loved ones in Melksham and the growth of Melksham Cricket Club. After which, it was; Resolved: The Area Board agreed to write to Jenny Rowe (Wiltshire Council, Senior Estates Manager) in order to expedite the lease of the respective land to Melksham Cricket Club.
45	<u>Close & Future Dates</u> The date of the next meeting was confirmed as 18 March 2025.

Teresa Strange

From: Police and Crime Commissioner <pcc@wiltshire.police.uk>
Sent: 27 October 2025 16:41
To: Teresa Strange
Subject: RE: Police and Crime Panel reports and Community Engagement

Dear Teresa

I hope you are well. Thank you for your email to the Police and Crime Commissioner (PCC). Apologies for the delay in getting back to you, I have been finding out the reasons behind the increase.

I can confirm that the increase is because of increased enforcement and partnership working, including improved intelligence and the targeting of those areas with known speeding issues.

With kind regards

Katie

Katie Fielding
Business Support Officer
Office of the Police and Crime Commissioner



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Making Wiltshire Safer

Wiltshire and Swindon

pcc



From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 14 October 2025 11:51
To: Police and Crime Commissioner <pcc@wiltshire.police.uk>
Cc: Fiona Dey <office@melkshamwithout-pc.gov.uk>
Subject: FW: Police and Crime Panel reports and Community Engagement

Dear PCC

Melksham Without Parish Council have read your reports with interest.

They have a question on the data in your report, which I have put an extract of below.
There has been a marked increase in the numbers of people reported for speeding (speed awareness course, fine and points, or court) and want to clarify if this is due to more activity by the police, or community speed watch, or an increasing number of people speeding.

Wiltshire and Swindon Road safety partnership data shows in 2024 we welcomed a 1 killed and a 5.8% reduction in people seriously injured on roads in Wiltshire and Swindon trend.

Our Community Speed Watch Teams are another example of where volunteer members o positive difference making Wiltshire safer and the table below shows the impact; they are safety in Swindon and Wiltshire over the life of the Police and Crime Plan 2022-2025:

Year	Speed awareness courses	Speeding fines and points	Speedi
2022	1,618	194	
2023	7,154	966	
2024	9,785	1,248	

With many thanks, Teresa

Teresa Strange
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Want to keep in touch?
Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news
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From: Police and Crime Commissioner <pcc@wiltshire.police.uk>

Sent: 17 September 2025 14:11

Subject: Police and Crime Panel reports and Community Engagement

Dear Local Council colleagues

I know you are frequently asked questions about police performance; and I'm sure some questions are pretty standard; speeding and road safety being the most prevalent before anti-social behaviour.

Apologies if you are already aware of this, but as part of our efforts to improve our – OPCC and Police – community engagements, we are constantly refining our respective home pages, and I would suggest that you have a wander around our home-pages, as I suspect they might then be able to provide you with immediate answers to many of the questions you are asked. For example, if you look at the [OPCC home-page](#), under [the road safety tab](#), it shows when, where and the results from speed enforcement visits to your Area Board areas. On the very front page of the [police home-page](#) you can type in a town, village or post code and find out the names and contacts of your Neighbourhood Police Teams, with a crime incident map and all sorts of other detail.

You might want to have a look at the quarterly and annual reports that I produce for the Police and Crime Panel (attached). These reports provide all sorts of crime and response data and trends. I've attached the two that we presented to the Panel last week.

As you can see from these reports, the performance of Wiltshire Police, under the leadership of Chief Constable Roper continues to improve; crime is generally down across the County and we now have the lowest crime rate per head of population of any force across the country, which is huge, but just as important, our residents are finally starting to see and feel those improvements. According to the latest ONS, fifty eight percent of our residents think Wiltshire Police are doing a good or even excellent job and while 42% think we can improve, we can always improve, but those figures suggest we are now the third most trusted police force in the Country! We are probably doing more with less than any other police force in the Country.

We all share the common goal of making Wiltshire safer, so I hope this guidance and summary helps.

Regards

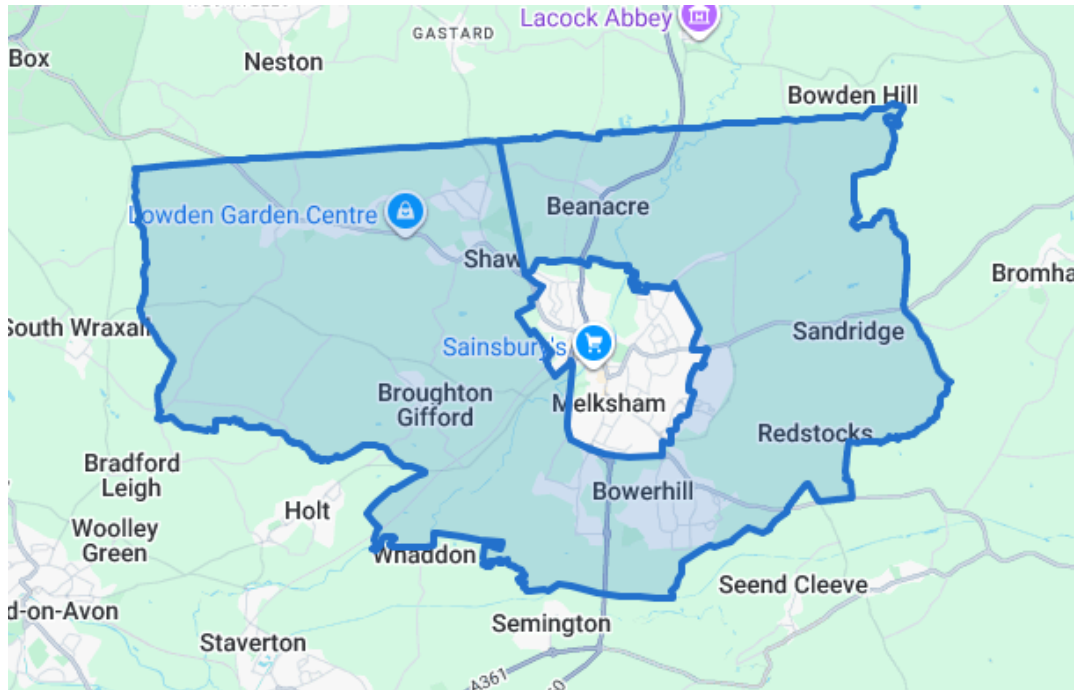
P R Wilkinson OBE

Police and Crime Commissioner for Wiltshire and Swindon

Wiltshire Police Headquarters, London Road, Devizes, Wiltshire, SN10 2DN

Extracts of Data from Police Crime Commissioner and Police - Crime Data for Melksham Without Parish

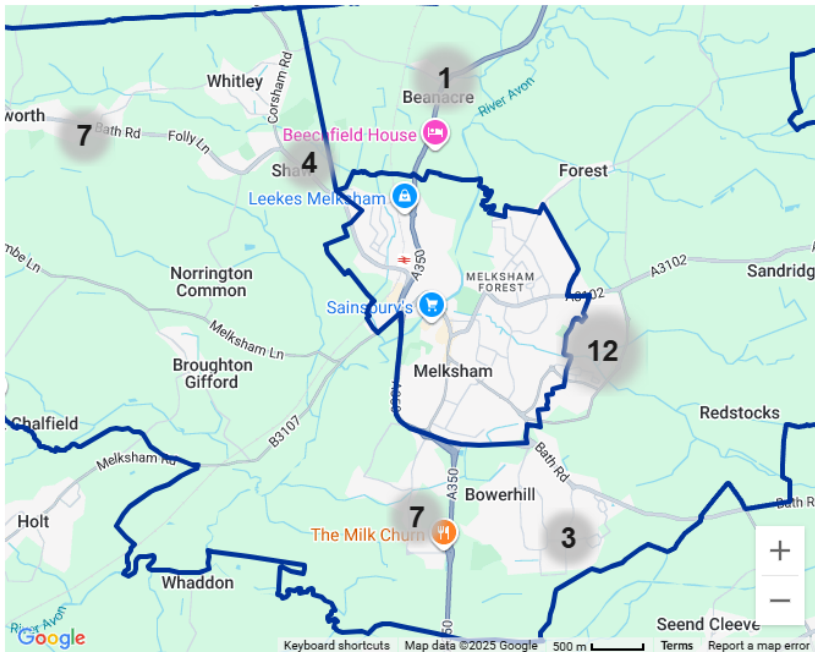
1.1 Melksham Rural North Map Note: The area includes part of Atworth, Broughton Gifford and East of Melksham.



1.2 All Crime recorded per Month

These maps use data from local forces. The hotspots give only a loose idea of where crimes happened. Actual locations and details of crimes are kept anonymous.

Click on a hotspot to see more details. Alternatively, [view as A-Z list](#).



Crime type and time period title

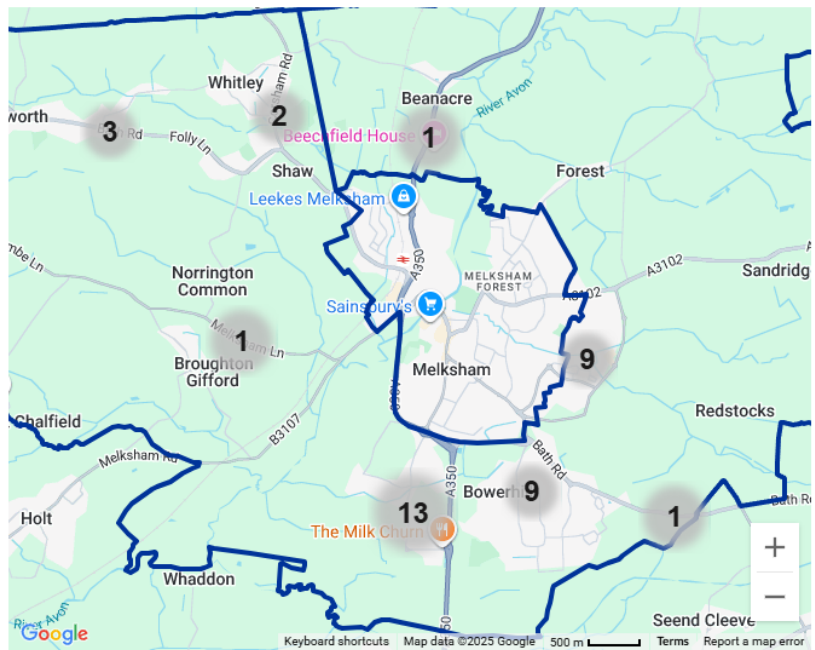
All Crimes (34)

January 2025

34 crimes were reported here in January 2025

Violence and sexual offences	15
Criminal damage and arson	7
Public order	6
All other crime	6

Click on a hotspot to see more details. Alternatively, [view as A-Z list](#).



Crime type and time period title

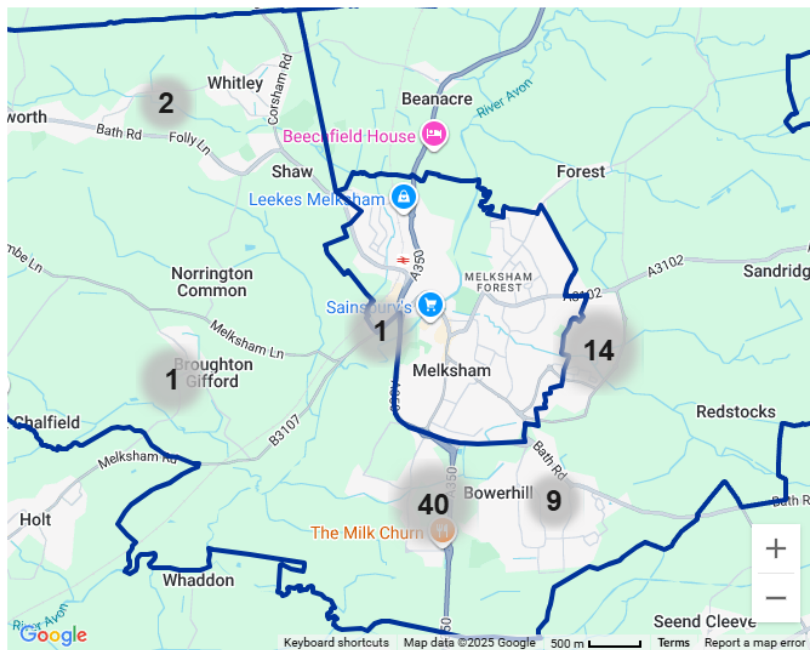
All Crimes (39)

February 2025

39 crimes were reported here in February 2025

Violence and sexual offences	18
Criminal damage and arson	8
Anti-social behaviour	5
All other crime	8

Click on a hotspot to see more details. Alternatively, [view as A-Z list](#).



Crime type and time period title

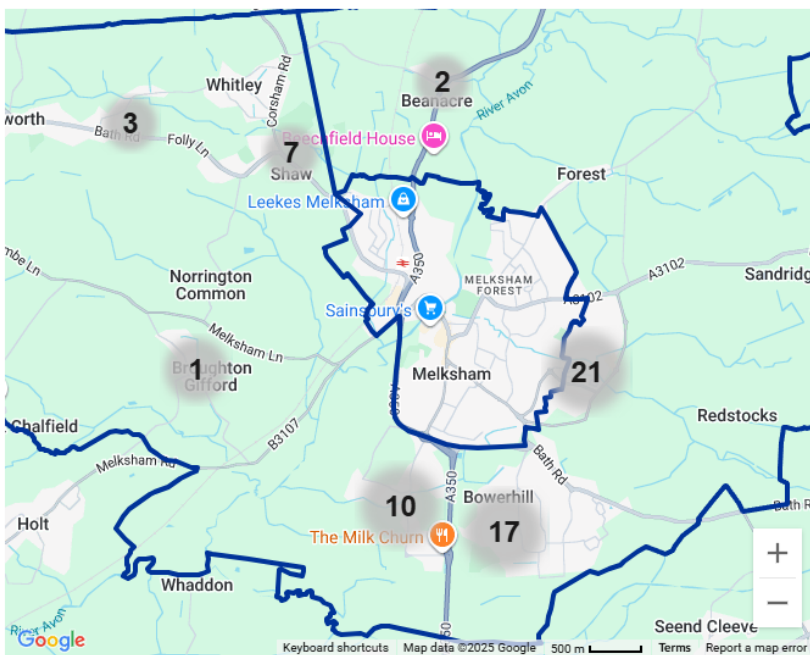
All Crimes (67)

March 2025

67 crimes were reported here in March 2025

Violence and sexual offences	21
Criminal damage and arson	11
Anti-social behaviour	8
All other crime	27

Click on a hotspot to see more details. Alternatively, [view as A-Z list](#).



Crime type and time period title

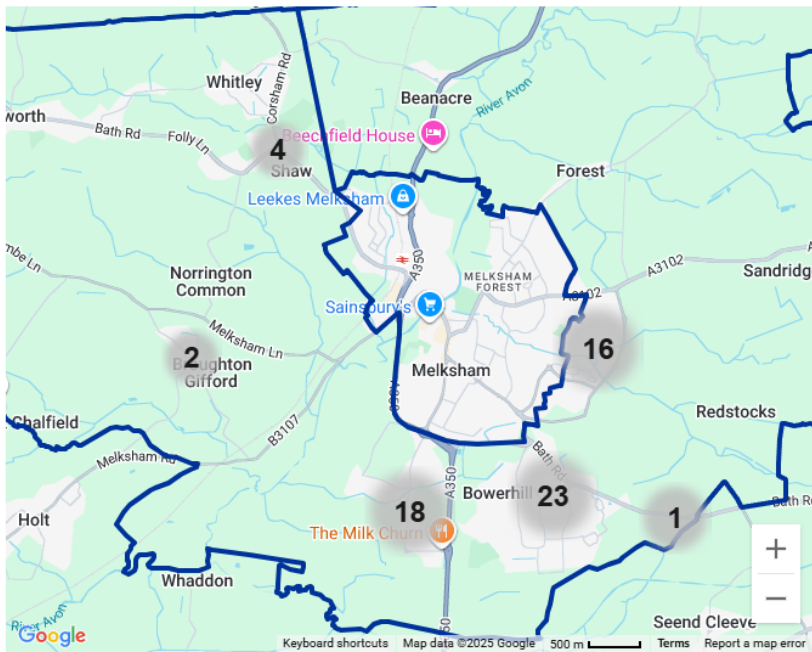
All Crimes (61)

April 2025

61 crimes were reported here in April 2025

Violence and sexual offences	25
Anti-social behaviour	13
Criminal damage and arson	5
All other crime	18

Click on a hotspot to see more details. Alternatively, [view as A-Z list](#).



Crime type and time period title

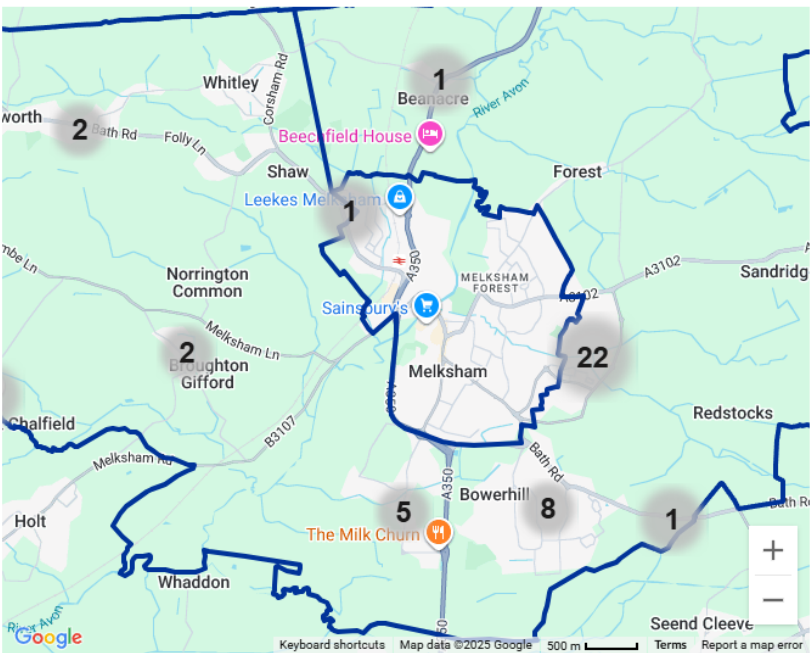
All Crimes (64)

May 2025

64 crimes were reported here in May 2025

Violence and sexual offences	24
Anti-social behaviour	13
Public order	10
All other crime	17

Click on a hotspot to see more details. Alternatively, [view as A-Z list](#).



Crime type and time period title

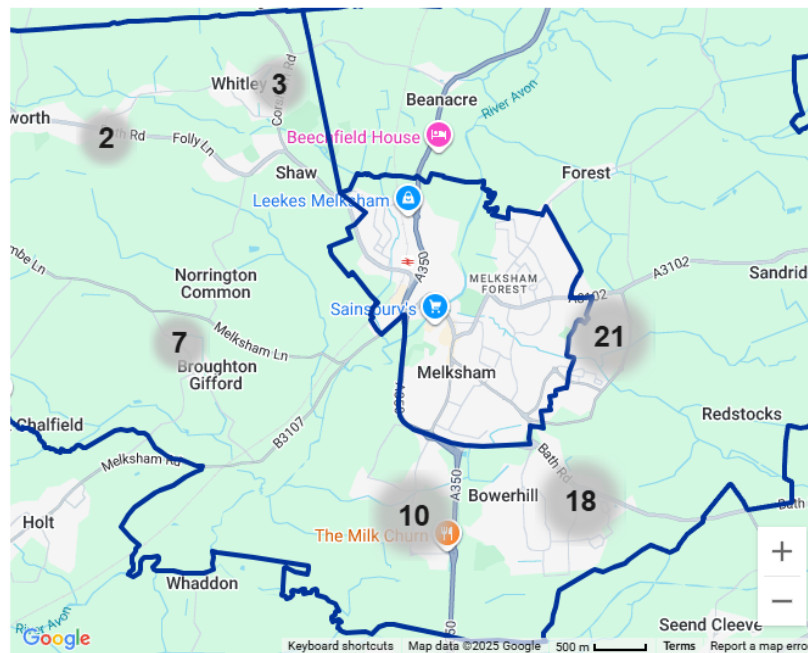
All Crimes (43)

June 2025

43 crimes were reported here in June 2025

Violence and sexual offences	17
Anti-social behaviour	11
Criminal damage and arson	4
All other crime	11

Click on a hotspot to see more details. Alternatively, [view as A-Z list](#).



Crime type and time period title

All Crimes (61)

July 2025

61 crimes were reported here in July 2025

Violence and sexual offences	30
Anti-social behaviour	11
Public order	7
All other crime	13

1.3 Summary of Type of Crime recorded per Month for All Areas and Individual Areas

All Areas

	2025						
	Jan	Feb	Mar	Apr	May	Jun	Jul
All	34	39	67	61	64	43	61
Anti-social behaviour	2	5	8	13	13	11	11
Burglary	-	1	5	1	-	1	3
Criminal damage & arson	7	8	11	5	4	4	4
Drugs	1	1	4	4	1	2	4
Possession of weapons	-	-	-	1	1	-	-
Public order	6	4	2	3	10	2	7
Shop lifting	-	-	1	3	2	2	1
Bicycle theft	-	-	2	1	1	-	-
Theft from person	-	1	-	-	-	-	-
Other theft	1	1	5	1	6	1	-
Vehicle crime	1	-	5	-	-	-	-
Violence & sexual offences	15	18	21	25	24	17	30
Other crime	1	-	3	4	2	3	1

Beanacre

	2025						
	Jan	Feb	Mar	Apr	May	Jun	Jul
All	1	1	0	2	0	1	0
Anti-social behaviour							
Burglary							
Criminal damage & arson	1					1	
Drugs				1			
Possession of weapons							
Public order							
Shop lifting							
Bicycle theft							
Theft from person							
Other theft							
Vehicle crime							
Violence & sexual offences		1		1			
Other crime							

Berryfield

	2025						
	Jan	Feb	Mar	Apr	May	Jun	Jul
All	7	13	34	16	18	5	10
Anti-social behaviour		1	2	1	1		
Burglary			1				
Criminal damage & arson		3	7	1	4	2	1
Drugs	1	1	3	2	1		2
Possession of weapons							
Public order	4	3	2		2		1
Shop lifting							
Bicycle theft			2		1		
Theft from person							
Other theft			1		1		
Vehicle crime			5				
Violence & sexual offences	2	5	10	9	8	1	5
Other crime			1	3		2	

Note: The Police Station is located in Berryfield

Bowerhill

	2025						
	Jan	Feb	Mar	Apr	May	Jun	Jul
All	3	10	15	14	24	9	18
Anti-social behaviour		4		2	8	4	3
Burglary			2				2
Criminal damage & arson	1	2	3	1			1
Drugs			1	1		1	1
Possession of weapons				1			
Public order	1	1			2		1
Shop lifting			1	3	1		
Bicycle theft				1			
Theft from person							
Other theft			3	1	3		
Vehicle crime							
Violence & sexual offences	1	3	4	3	9	3	9
Other crime			1	1	1	1	1

Whitley and Shaw

	2025						
	Jan	Feb	Mar	Apr	May	Jun	Jul
All	4	2	0	7	4	0	3
Anti-social behaviour					1		
Burglary				1			
Criminal damage & arson				2			
Drugs							
Possession of weapons							
Public order							1
Shop lifting							
Bicycle theft							
Theft from person							
Other theft	1	1			1		
Vehicle crime							
Violence & sexual offences	2	1		4	2		2
Other crime	1						

1.4 Definitions for Type of Crime recorded

- All crime: Total for all categories.
- Anti-social behaviour: Includes personal, environmental and nuisance anti-social behaviour.
- Bicycle theft: Includes the taking without consent or theft of a pedal cycle.
- Burglary: Includes offences where a person enters a house or other building with the intention of stealing.
- Criminal damage and arson: Includes damage to buildings and vehicles and deliberate damage by fire.
- Drugs: Includes offences related to possession, supply and production.
- Other crime: Includes forgery, perjury and other miscellaneous crime.
- Other theft: Includes theft by an employee, blackmail and making off without payment.
- Possession of weapons: Includes possession of a weapon, such as a firearm or knife.
- Public order: Includes offences which cause fear, alarm or distress.
- Robbery: Includes offences where a person uses force or threat of force to steal.
- Shoplifting: Includes theft from shops or stalls.
- Theft from the person: Includes crimes that involve theft directly from the victim (including handbag, wallet, cash, mobile phones) but without the use or threat of physical force.
- Vehicle crime: Includes theft from or of a vehicle or interference with a vehicle.
- Violence and sexual offences: Includes offences against the person such as common assaults, Grievous Bodily Harm and sexual offences.