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MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 19 March 2024

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 25 March 2024 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=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09>

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.co.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

Serving rural communities around Melksham

AGENDA

1. **Welcome, Announcements & Housekeeping**

- To note the Annual Parish Meeting will take place on Monday, 15 April at 7.00pm (6.30pm for refreshments) at Melksham Rugby Club, Oakfields, Eastern Way.

2. To receive **apologies** and consider approval of reasons given.

3. **Invited Guests:**

- a) Wiltshire Councillor **Nick Holder** (Bowerhill).
- b) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold).
- c) Wiltshire Councillor **Jonathon Seed** (Melksham Without West & Rural). To note report.

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 (**Agenda items 9a & 9b, 11a**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

6. **Public Participation**

7. To approve the **Minutes of the Full Council Meeting** held on 19 February 2024.

8. **Planning**

- a) To approve the **Planning Committee Minutes** of 26 February 2024.
- b) To formally approve the **Planning Committee** recommendations of 26 February 2024.
- c) To consider latest update on the Melksham Neighbourhood Plan Review (JMNP#2) and to approve additional funding.
- d) Proposed changes to national planning rules regarding brownfield sites. To consider a response to the consultation (closing date 26 March):
<https://www.slcc.co.uk/proposed-changes-to-national-planning-rules-for-brownfield-sites/>
- e) Improvements to footpath from toucan crossing on A365 to the rear of Burnet Close. To formally ratify a response to preliminary drawings.

9. **Staffing**

- a) To approve the **Minutes of the Staffing Committee** meeting held on 18 March 2024.
- b) To approve the recommendations of the **Staffing Committee** meeting held on 18 March 2024.
- c) To note Employer Pension contribution rates for 2024/25.

10. Finance

- a) To note circular from the National Association of Local Councils (NALC) confirming powers of local councils (following amendments to Section 19A of the Local Government Act 1984) to fund works to property relating to affairs of the church or held for an Ecclesiastical charity (England only).
- b) To review the Grant Policy in light of amendments to Section 19A of The Local Government Act 1984.
- c) To approve the **Minutes of the Finance Committee** meeting held on 4 March 2024.
- d) To formally approve **Finance Committee** recommendations of 4 March 2024.
- e) To note **Receipts & Payments** reports for February.
- f) To seek **cheque signatories/online authority** for March payments.
- g) To approve Bank Account and Fund Transfers.

11. Asset Management

- a) To receive update on **Pathfinder Place play area** legal transfer and approve if received.
- b) **Shurnhold Fields**
 - i) To receive update following Shurnhold Fields meeting held on 21 February regarding the flood alleviation project and consider next steps.
 - ii) To note outcome of grant application from **Friends of Shurnhold Fields** to Melksham Area Board and approve 100% funding from the S106 maintenance grant.
- c) To consider the purchase of **Bleed Kits** in the parish, deferred from Full Council on 19 February 2024 (Min 432(b)/24).
- d) To approve quotations for play area and MUGA (Multi Use Games Area) safety surfacing cleaning.
- e) **Grass cutting contract:** To consider alternative quote if received, or if not available, agree way forward with existing contractor and next steps for procurement process.
- f) To receive update on Speed Indicator Devices (SIDs) and approve quotes for regular installation.

12. Highways

- a) To receive update on **Semington Road Bus Gate** and installation of an ANPR (Automatic Number Plate Recognition) Camera and approve the parish council's funding contribution.
- b) To note the Traffic Order to implement **parking charges at Melksham Station Car Park** has been approved by the Cabinet Member for Transport, Street Scene and Flooding.
- c) To receive update on **Real-time Information (RTPI)** and consider Kestrel Court Bus Shelter as next site for installing RTPI and if so approve cost.
- d) **Taxi Licensing.** To note Wiltshire Council are creating a Single Licensing Zone for Hackney Carriages.

13. **Emergency Response:** To receive update following recent flooding in the parish.

14. Community projects/partnership organisations:

- a) **Melksham Community Support and Age UK.** To receive an update on the position of Melksham Town Council regarding their share of funding for the project and consider a way forward.

- b) To receive update on the **Village Hall meeting** held on 22 February.
 - c) To receive update on **Melksham Area Board Meeting** held on 6 March.
 - d) **3G provision in the Melksham area.** To receive feedback on meeting held on 22 March and approve next steps.
 - e) To consider a response to **Wiltshire Council's Cultural Strategy** for the County.
15. What have we done to meet the **Climate Friendly** agenda?
- a) To note update on tree planting/grant funding **from Wiltshire Council's Woodland Team** and to consider any suitable projects.
 - b) **Jubilee Tree Planting.** To receive update on this project.
 - c) **Biodiversity Action Plan.** To consider the working document for the Biodiversity Action Plan following adoption of the Biodiversity Policy in December.
 - d) To receive an update on Wiltshire Council's **Local Nature Recovery Strategy**, following workshop on 19 March:
<https://www.wiltshire.gov.uk/article/8288/Wiltshire-and-Swindon-Local-Nature-Recovery-Strategy>

Lorraine McRandle

Subject:

FW: WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

From: Jonathan Seed <jonathon.seed@hotmail.co.uk <mailto:jonathon.seed@hotmail.co.uk> >

Sent: 16 March 2024 08:43

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk <mailto:clerk@melkshamwithout-pc.gov.uk> >

Subject: WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

March was a month of ups and downs both personally and locally. I pen this month's news from a hospital bed having had an accident which resulted in a fractured pelvis. I will mend but the experience of a short spell in hospital has reminded me, in spite of demonstrable problems, just how lucky we are to have our National Health Service. This time also reminds me what a debt we owe to those that staff the NHS 24/7 giving superb nursing care and often carrying out critical but less than palatable personal care tasks.

Modern technology means that I have been able to keep up with local issues and the workings of local government in Wiltshire. The majority of the Parish Councils in this area are held in the first half of the month as was the Melksham Area Board, which I chair, so I was able to attend these important local meetings in person. I also attended my first meeting as a member of the Strategic Planning Committee and it was satisfying to vote on the long standing injustice of developers forcing unwanted housing developments in local areas and particularly one in my Council Division.

I have recently been elected by fellow councillors to chair an influential task group to examine how Wiltshire Council sets and assesses the criteria for local speed limits. This appointment comes to me as a senior back bencher and allows me to use my experience to influence important policy change in Wiltshire. All these meetings take place remotely and I look forward to reporting our findings and recommendations in June, and hopefully seeing them actioned later this year.

At the end of the financial year I can look back at the local grant funding that has been achieved for local communities. There have been several successful bids for area board funding, including for football equipment in Steeple Ashton, heritage assets in Great Hinton and for air conditioning in Berryfield Village Hall. We now look forward to the next financial year and the opening of bids for funding of community projects in the forthcoming year. If there is a project in your village that needs funding then please work up a bid and I will help. We either use the community funding or lose it.

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Jonathon Seed
07770774463

**MINUTES of the Full Council Meeting of Melksham Without
Parish Council held on Monday, 19 February 2024 at Melksham Without Parish
Council Offices, Melksham Community Campus (First Floor), Market
Place, Melksham, SN12 6ES at 7.00pm**

Present: Councillors John Glover (Chair), David Pafford (Vice Chair of Council); Alan Baines; Terry Chivers; John Doel; Martin Franks; Mark Harris; Shona Holt; Nathan Keates; Peter Richardson; Robert Shea-Simonds and Richard Wood

Officers: Teresa Strange, Clerk and Lorraine McRandle (Parish Officer)

In attendance: Wiltshire Councillors Phil Alford (Melksham Without North & Shurnhold); Nick Holder (Bowerhill) and Jonathon Seed (Melksham Without West & Rural)

425/23 Welcome, Announcements & Housekeeping

Councillor Glover welcomed everyone to the meeting, noting those present were aware of the fire evacuation procedures for the building, and that the meeting was being recorded to aid the production of the minutes, which would be uploaded to YouTube and deleted once the minutes had been approved.

The following announcements were made:

- The next Area Board Meeting to take place on Wednesday, 6 March at Berryfield Village Hall starting at 7.00pm.
- Community Governance Review: Wiltshire Council have decided **NOT** to proceed with a boundary review of the farm building between Seend and Melksham Without.
- Shurnhold Fields Project: A meeting will be held on Wednesday, 21 February at 5pm to discuss the plans with the Wiltshire Council project manager for the flood prevention works from the Environment Agency funding, which will lead into the car park project.
- Meeting on Thursday, 22 February at 6pm at Melksham Without Parish Council offices for local village halls, in the parish and wider community, to meet and network.
- Drop-in session at Berryfield Village Hall on Saturday, 16 March, 2-4pm to meet the committee and also to see what is available at the hall. Representatives from the various organisations who use the hall will also be in attendance.
- Litter picks will be taking place in various parts of the parish as follows:

Berryfield: Saturday, 23 March - 10-12pm

Shaw & Whitley: Sunday, 24 March

Bowerhill: Date to be confirmed

- The Highways & Streetscene meeting on 29 April has been moved to 8 April, due to new dates for the Local Highway & Footway Improvement Group (LHFIG).

426/23 To receive Apologies and approval of reasons given

There were no apologies. However, Members noted Councillor Russell had a current leave of absence.

427/23 To consider holding items in Committee 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 during the consideration of the following item of business, **items 8(c) and 11(b)**, as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Resolved: To hold agenda items 8(c) and 11(b) regarding update on Neighbourhood Plan review (as still not confirmed policy) and speed indicator devices (as contractual) in closed session.

428/23 Declarations of Interest:

a) To receive declarations of interest.

None received.

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

None received.

429/23 Public Participation & Invited Guests

Standing Orders were suspended.

a) Representative from Melksham Neighbourhood Policing Team

No one from the Neighbourhood Policing Team were available to attend the meeting.

b) Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)

Wiltshire Councillor Alford informed the meeting that Wiltshire Council would be approving their budget the following day, with a proposal to increase their budget by 4.99% (2.99% general budget & 2% adult social care).

Councillor Holder arrived at 7.05pm.

c) Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural).

Wiltshire Councillor Seed provided an update as follows:

- **Melksham Area Board:** Several grant applications had been received. Unfortunately, as it was the end of the financial year, this would mean a reduction in the amounts the Area Board would be able to award, given the shortfall in grant funding available.
- **Semington Road Bus Gate:** It has been proposed to install an automatic number plate recognition (ANPR) camera at Semington bus gate. With regards to costs these had been reduced from what had previously been estimated. Police Enforcement had taken place and had been a useful deterrent in reducing the number of vehicles using the bus gate.

Councillor Baines sought clarification on the involvement of Michelle Donelan MP in campaigning for a bus gate relatively recently, particularly as it had already been discussed by the Local Highways & Footway Improvement Group (LHFIG) and a way forward agreed.

Wiltshire Councillor Seed confirmed Michelle Donelan MP was aware of the local campaign for an ANPR camera at the bus gate and was supportive. Whilst she was supportive, any solution would be resolved at a local level, rather than at a national level.

Councillor Seed left the meeting at this point.

d) Wiltshire Councillor Nick Holder (Bowerhill)

Wiltshire Councillor Holder provided an update as follows:

Proposed Primary School at Pathfinder Way & Pathfinder Place

The request for designing a secondary access off of Pathfinder Way, as well as a rear access from the public open space surrounding the school has been accepted by the design team, with a planning application due to be submitted shortly.

Regarding the public open space to the north of the school and currently subject to a Planning Enforcement Notice, Taylor Wimpey were due to start landscaping the area in March.

A highways meeting was due to take place with the Clerk and Highway Officers at Wiltshire Council later in the week on various actions still outstanding on the Pathfinder Place development.

With regard to the faint white lines on the Spa roundabout, it was understood these were due to be repainted and the historic left-hand lane reinstated.

Councillor Glover stated the left turn only was not the original historic line marking, but had been installed by Taylor Wimpey and was not in accordance with the Highway Code.

Wiltshire Councillor Holder agreed to feed this back to the Highways Engineer.

Footpath to Rear of Melksham Oak School

A short extension on the consultation period has been granted by planners. The parish council should have been consulted or received correspondence from Sustainable Transport to respond to amendments to the plans, which were in response to feedback by the parish council and others. It was anticipated, the footpath would be completed by the Autumn.

Other Matters

Regarding damage to vehicles on Bowerhill over the weekend, there had since been significant Police presence, which was greatly appreciated by residents in the areas affected.

Standing Orders were reinstated.

Councillor Glover asked if Members were happy to bring item 13(d) regarding Melksham House further up the agenda, which was agreed.

The minutes relating to item 13(d) are recorded under minute 436(d)/23 below.

430/23 To approve the Minutes of the Full Council Meeting held on 22 January 2024

The following updates were provided:

Min 388(m)/23: Shurnhold Fields

Melksham Town Council have approved the spend from the joint maintenance S106 fund for match funding the Friends of Shurnhold Fields grant application for a lawn mower (50% or 100% if Area Board grant is not successful).

Min 389(a) Tree Planting

Community Area Whitley & Shaw (CAWS) tree planting has now been completed and publicity planned, especially for the local businesses who

provided the trees and their services free of charge.

Resolved: To approve and for the Chair to sign the minutes of the Full Council meeting held on 22 January 2024.

a) To appoint Health & Safety Representative.

Resolved: To appoint Councillor Martin Franks as the Council's Health & Safety Representative.

b) To appoint a representative to attend the Police Neighbourhood County Parish Forums to be held twice a year.

Resolved: To appoint Councillor John Glover as Council representative on the Police Neighbourhood County Parish Forums, with Councillor Mark Harris as substitute, if necessary.

431/23 Planning

a) To approve the Minutes of the Planning Committee meeting held on 5 February 2024.

Members were reminded the Confidential Notes to accompany the minutes had been circulated with the agenda pack.

Resolved: To approve the minutes of the Planning Committee meeting of 5 February 2024 and the Confidential Notes to accompany the minutes and for the Chair to sign.

b) To formally approve Planning Committee recommendations of 5 February 2024.

The Clerk explained there were a couple of recommendations within the minutes, however they should have been noted as resolutions rather than recommendations. As they were time sensitive, they had already been actioned.

Councillor Wood as Chair of the Planning Committee formally thanked staff for the excellent minutes, particularly the comprehensive response to the Blackmore Farm planning application for 500 dwellings (PL/2023/11188).

The Clerk explained with regard to Min 403(e)/23 Planning Application PL/2023/08155 for 53 dwellings to the rear of Townsend Farm, Semington Road, the Planning Officer had responded to her recent

correspondence confirming the application would be going back to the Strategic Planning Committee for consideration.

Resolved: To formally approve the Planning Committee recommendations of 5 February 2024, noting they should have been resolutions.

c) To consider latest update on the Melksham Neighbourhood Plan Review (JMNP#2).

THIS ITEM WAS HELD IN CLOSED SESSION

Members had been provided confidential notes in their agenda packs on the various challenges made during Regulation 14 and the position of the Planning Committee on how to respond, with updates since provided on a suggested way forward.

Both the Clerk and Councillor Pafford as Chair of the Melksham Neighbourhood Plan Steering Group went through the various challenges and proposed way forward.

They were both due to attend a closed session of the Town Council Planning Committee meeting the following day to ascertain their views on the proposed way forward, in order both Councils were of the same mind in how to respond to inform the Neighbourhood Plan Steering Group meeting on Wednesday 28 February.

Resolved: To approve the recommended way forward as provided in the Confidential Notes circulated with the agenda pack.

d) To approve delegated powers for the Clerk to submit additional comments on planning application [PL/2023/10488](#): Footpath to rear of Melksham Oak School (revised plans) prior to 21 February deadline.

It was noted the only additional information since the Planning Committee had previously commented on the application was an updated Ecological Impact Assessment Report dated 20 October 2023.

Resolved: To submit further comments on the planning application that the Parish Council support the comments in the Ecological Impact Assessment Report dated 20 October 2023, particularly with regard to lighting of the footpath.

432/23 Asset Management

a) To approve the Minutes of the Asset Management Committee meeting held on 12 February 2024.

Councillor Glover explained that responses to the queries raised at the meeting had been forwarded to Members prior to the meeting and therefore hoped that this meant that the recommendations could now be approved.

Councillor Baines wished to formally thank officers for the comprehensive set of minutes.

Resolved: To approve and for the Chair to sign the Asset Management Committee minutes of 12 February 2024.

Both Wiltshire Councillors Alford and Holder left the meeting at 7.35pm.

b) To formally approve Asset Management Committee recommendations of 12 February 2024.

As committee members of Berryfield Village Hall, both Councillors Holt and Wood declared an interest in recommendation (Min 417(a)/23) relating to Berryfield Village Hall.

Agenda item 417(b) – Whitley Reading Rooms

It was noted at the meeting two out of the three officers for the Whitley Reading Rooms Committee would be stepping down at the next AGM with a concern a new committee may not be formed.

Councillor Doel therefore suggested if it was worthwhile approaching Dale Harger to join the committee, particularly as he had come forward for co-option at the last Full Council meeting on 19 and had showed an interest in supporting the local community.

Resolved: The Clerk agreed to talk to him on this matter.

Min 420/23: Resident seeking additional tree planting at The Spa

Members were shown a map of the proposed location for additional tree planting as provided by the resident but felt that more details were still needed.

It was noted the area had been nominated as a Local Green Space in the Neighbourhood Plan (JMNP#2).

Min 421/12: Request for stabbing and bleed kits

Following a query with the Neighbourhood Policing Team on whether these would be useful in the parish, they had responded to say if they were to be provided, they should be easily accessible, such as in village halls near parks etc. and would be useful for rural road traffic collisions.

Councillor Holt suggested a more suitable location would be in local pubs, rather than village halls.

Resolved: To formally approve the Asset Management Committee recommendations of 12 February 2024, and to:

- Seek more information from the resident who had proposed additional tree planting on the verge adjacent to The Spa.
- Investigate costs of the stabbing/bleed kits and bring back to the next Full Council meeting for discussion.

c) To consider membership of the Asset Management Committee.

Resolved: To appoint Councillor Martin Franks to the Asset Management Committee.

433/23 Finance

a) To note Receipts & Payments reports for January

Members noted, as agreed at the Full Council meeting on 19 January 2023, the Public Works Loan for Berryfield Village Hall had been paid in full by 2 installments of £150,000 and £136,482.80 respectively from the Unity Account.

Resolved: To note the Receipts & Payments reports for January.

b) To note payments over £500 for Quarter 3 (October, November & December)

Resolved: To note the list of payments over £500 for Quarter 3 which would be published on the council's website to meet Transparency best practice.

b) To seek cheque signatories/online authority for February payments.

Resolved: For Councillors Shea-Simonds and David Pafford to be cheque signatories/online authority for February.

c) To approve Bank Account and Fund Transfers

The Clerk explained there were no transfers to approve, informing the meeting there was just over £5,000 in the Lloyds current account, which was the agreed 'buffer' and £140,000 in the Unity account.

The Clerk informed the meeting one more signature was required for the Churches, Charities & Local Authorities (CCLA) account application, and once signed, £500,000 would be transferred to the account.

434/23 Highways

a) To receive notes of the Road Safety Working Group meeting held on 29 January 2024 and agree a way forward.

At the meeting, it had been agreed to have road safety as a standing item on the Highway agenda, as a mechanism for the working group to be tasked by the Highways Committee on a specific project or issue.

Resolved: To approve the notes of the Road Safety Working Group meeting on 29 January 2024 and to include 'Road Safety' on the Highway agenda as a standing item.

b) Speed Indicator Device (SID) installation. To receive an update following recent correspondence with the council's contractor and to consider a way forward.

THIS ITEM WAS HELD IN CLOSED SESSION

The Clerk informed the meeting the contract with the current SID installation contractor had been terminated, following several warnings they were not fulfilling their obligations. They had been asked to return the devices and other equipment to the parish council and to date they had not been returned. Therefore, arrangements may have to be made to retrieve the equipment from their premises, if not returned in due course.

Resolved: It was agreed if the devices and associated equipment were not returned, that arrangements be made to collect the equipment; this would require a contractor to do due to the vehicle size needed.

c) To consider way forward on Semington Road Bus Gate; to part fund with Semington Parish Council an ANPR (Automatic Number Plate Recognition) Camera.

Following the update from Wiltshire Councillor Jonathon Seed earlier in the meeting, Councillor Baines explained the cost of the ANPR camera had reduced significantly from £10,000 which had previously been quoted to £2,500 as stated at a recent Local Highway & Footway

Improvement Group (LHFIG) meeting.

The Clerk informed the meeting it was still unclear what the costs would be, as there was confusion whether the costs quoted were for the initial outlay of the device or for running costs.

Councillor Baines noted Semington Parish Council were principally affected by the abuse of the bus gate, however, it was within the parish with a few residents in the parish affected also by traffic abusing the bus gate. Semington Parish Council were looking to Melksham Without parish council to contribute towards the costs, which were not unreasonable and whilst he felt it was not appropriate to contribute the usual 50%, for approved improvements/requests via LHFIG, felt the parish council should at least make a contribution.

It was noted it had been suggested that the sponsor councils would get a share of the revenue from fines.

Resolved: To seek what funding was available from both the Local Highway & Footway Improvement Group (LHFIG) and Melksham Area Board and to share residual capital costs with Semington Parish Council, as well as any maintenance costs.

To also share any income resulting from any fines received.

435/23 Emergency Response: To receive update following recent flooding in the parish.

Members had been circulated the Community Action Whitley & Shaw Community Emergency Group (CAWs CEG) notes from their meeting held in November 2023. It was noted another meeting was planned the following day.

Councillor Glover explained, as reported at the January Full Council meeting, that two properties in Corsham Road, Whitley had experienced internal property flooding during recent heavy rain and had to pump out 4/5 evenings since then too. A visit had been arranged by Wiltshire Council drainage experts but the issue was still to be resolved.

The Clerk explained further to the last meeting, it had come to light 54 Beanacre and Rhotteridge Farm in Woodrow had also experienced internal property flooding, all of whom were in touch with the Drainage Team at Wiltshire Council to ensure they were able to access the Government Compensation, which was available for those who experienced internal property flooding during named storms. Unfortunately, those impacted during normal rain events were not eligible for Government funding.

It was understood two forms of funding were available, one for flood prevention work and the other for compensation if impacted by internal property flooding.

It was noted a property in Lowbourne had also experienced flooding during Storm Henk who had subsequently been put in touch with Wiltshire Council's Drainage Team. It was understood Melksham Town Council were due to appoint a representative to the Operational Flood Working Group at their Full Council meeting on 26 February, as currently they had no representative on this group.

Councillor Franks informed the meeting ditches either side of Berryfield Lane had recently been cleared, however, there were other areas where the ditches were blocked and the water was near the top of the ditch, with a fear a culvert along the lane may also be blocked.

The Clerk suggested Councillor Franks identify the ditches and culvert which were blocked, in order for officers to write to the relevant landowner(s) to clear the watercourse(s), noting if the landowners do not respond to this letter, they would be contacted by Wiltshire Council and if they have to undertake the work, they will be charged for the work undertaken.

436/23 Community projects/partnership organisations:

a) Update on Melksham Community Support and Age UK and position of Melksham Town Council with regard to their share of funding for the project and consider a way forward.

Councillor Glover informed the meeting that Melksham Town Council did not make any provision for their share of funding in their budget for 2024/25, however, they had suggested that Age UK apply to them for a grant, which it was understood would be considered the following Monday, 26 February at a Town Council meeting.

This made the situation moving forward not straight forward as the parish council were commissioning a service for Without residents and the Town Council hopefully paying for the service via a grant, so both operating under a different footing.

It was noted that the timescales were now very tight as the person in post was specifically employed for this contract, which currently ended on 31 March, with no visibility of a clear way forward for the project in Year 2.

The Clerk explained at a recent Health & Wellbeing meeting the project had been discussed with concern raised at promoting things in the town in the coming months, if the Town Council did not agree to the grant funding on 26 February, as Age UK would only be supporting residents in the parish and not the town.

Councillor Wood queried what the view of Age UK was with regard to the current situation and possible lack of funding from the Town Council. The Clerk explained if a grant was awarded by the Town Council, this in

some ways was better, in that they would get funding up front, rather than quarterly, as with the parish council and would not be held to account for the service provided, unless specified as part of any grant funding received by the Town Council.

The Clerk explained at the Health & Wellbeing meeting on 15 March they had recommended for approval an Area Board grant to enable Age UK to have a drop-in session at the Campus, so that residents from the Melksham Community area could be signposted to services if necessary. Residents of Melksham Without would be able to access a full holistic personal service as this would be funded by the parish council.

Councillor Pafford raised a concern at having two scenarios for funding the post of the Age UK dedicated project worker and the need to preserve the joint working/reporting on the activities of the post and keeping the Town Council involved. Therefore, he suggested that the parish council still invite the town council to the quarterly review meetings with Age UK if they continue to fund the project via a grant.

Councillor Glover explained if the Town Council did not provide funding for the post, this meant the Project Worker would only be able to deal with residents of the parish and not help those in the town and therefore, a fallback position was required.

Discussion ensued on how to move forward, if funding was not forthcoming from the Town Council and the possibility of having to increase the parish council's contribution, in order to maintain the service for parish residents.

Resolved: For the Clerk to continue working with the Town Council on a way forward.

b) To receive update following the Health & Wellbeing Meeting held on 15 February.

Both the Clerk and Councillor Pafford attended the meeting and provided an update. The Wiltshire Community Area Joint Strategic Needs Assessment (CAJSNA) had been shown to members of the group, and a demonstration on how to interrogate it for specific data/information. The group agreed that their priority moving forward for future focus, projects and funding relating to health matters was mental health issues.

At the meeting it had been noted that nationally the Police have decided they will no longer attend calls relating to mental health issues. This decision had been made without prior warning to other bodies, such as the NHS and social services, and concerns were raised about how the other statutory bodies could respond, and what could be done at a local level to help residents with a mental health crisis.

c) Wiltshire Community Area Joint Strategic Needs Assessment (CAJSNA) 2024. To note information contained in the Melksham Community Area Summary Data Report.

It was noted the information provided was interactive and allowed people to search for various information via topic, location and demographic and provided useful information relating to the area which could be used for evidence for grant applications, and a deeper understanding of the situation and issues of residents at a local level.

Given the level/amount of information available, it was suggested Members review the information themselves for the areas of their particular interest.

d) Melksham House. To receive update on community access.

The Clerk explained the Council had asked Wiltshire Council back in September if the community would still be able to access and use the hall and had contacted Wiltshire Council for an update on this matter.

Wiltshire Council had responded explaining that they were looking to set an expectation in their tender specification for the new contractor to run the school that residents would be able to access the hall, and hopefully this would encourage a positive approach from bidders.

Wiltshire Councillor Alford explained Melksham House was originally going to be invested in as part of the Campus programme and be available for community use. However, things had progressed, with the SEND (Special Educational Needs & Disabilities) Department within Children and Education Services, coming forward, quite late in the day, with an ambition for a new school. Given the investment required and the costs involved in sending children to an 'outside County provision', the 'economics' meant a decision was made to turn the building into a school. Therefore, the availability of the facility for the community to use ceased to be the primary objective as part of the Campus programme and became a secondary consideration.

The following questions were raised by Members:

- Could Wiltshire Council require the SEND provider to make the hall available for community use, as part of the specification for the service?

A: They could in theory, however, if there were a request in the specification to have the hall available at certain times, particularly during school times/term times etc., this would be quite prohibitive for most operators and therefore fewer operators would bid, or they would bid but increase their costs back to the Council. It was understood the availability of the hall outside school hours and term

time was included in the specification.

- What is the timeline for the new provision to be available.

A: The building is nearly finished and it is hoped to have a provider in place by September.

It was also hoped to arrange a tour of the building prior to it being occupied.

Meeting closed at 9.12pm

Signed:.....
Chair, Full Council 25 March 2024

Date: 02/02/2024

Melksham without Parish Council Current Year

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Time: 10:31

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	6,266.82					6,266.82	
V3730-ALLO	Banked: 03/01/2024	38.00						
V3730-ALLO	Allotment Holder	38.00			1320	310	38.00	Rent for 17A Briarsfield
V3731-CIL	Banked: 08/01/2024	83,227.16						
V3731-CIL	Wiltshire Council	83,227.16			1420	350	900.00	CIL-19/00221-63 Shaw Hill 1of1
					1420	350	82,327.16	CIL- 2022/02749-Buckley Garden
V3732-BACS	Banked: 08/01/2024	55.00						
V3732-BACS	Future of Football	55.00			1210	210	55.00	Inv.389- December booking
V3733-FOF	Banked: 08/01/2024	330.00						
V3733-FOF	Future of Football	330.00			1210	210	330.00	Inv.394- January 24 blanket bo
V3734-BACS	Banked: 10/01/2024	10,809.62						
V3734-BACS	HM Revenue & Customs	10,809.62			105		10,809.62	VAT Reclaim-1st Aug-31st Dec
V3735-BACS	Banked: 15/01/2024	66.00						
V3735-BACS	Bath Road Wanderers	66.00			1210	210	66.00	Part inv.391-14th Jan match
V3736-BACS	Banked: 22/01/2024	35.00						
V3736-BACS	Allotment Holder	35.00			1320	310	35.00	Plot rent Briarsfield 28
V3737-BACS	Banked: 22/01/2024	66.00						
V3737-BACS	Bath Road Wanderers	66.00			1210	210	66.00	Inv.391-Match 21st January 24
V3738-BACS	Banked: 29/01/2024	66.00						
V3738-BACS	Staverton Rangers	66.00			1210	210	66.00	Inv.392- 27th January 24 match
Total Receipts for Month		94,692.78	0.00	0.00			94,692.78	
Cashbook Totals		100,959.60	0.00	0.00			100,959.60	

Continued on Page 203

Payments for Month 10				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/01/2024	Daisy	V3722-DD	44.74		7.46	4190	120	37.28	Line & Broadband Campus office
15/01/2024	Daisy	V3723-DD	45.47		7.58	4384	220	37.89	Bowerhill Pavilion line & broa
23/01/2024	Unity Bank	V3728-6151	95,000.00				220	95,000.00	Transfer between accounts
31/01/2024	Suez	V3720-BACS	23.05		3.84	4770	220	19.21	Inv.537- B'hill waste away
Total Payments for Month			95,113.26	0.00	18.88			95,094.38	
Balance Carried Fwd			5,846.34						
Cashbook Totals			100,959.60	0.00	18.88			100,940.72	

Receipts for Month 10			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		27,256.26					27,256.26	
	Banked: 23/01/2024	322,000.00						
V3727-TRAN	Instant Access Unity 20476339	322,000.00			230		322,000.00	Transfer TO current account
	Banked: 23/01/2024	95,000.00						
V3728-6151	Current Account & Instant Acc	95,000.00			200		95,000.00	Transfer between accounts
Total Receipts for Month		417,000.00	0.00	0.00			417,000.00	
Cashbook Totals		444,256.26	0.00	0.00			444,256.26	

Continued on Page 204

Payments for Month 10					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2024	Teresa Strange	V3739-S/O	5.30		0.88	4190	120	4.42	494- Reimburse out of hour mob
10/01/2024	EDF Energy	V3721-DD	177.90		8.47	4302	220	169.43	Pavilion electricity
16/01/2024	Lloyds Bank PLC	V3724-DD	375.79		55.92	4155	120	25.41	Biscuits for meetings
						4155	120	19.10	Biscuits for meetings
						4150	120	8.32	Pens for office
						4155	120	10.57	Biscuits for meetings
						4150	120	7.49	Pens for office
						4150	120	21.12	Envelopes
						4150	120	4.77	Office phone & tablet charger
						4351	120	58.30	Keyboards for Clerk & Parish O
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone subscription
						4120	120	18.20	Finance Committee budget paper
						4175	120	5.50	Council website hosting
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
24/01/2024	Public Works Loan Board	V3725-BACS	150,000.00			4583	142	150,000.00	Payment for PWL 1 OF 2
25/01/2024	Public Works Loan Board	V3726-BACS	136,482.80			4583	142	136,482.80	Paying of loan 2 of 2
26/01/2024	Agilico	V3702-BACS	18.44		3.07	4130	120	15.37	Inv.338-Office photocopying
26/01/2024	IAC Audit & Consultancy Ltd	V3703-BACS	474.00		79.00	4100	120	395.00	Inv.1741-1st Internal audit
26/01/2024	Jens Cleaning	V3704-BACS	129.00			4381	220	129.00	Inv.1078- Cleaning Nov & Dec
26/01/2024	JH Jones & Sons	V3705-BACS	1,765.12		294.19	4400	142	38.13	Inv.3934-Kestrel Shrub mainten
						4409	142	179.67	Inv.3934-Hornchurch grass cutti
						4820	142	36.21	Inv.3934-SHF Annual cut
						347	0	-36.21	Inv.3934-SHF Annual cut
						6000	142	36.21	Inv.3934-SHF Annual cut
						4402	320	66.16	Inv.3934-Allotment grass cutti
						4400	142	244.09	Inv.3934-Play Area grass cutti
						4780	142	57.75	Inv.3934-Play Area bin emptyin
						4781	220	87.54	Inv.3934-JSF bin emptying
						4401	220	761.38	Inv.3934-JSF Grass cutting
26/01/2024	JH Jones & Sons	V3706-BACS	417.60		69.60	4590	142	348.00	3906- Kestel Court bench insta
26/01/2024	Wiltshire Publication	V3707-BACS	55.68		9.28	4230	120	46.40	Inv.103-Dec grant advert
26/01/2024	Mr Sparkles Melksham Ltd	V3708-BACS	150.00			4600	142	150.00	Inv.023- Bus shelter cleaning
26/01/2024	Whitley Reading Rooms	V3709-BACS	241.55			4560	142	241.55	CEG broadband and line rental
26/01/2024	Lamplight	V3710-BACS	408.00		68.00	4686	170	340.00	Database for MCS emergency pla

Continued on Page 205

Payments for Month 10				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
26/01/2024	HM Revenue & Customs	V3711-BACS	2,690.70			4041	130	909.28	Period 10- January 2024
						4000	130	599.60	Period 10- January 2024-T
						4000	130	316.86	Period 10- January 2024-NI
						4020	130	191.40	Period 10- January 2024-T
						4020	130	108.07	Period 10- January 2024-NI
						4010	130	218.60	Period 10- January 2024-T
						4010	130	122.49	Period 10- January 2024-NI
						4460	142	178.40	Period 10- January 2024-T
						4800	320	13.60	Period 10- January 2024-T
						4070	120	32.40	Period 10- January 2024-T
26/01/2024	Wiltshire Pension Fund	V3712-BACS	2,256.17			4000	130	281.27	Period 10- January 2024
						4020	130	123.47	Period 10- January 2024
						4010	130	131.83	Period 10- January 2024
						4045	130	1,719.60	Period 10- January 2024
26/01/2024	Teresa Strange	V3713-BACS	██████			4000	130	██████	January 2024 Salary
26/01/2024	Lorraine McRandle	V3714-BACS	██████			4020	130	██████	January 2024 Salary
						4155	120	1.45	January 2024 Salary
26/01/2024	Marianne Rossi	V3715-BACS	██████			4010	130	██████	January 2024 Salary
26/01/2024	Terry Cole	V3716-BACS	██████			4050	142	47.50	Travel Allowance
						4051	142	34.20	Mileage x76 miles
						4460	142	██████	January 2024 Salary
26/01/2024	David Cole	V3717-BACS	██████			4800	320	██████	January 2024 Salary
26/01/2024	John Glover	V3718-BACS	48.60			4070	120	48.60	January 2024 Chairs Allowance
26/01/2024	JH Jones & Sons	V3719-BACS	432.00		72.00	4415	142	360.00	Inv.3970-Kestrel tree limb rem
31/01/2024	Teresa Strange	V3740-S/O	5.30			4190	120	5.30	Out of hours Mob reimburse Jan
Total Payments for Month			303,573.30	0.00	660.41			302,912.89	
Balance Carried Fwd			140,682.96						
Cashbook Totals			444,256.26	0.00	660.41			443,595.85	

Total Salaries
 January 2024
 £7,356.20

Date: 02/02/2024

Melksham without Parish Council Current Year

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 10

Receipts for Month 10

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		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Continued on Page 114

Payments for Month 10

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		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Receipts for Month 10**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 :		727,520.72					727,520.72	
Banked:		0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>727,520.72</u>	<u>0.00</u>	<u>0.00</u>			<u>727,520.72</u>	

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Date: 02/02/2024

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Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 10

Payments for Month 10

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>
23/01/2024	Unity Bank	V3727-TRAN	322,000.00			220		322,000.00	Transfer TO current account
Total Payments for Month			322,000.00	0.00	0.00			322,000.00	
Balance Carried Fwd			405,520.72						
Cashbook Totals			<u>727,520.72</u>	<u>0.00</u>	<u>0.00</u>			<u>727,520.72</u>	

**MINUTES of the Planning Committee of Melksham Without Parish Council
held on Monday, 26 February 2024 at Melksham Without Parish Council Offices
(First Floor), Melksham Community Campus, Market Place,
Melksham, SN12 6ES at 7.00pm**

Present: Councillors Richard Wood (Chair of Planning); John Glover (Chair of Council); David Pafford (Vice Chair of Council); Alan Baines (Vice Chair of Planning); Mark Harris and Peter Richardson

Officer: Lorraine McRandle, Parish Officer

In attendance: Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold), Councillors Martin Franks and Nathan Keates and 7 members of public present.

Via Zoom: Teresa Strange, Clerk

437/23 Welcome, Announcements & Housekeeping

Councillor Wood welcomed everyone to the meeting and went through the fire evacuation procedures for the building. He informed everyone, the meeting was being recorded to aid the production of the minutes would be uploaded to YouTube, and deleted in due course once the minutes had been approved.

438/23 To receive Apologies and approval of reasons given

There were no apologies, however, it was noted Councillor Chivers was not present.

439/23 Declarations of Interest

a) To receive Declarations of Interest

The Clerk whilst not a voting Member, declared an interest in planning application PL/2024/01458: 1 Swift Way, Bowerhill: Extension to existing warehouse, as she had a family member who worked there.

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

None received.

c) To note standing Dispensations relating to planning applications

To note the Parish Council has a dispensation lodged with Wiltshire Council dealing with S106 agreements relating to planning applications within the parish.

430/23 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 during consideration of business where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Councillor Wood advised item 11(a)(i) regarding an update on the Neighbourhood Plan (NHP#2) be held in closed session.

Resolved: To hold item 11(a)(i) in closed session.

431/23 Public Participation

Standing Orders were suspended to allow Wiltshire Councillor Alford and members of the public to speak to items on the agenda.

Planning Application PL/2023/11068: 5 Lancaster Park Industrial Estate: Erection of timber panel fence with advertising sign

The owner of 1 Lancaster House explained the applicant in the application form had referred to the land as being owned by the landlord, which was not the case and therefore should never have been built.

Concern was expressed the fencing was an eyesore, being 2m high domestic type fencing, which spoilt the fabric of the building and was out of keeping with the area. Concern was also expressed this impacted on passing trade for small businesses in the area.

PL/2024/01559: 178a Woodrow Road, Forest, Melksham and proposed 4 dwellings after demolition of existing dwelling.

Several residents of Woodrow Road were in attendance and raised the following objections/concerns with regard to the proposals:

- Overdevelopment of the site.
- Backland development.
- Lack of amenity space for the proposed dwellings.
- Highway safety concerns with regard to access/egress onto Woodrow Road and the impact additional traffic would have on Woodrow Road/Forest Road.
- Not in keeping with the street scene.
- Plots 1 & 2 are located in front of the building line of 178 Woodrow Road and moved forward of the previous building line.
- Lack of visitor parking, which may cause visitors to park on the road, causing issues for other road users who already have to negotiate several parked vehicles along Woodrow Road.

Councillor Wood invited the applicant to speak to their proposals for the site, however they indicated they did not wish to speak.

Wiltshire Councillor Alford explained he was currently talking to the planning officer regarding proposals and was considering 'calling in' the application for consideration at a Wiltshire Council Planning Committee and had concerns relating to the development being out of keeping with the area, as well as highway safety concerns, the overdevelopment of the site and the sight line being forward of adjacent buildings with the potential for overshadowing of existing properties. Concern was also expressed at the clearing of the site of several trees resulting in the planning officers not being able to comment on the retention of vegetation for screening of the development from existing properties.

The meeting went back into closed session.

432/23 To consider the following new Planning Applications:

[PL/2024/01559](#): 178a Woodrow Road, Forest, Melksham. Proposed 4 dwellings after demolition of existing dwelling.

Comments: Melksham Without Parish Council **STRONGLY OBJECTS** to the suggested gross overdevelopment of this rural site and the creation of tandem development.

None of the plots have adequate private amenity space. Plots 3 & 4 represent the worse aspects of backland development.

The massive increase in hard impervious surfaces would create vastly more surface water run-off, and is likely to cause flooding issues in the locality. There is no proposed construction of any attenuation features, with the applicant stating in the application form that there is no SUDS plan and that they intend for the surface water to enter into the existing watercourse. The premature removal of established vegetation has already had a detrimental effect on run-off and biodiversity.

Any re-development of this site must be in accordance with the pre-application advice given by the planning officer on 11 November 2022 (ENQ/2022/01521) which is for 2 dwellings.

This council is aware that there has been internal property flooding in the last few weeks, as well as in previous years, from surface water flooding in Lower Woodrow. Rhotteridge Farm had reported internal property flooding during Storm Henk in January 2024, with the Drainage team aware. Can you please therefore consult the Drainage team on this application.

Several times in the last few years, and during Storm Henk on 4 January 2024, the pumping station in Woodrow failed and cannot cope with the capacity in heavy rain, with 161 Woodrow Road having to be sandbagged for 'backed up' sewerage, with several other properties on Woodrow Road having sewage and water in their gardens and garages during Storm Henk. Can you therefore please consult Wessex Water on this application as there are concerns on the strain that these additional houses would put on the sewage network.

There is no provision for visitor parking within the site and that will lead to obstruction on the highway, where there are already problems created by inconsiderate parking. This conflicts with Wiltshire Council's parking standards, which seek 0.2 visitor parking spaces per dwelling.

The location of Plots 1 & 2 is in advance of the well-established building line, being incongruous with the existing street scene and may create shadowing issues for the neighbouring property.

Attention is drawn to Melksham's Design Guidelines and Codes which forms part of the evidence base for the review of Melksham's Neighbourhood Plan (JMNP2), which has recently gone out to Regulation 14 consultation:

https://www.melkshamneighbourhoodplan.org/files/ugd/c4c117_deba1f1a4db7400590f1268b0e78c591.pdf

Members asked that the planning application be 'called in' for consideration at a Wiltshire Council Planning Committee, if the planning officer were minded to approve the application.

Wiltshire Councillor Phil Alford and 4 members of public left the meeting at 7.29pm.

PL/2023/11068: 5 Lancaster Park Industrial Estate, Lancaster Road, Bowerhill. Erection of timber panel fence with advertising sign.

Councillor Harris raised a concern the fencing was an eyesore and out of keeping with the area. It was also understood there were covenants in place on the land, which meant it could only be used for emergency access and egress, therefore any fencing and a locked gate blocks off the applicant's emergency

access/egress. It was also noted the fencing currently in-situ is taller than the fencing the applicant is applying for and was also in front of the building line.

Whilst in the application form it stated who the current owners of the land were, Councillor Harris noted in fact as the previous landowners had gone into liquidation, the land had reverted to the Crown. However, they did own the building which the applicant was a tenant of.

Comments: The Parish Council **STRONGLY OBJECT** to this application, as it is completely out of character with the rest of the street scene and not in accordance with the covenants associated with the land, in addition the applicant has already erected fencing in advance of permission and at a taller height than the application details.

The remaining members of public, left the meeting at this point.

[PL/2023/09968](#): Snarlton Farm, Snarlton Lane. Change of use of land from agricultural to commercial. Extension to commercial building (Ref: PL/2023/04036), extension specifically falling under use class B2/B8, associated works and associated parking.

Comments: The parish council have no objection, as long as Highways are happy with proposals in relation to potential conflict between vehicles and pedestrians using PROW MELW41 (Browns Lane), particularly as there is a proposed access from the lane to a proposed adjacent development at Blackmore Farm, which is currently subject to two concurrent planning applications ie: PL/2023/01949 for 650 dwellings and PL/20223/11188 for 500 dwellings.

The parish council ask that solar panels are installed on the roof for energy generation for the building.

[PL/2024/00624](#): Upper Beanacre Farm, Beanacre. Removal of the most recent, (2005) additions, internal alterations and erection of a two-storey extension and single-storey garden room. (Householder Application)

Comments: To welcome proposals.

[PL/2024/00841](#): Upper Beanacre Farm, Beanacre. Removal of the most recent, (2005) additions, internal alterations and erection of a two-storey extension and single-storey garden room. (Listed Building Consent)

Comments: To welcome proposals.

[PL/2024/00827:](#)

19 Sunderland Close, Bowerhill. Proposed conversion of garage to playroom, together with erection of carport.

Comments: No objection.

[PL/2024/00867:](#)

The Milk Churn, Commerce Way, Melksham. Proposal for the installation of three rapid electric vehicle charging stations and ancillary equipment within the car park of The Milk Churn Pub. Three existing parking spaces will become EV charging bays.

Comments: To welcome proposals.

[PL/2024/01377:](#)

Westlands Farm, Westlands Lane, Whitley. Variation of conditions 1 (approved plans), 2 (soft landscaping) and 7 (Construction Traffic Management Plan) on PL/2022/02615.

Comments: No objection and to ask the applicant for an increase in their 'Community' contribution, given they are increasing the size of their site.

[PL/2024/01378:](#)

Westlands Farm, Westland Lane, Whitley. Variation of conditions 1 (approved plans), 2 (soft landscaping) and 7 (Construction Traffic Plan) on PL/2022/02614. Removal/Variation of conditions.

Comments: No objection and to ask the applicant for an increase in their 'community' contribution, given they are increasing the size of their site.

[PL/2024/01458:](#)

1 Swift Way, Bowerhill. Extension to existing warehouse. Applicant Gompels Healthcare Ltd

Comments: Whilst having no objection, ask that the applicant consider the installation of solar panels on the roof of the extension, for energy generation for the building.

433/23

Revised Plans: To comment on any revised plans on planning applications received within the required **timeframe (14 days):**

PL/2023/10488: Fields North of Melksham Oak School. Proposed surfaced and lit shared use path (SUP) from new development at East Melksham (Hunters Wood) across adjacent fields that connects access to Melksham Oak School and joins the A365 via a route through Woolmore Farm.

The Clerk explained she was seeking clarification from Planning on comments raised by Wiltshire Councillor Nick Holder at the Full Council meeting on 19 February, that the application was going out for re-consultation following comments raised by various consultees. It was unclear what consultees were being asked to comment on, as only an updated ecology report was available to review which Members had commented on at the same meeting.

Having looked at the comments on the Planning Portal, it appeared the Rights of Way Team had made a few observations and sought clarification that MELW18 would not need to be modified and that access through Woolmore Farm would be compromised.

434/23

Current planning applications: Standing item for issues/queries arising during period of applications awaiting decision.

a) Blackmore Farm (Planning Application PL/2023/01949). Outline permission with some matters reserved for demolition of agricultural outbuildings and development of up to 650 dwellings; land for primary school; land for mixed use.

No update to report.

b) Blackmore Farm (Planning Application PL/2023/11188): Outline permission for demolition of agricultural outbuildings and development of up to 500 dwellings; up to 5,000m² of employment (class E(g)(i)) & class E(g)(ii); land for primary school (class F1); land for mixed use hub (class E/class F); open space; provision of access infrastructure from Sandridge Common; and provision of all associated infrastructure necessary to facilitate the development of the site.

i) To note correspondence from Mary Noyce, Technical Team Manager regarding play provision.

The Clerk explained following observations raised at a previous Planning Committee meeting regarding the

provision of a 'destination' play area, she had contacted Mary Noyce seeking clarification on play provision proposals.

It was noted in the response, a Local Area of Play (LAP) was also proposed, however, Wiltshire Council had similar concerns as the parish council in the lack of play value this type of facility has and therefore, suggested this be replaced with a trim trail, with the Clerk explaining given the parish council had previously requested the provision of a trim trail in previous developments instead of LAPs had agreed with this suggestion.

- c) Snarlton Farm (Planning Application PL/2023/07107); Outline planning application with all matters reserved except for two pedestrian and vehicle accesses (excluding internal estates roads) from Eastern Way for the 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.**

Members noted the planning application had been withdrawn by the applicant.

- d) Land at Pathfinder Way, Bowerhill. Reserved Matters application (PL/2023/08046) pursuant to outline permission 16/01123/OUT relating to the appearance, landscaping, layout and scale of the proposed primary school (including Nursery and SEN provision).**

- i) To note correspondence from the Clerk to the Planning Officer regarding access and the protection/preservation of the school site.**

The Clerk stated she had written to Wiltshire Council to reiterate, having spoken to Wiltshire Councillor Nick Holder, of the need for having a secondary access into the school, so pedestrians were therefore not in conflict with vehicles accessing the car park. The Clerk had also asked, given the parish council were looking for improved routes coming from the West ie Berryfield, for a rear access to the school.

- e) Land rear of 52e Chapel Lane, Beanacre (PL/2023/05883). Erection of 3 dwellings, with access, parking and associated works, including landscaping (outlie application with all matters reserved – Resubmission of PL/2022/06389)**

No update to report, but would chase an update as residents had been in touch.

f) Land rear of Townsend Farm for 53 dwellings (PL/2022/08155).

Members noted the application would be going back to a Strategic Planning Committee meeting for consideration following recent changes to the National Planning Policy Framework (NPPF).

435/23 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

a) 46 Belvedere Road, Bowerhill

Members noted correspondence from Planning Enforcement which confirmed a planning application had been submitted to the Tree Officer to reduce the size of the oak to the rear of 46 Belvedere Road by 50%.

b) 18 Mallard Close, Bowerhill

Members noted correspondence from Planning Enforcement confirming fencing and new entry/exit to the rear of the property had been erected under Permitted Development Rights.

436/23 Planning Appeal

a) To note following an Appeal, the Planning Inspector, has refused planning permission for 30 dwellings at land South of Pound Lane, Semington (PL/2023/09397).

Members noted this application had been turned down following recent changes to the National Planning Policy Framework (NPPF) which was good news, they welcomed the evidence that the changes were already being used to refuse speculative planning applications.

437/23 Planning Policy

a) Neighbourhood Planning

i) To receive update on NHP#2.

THIS ITEM WAS HELD IN CLOSED SESSION

It was agreed whilst Councillors Franks and Keates were not members of the Planning Committee, they could stay in the meeting to receive an update on NHP#2.

Following Melksham Without Parish Councillors being provided an update on the various challenges made during Regulation 14 consultation and the proposed way forward at a Full Council

meeting on 19 February, Councillor Pafford had attended a meeting of Melksham Town Council's Economic Development Committee on 20 February, in order to provide them with the same update, with the Committee being supportive of the suggested way forward.

The Clerk explained she had been contacted by a business on Bowerhill Industrial Estate earlier in the day, concerned at the lack of employment space available in Bowerhill in order to expand and expressed frustration Wiltshire Council were not doing more to facilitate business expansion in Melksham.

Members noted a Neighbourhood Plan Steering Group meeting was due to be held on Wednesday, 28 February, with Councillor Baines agreeing to substitute for Councillor Glover who had to leave the meeting early due to a prior engagement.

ii) To reflect on responses to planning applications for monitoring of the Neighbourhood Plan.

The Clerk explained this was a standing item, as a 'catch all' in case something was highlighted as needed raising as part of the Neighbourhood Plan review whilst responding to planning applications.

iii) Semington Parish Neighbourhood Development Plan. To consider a response to the Regulation 14 consultation.

Melksham Without Parish Council had been sent details of the current Semington Parish Neighbourhood Plan Regulation 14 consultation as a neighbouring parish. Members were asked if they wished to comment on the Plan, with the Clerk highlighting the following policies:

POLICY 6: GREEN BLUE INFRASTRUCTURE AND NATURE RECOVERY (p26 & 27)

1. The Neighbourhood Plan identifies a Green and Blue Infrastructure (GBI) Network for the purpose of promoting nature protection and recovery as well as the necessary mitigation of climate change. The Network encompasses significant assets including Semington Brook and associated floodplain, the corridor of the Avon and Kennet Canal as shown on Map 8 together with the strong network of hedgerows and hedgerow trees.
2. Development proposals must maintain and improve the GBI of the parish in the design of their layouts and landscaping schemes, linking into and extending the Network where possible. This includes the retention of existing trees and hedgerows as an integral part of development proposals.

This includes appropriate measures to secure their protection during any construction works. Development proposals that will lead to the extension of the Network will be supported.

3. Proposals that will lead to the loss of land lying within the Network and that will undermine its integrity or functionality will be resisted, unless suitable alternative provision can be provided.

The Clerk explained this policy included the Kennet & Avon Canal and brook corridor, which spilt over to Melksham Without and therefore suggested the parish council may wish to support this policy, on how sensitive development should be considered in these areas.

POLICY 7: PROTECTING SEMINGTON'S ACTIVELY RURAL LANDSCAPE (p28)

1. Development proposals outside the Semington settlement boundary that accords with local and national policies for development in the countryside, will be supported where proposals singly and cumulatively, maintain the actively rural landscape and a sensitive settlement edge. New development will, where appropriate, be expected to:
 - a. respect and respond to the landscape character sensitivities of the area as identified in the Semington Landscape and Visual Appraisal; and,
 - b. maintain and enhance the overall green and blue infrastructure network; and,
 - c. maintain the rural setting of smaller settlements and of farmsteads outside Semington village.
2. The Neighbourhood Plan shows an area of high landscape sensitivity, as shown on Map 10. Development in this area will only be supported where it:
 - a. maintains the actively rural landscape, the generally open character of the countryside and a sensitive settlement edge;
 - b. minimises urbanising effects, artificial lighting and traffic movements;
 - c. retains important elements of the green and blue infrastructure network and the rural landscape such as the Kennet & Avon Canal, hedgerows and trees and views;
 - d. does not adversely impact the existing landscape and recreational value of the countryside;
 - e. demonstrates compliance with Habitats Regulations and Policy SEM 1.
3. The nationally promoted and recognised route of the Kennet & Avon Canal, and its setting, is a key feature in this area of high landscape sensitivity and must be protected. Development proposals which include new buildings,

structures and land uses that would undermine the rural, undeveloped nature of the setting to the Canal will not be permitted.

4. The Neighbourhood Plan identifies 22 key views on Map 9. Proposals for development should take into account the key views, and should not cause undue harm to the natural or historic landscape features that contribute to their acknowledged value.
5. Proposals must also demonstrate compliance with Habitats Regulations and Policy SEM

The Clerk highlighted this policy was similar to the draft Melksham Neighbourhood Plan (JMNP2) Green Wedge Policy. Evidence from their “sensitivity” study had been used, which covered their boundary up to the canal and Melksham Without’s boundary, therefore, it would be useful to support the policy and to comment that both Melksham’s and Semington’s neighbourhood plans/parishes were aware of what each other were doing in relation to their respective plans.

**POLICY 10: HOUSING ALLOCATION POLICY (p37 & 38)
Land to the west of Turnpike Close (the Auction Field) for approximately 40 dwellings to enable a local shop.**

1. Land to the west of Turnpike Close, (known locally as the Auction Field) as defined on Map 13, is allocated for the development of a village shop (use class F2(a)).
2. To enable the provision of the village shop, up to 40 dwellings will be supported on the site. The housing development should:
 - a. Meet local needs, as identified in the Semington Parish Housing Needs Survey (2021), the Swindon and Wiltshire SHMA 2017, and any subsequent updates, this should include at least 30% affordable homes;
 - b. Meet the requirements of the Semington Character and Design Statement in terms of the design, layout, form, heights and materials. The development should reflect the existing low-medium density character of the wider area; and
 - c. Not commence until the village shop is constructed and capable of occupation for its intended use.
3. The development proposal must be informed by robust and meaningful community engagement, in accordance with the Semington Pre-Application Engagement Protocol. The overall development of the site should be informed by the 12 considerations of Building for a Healthy Life and include the following:
 - a. High quality open space, including recreation areas;
 - b. Retention of trees and hedgerows with the provision of new areas of landscaping to provide an appropriate

- buffer from the A361 and existing development;
 - c. Pedestrian linkages through the site, particularly linking the existing housing to the north to the village shop;
 - d. Safe access for all, with vehicular access from the A361 and the provision of sufficient car and cycle parking which is appropriately sited within the development; and
 - e. At least a 10% net gain for biodiversity.
4. Compliance with Habitat Regulations through adherence to the TBMS (2020, or latest iteration) must be demonstrated through a project level Habitats Regulations Assessment with regards to potential impacts on the Bath and Bradford on Avon Special Area of Conservation as set out in policy SEM 1.

The Clerk explained it would be useful to support this policy, with perhaps some commentary that in the context of the Melksham area, that this is another proactive, plan led housing allocation to be supported, rather than having speculative development in the area

Resolved: As a Planning Committee to support the above policies in Semington's Development Plan.

b) Wiltshire Community Area Joint Strategic Needs Assessment (CAJSNA) 2024.

Members noted the information contained in the Melksham Community Area Summary Data Report in relation to housing matters:

- In December 2022, there were 229 households in need of affordable homes in Melksham, while 112 affordable homes were rented in the area across 2022.
- The median house price in Wiltshire has increased by nearly 20% in the past five years, while annual gross resident earnings have seen an increase of just 13.7%.
- By 2040, Wiltshire's population aged 65 years and over is projected to increase by 43%. Currently just over a fifth of the population is in this age range but this is expected to rise to closer to a third.

438/23 S106 Agreements and Developer meetings: (Standing Item)

a) Updates on ongoing and new S106 Agreements

i) Pathfinder Place:

- To note any update on outstanding issues and consider a way forward.

The Clerk informed the meeting there was no update with regard to the maintenance access to the play area for

vehicles. This was with the Council's solicitors who were liaising with Taylor Wimpey and included the question on how Taylor Wimpey would get to the play area to replace play equipment if there is no vehicle access.

The Clerk informed Members a site meeting was due to take place later in the week with Highways and Wiltshire Councillor Nick Holder, in order to discuss outstanding highway matters. However, as she was unable to attend herself asked if anyone else was available to attend.

Councillors Wood and Harris agreed to attend.

The Clerk explained she had submitted comments to the Local Cycling Walking and Improvement Plan (LCWIP) regarding improvements to the footpath to the rear of Burnet Close, with a response received from Wiltshire Council to say it would be included in the LCWIP responses but to make the parish council aware work had started on the scheme. This had come as a surprise as for quite some time the parish council had been asking when the £140,000 S106 monies sat in Wiltshire Council's bank account for the past 4 years would be used to improve the footpath, with no response being received from correspondence sent.

The Clerk explained it was unclear when work would start on the footpath, and felt that it was still in planning not construction stage. The current route was in need of improvement, particularly following recent heavy rain, as it was currently very muddy.

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

It was noted it had previously been reported construction workers had been using Shails Lane to access the site, which had been reported to Planning Enforcement who had investigated with it confirmed this had been in error and it would not happen again.

It was noted large signs had subsequently gone in at the entrance to Shails Lane stating it was not an entrance for David Wilson Homes traffic and hopefully this would stop construction traffic using the lane going forward.

The Parish Officer explained some residents of Shails Lane had been in touch concerned that following recent heavy rains had noted the amount of water on site and the potential for future flooding to their properties, once the houses had been constructed. Therefore, they had been forwarded a

copy of the Flood Risk Assessment and Drainage Strategy for the site and hopefully information contained within the reports would alleviate their concerns.

iii) Land to rear of Townsend Farm for 50 dwellings (PL/2023/00808)

It was noted Street Naming at Wiltshire Council were seeking 3 street names suggestions for this development.

It was agreed the use of Townsend as a street name would not be appropriate and could lead to confusion.

The following suggestions were put forward, which included former farmers/owners of Townsend Farm:

- Dennis Keen (most recent)
- George Pritchard (1851, 1861 & 1871 census)
- William Tayler (1881 census)
- Henry Pottow (1901 & 1911 census)

Councillor Baines agreed to discuss with Dennis Keen's son, if he was happy for their surname to be used, noting Dennis Keen had passed away over 50 years ago and therefore technically permission of existing family members was not required. He also agreed to ascertain if they knew anything about Henry Pottow.

Councillor Wood informed the meeting he was aware of a potential living relative of William Tayler and therefore agreed to speak to them on this matter.

Recommendation: To forward the following street name suggestions to Street Naming at Wiltshire Council: Pritchard, Tayler, Keen & Pottow once relatives had been spoken to.

iv) Land South of Western Way for 210 dwellings and 70 bed care home (PL/2022/08504).

No updates to note.

b) To note any S106 decisions made under delegated powers

None to note.

c) Contact with developers

The Clerk informed the meeting an architect was looking to have a pre app meeting with the parish council regarding proposals by his client for up to 9 dwellings on land at Semington Road. However,

they had not provided an exact location as yet, but were looking to hold the meeting week beginning 18 March.

Meeting closed at 20.45pm

Signed:.....
Chair, Full Council, 18 March 2024

Strengthening planning policy for brownfield development

Published 13 February 2024

The government has announced proposed changes to national planning rules for brownfield sites and has opened a consultation for views.

The changes include proposals that will “make clear that when considering planning applications, local planning authorities should give significant weight to the benefits of delivering as many homes as possible, especially where this involves land which is previously developed”.

This consultation will begin on 13 February 2024 and close at 11.45pm on 26 March 2024.

1. Background – Brownfield planning policy

1. Sustainable development is at the heart of our planning system, and this government is committed to meeting the housing needs of our communities by building the right homes in the right places and protecting the environmental assets that matter most. Making the most effective use of brownfield land (also known as ‘previously developed land’) will support the provision of the homes we need, and is key to regenerating our high streets and town centres, supporting economic growth in the hearts of our major cities and maximising the use of existing infrastructure.

2. The National Planning Policy Framework sets out the government’s planning policies for England and how these should be applied. It must be taken into account when preparing local plans and is a material consideration in planning decisions.

3. National policy provides strong support for development on previously developed land. It makes clear that planning policies and decisions should give substantial weight to the value of using suitable brownfield land within settlements for homes and other identified needs, and expects planning policies and decisions to promote an effective and efficient use of land in meeting the needs for homes and other uses. Local plans should set out a strategy for accommodating housing and other needs in a way that makes as much use as possible of brownfield land.

4. For the purposes of planning, the definition of previously developed land (also known as brownfield land) is set out in Annex 2 of the National Planning Policy Framework. In summary this is land which is or was occupied by a permanent structure, including the curtilage of the developed land. The full definition provides more detail and is clear that brownfield land does not include residential gardens.

Role of planning reforms in supporting brownfield development

5. In recognition of the importance of development on brownfield land, the government's planning reforms have already introduced a range of measures to support brownfield development - including directing more housing growth towards urban areas through the urban uplift, requiring every local authority to publish a register of local brownfield land suitable for housing in their area and introducing "Permission in Principle" for brownfield sites on the registers to speed-up housing-led development. We have also revised permitted development and use class rules so that more homes can be created and commercial buildings can change more easily between uses, helping make best use of existing buildings.

6. More recently, our update to the National Planning Policy Framework (published 19 December 2023) further bolstered our longstanding position on brownfield. The revised Framework supports our objective of a planning system that delivers the new homes we need, whilst taking account of important areas, assets or local characteristics that should be protected or respected. To support the effective and efficient use of land within our towns and cities, we also revised planning policy to be clear that where the urban uplift applies, it should principally be met by the towns and cities concerned, rather than exported to surrounding areas – except where there is voluntary cross-boundary agreement to do so or a conflict with other policies in the Framework^{[footnote 11](#)}.

7. The Levelling-up and Regeneration Bill: Reforms to National Planning Policy consultation (2022/23), which informed the updates published in December, highlighted a range of policy interventions and other incentives that could support brownfield development. The government response (published alongside the updated Framework) made clear that we will continue to review the detailed comments received as part of our on-going policy development work on supporting and incentivising the effective and efficient use of brownfield land. This consultation forms a central part of this ongoing work.

8. Alongside the publication of the updated Framework, the Secretary of State used a speech on 19 December 2023, [Falling Back in Love with the Future](#), to set out the important role played by our cities in boosting economic growth, driving forward urban regeneration and delivering on long-term housing ambitions. In particular, he emphasised the critical role of London in providing the homes for those who wish to live and work in the capital, and the importance of delivering in line with housing requirements. The Secretary of State said that:

Radical action is required in London, where the homes we need are simply not being built. In the last 3 years the average number of net additional dwellings provided by the Mayor has been just 38,000. That is 15,000 fewer homes every year than the Mayor's own target in his London Plan. Not only that but it was over 63,000 homes lower than actual need last year, as calculated by the standard method – the target-setting process by which we hold other local leaders to account.

9. In order to address these challenges, the Secretary of State commissioned a review of the London Plan, to identify changes to policy that could speed up the

delivery of much needed homes in the capital. The review was led by Christopher Katkowski KC, Cllr James Jamieson, Paul Monaghan and Dr Wei Yang. The singular recommendation from this review was a presumption in favour of brownfield development – specifically for authorities who have under delivered against their London Plan housing requirement, to ensure more homes are delivered where they are needed. The [London Plan Review](#) was published on the 13 February 2024.

10. The government intends to act on the spirit of the recommendation made in the London Plan Review – but believes it is important to identify and tackle under delivery both in London, and also in our other major towns and cities, given the role they play in creating jobs and driving growth across the country, and our wider commitment to Levelling Up. We are therefore seeking views on two proposals, which are informed by both the London Plan Review and responses received to past consultations:

a. first, a change to national planning policy that would expect local planning authorities to give significant weight to the benefits of delivering as many homes as possible, and to be flexible in applying policies or guidance on the internal layout of developments especially for proposals on brownfield land. This policy would apply to **all authorities**; and

b. second, the application of the presumption in favour of sustainable development in respect of previously developed land **only for those 20 towns and cities subject to the urban uplift**, where their Housing Delivery Test score falls to 95% or below.

11. We welcome views on both proposals, which are set out in more detail below. In addition, and reflecting points made in engagement with the development sector over recent months, we are also seeking views on whether any changes are required to the unit threshold at which a residential planning application is referable to the Mayor of London, which is currently set at 150 homes or more.

12. In due course, we expect that any changes made to national planning policies for making planning decisions as a result of this consultation would become part of our proposals for National Development Management Policies. Proposals for National Development Management Policies would be subject to further consultation as part of their preparation.

2. Giving significant weight to the benefits of delivering homes on brownfield land

13. The [Levelling-up and Regeneration Bill: Reforms to National Planning Policy consultation](#) (2022/23) showed strong support for making the best use of brownfield land. The responses however indicated that developing brownfield land faces a number of key barriers – particularly in relation to the variety and complexity of many brownfield sites, and the additional costs required to bring forward schemes (i.e. land assembly and remedial works). In combination, these barriers can reduce the attractiveness of brownfield sites – particularly for SMEs many of whom rely on small urban sites for their business. In some instances, these burdens can put

development viability at risk and prevent sites from meeting their full development potential, or coming forward at all.

14. In response, we have considered how we can strengthen planning support for brownfield development, and further incentivise the effective and efficient use of brownfield land.

15. We propose a change to national planning policy to make clear that when considering planning applications, local planning authorities should give significant weight to the benefits of delivering as many homes as possible, especially where this involves land which is previously developed. Furthermore, that local planning authorities should take a flexible approach in applying planning policies or guidance relating to the internal layout of development in these circumstances, where they would otherwise inhibit making the most efficient use of a site. This would extend existing national policy related to the consideration of daylight and sunlight, and the efficient use of land, when determining planning applications. National policy would continue to expect that new development would provide acceptable living standards.

16. This proposal does not remove legal requirements nor the importance of other considerations relating to beauty or undermine wider considerations of character as part of the plan-making process.

17. We consider this change should only apply to policies and guidance related to internal layouts of development, and not apply to external design or layout standards of development. However, if we were to make a change to policy, we would welcome views on whether we should extend the additional flexibility to matters concerned with external, as well as internal layouts of development.

18. This change could be made by additional wording to paragraph 129c) of the Framework as shown below:

local planning authorities should refuse applications which they consider fail to make efficient use of land, taking into account the policies in this Framework, **especially where this involves land which is previously developed**. In this context, when considering applications for housing, authorities should **give significant weight to the benefits of delivering as many homes as possible and** take a flexible approach in applying **planning** policies or guidance relating to daylight and sunlight **and internal layouts of development**, where they would otherwise inhibit making **the most** efficient use of a site (as long as the resulting scheme would provide acceptable living standards).

We would like views on the following questions:

Q.1: Do you agree we should change national planning policy to make clear local planning authorities should give significant weight to the benefits of delivering as many homes as possible [yes/no]? If not, why not?

Q.2: Do you agree we should change national planning policy to make clear local planning authorities should take a flexible approach in applying planning policies or guidance relating to the internal layout of development [yes/no]? If not, why not?

Q.3: If we were to make the change set out in question 2, do you agree this change should only apply to local policies or guidance concerned with the internal layout of developments [yes/no]? If not, what else should we consider?

19. Building on the Levelling-up and Regeneration Bill: Reforms to National Planning Policy consultation, we are continuing to consider how national planning policy could better support brownfield development, particularly in relation to small sites.

We would like views on the following questions:

Q.4: In addition to the challenges outlined in paragraph 13, are there any other planning barriers in relation to developing on brownfield land?

Q.5: How else could national planning policy better support development on brownfield land, and ensure that it is well served by public transport, is resilient to climate impacts, and creates healthy, liveable and sustainable communities?

Q.6: How could national planning policy better support brownfield development on small sites?

QUESTIONS 7-14 Refer to applications in major towns and cities and Reviewing the threshold for referral of applications to the Mayor of London.

5. Public Sector Equality Duty

33. We are seeking views and information to understand any potential equalities implications that will help inform the development of this policy area.

Q.15: We continue to keep the impacts of these proposals under review and would be grateful for your comments on any potential impacts that might arise under the Public Sector Equality Duty as a result of the proposals in this document.

Lorraine McRandle

Subject: FW: Footpath between Western Way and Burnet Close
Attachments: 10813-WCC-MBC-01.pdf; 10813-WCC-MBC-00.pdf

From: Cleave, Julie <Julie.Cleave@wiltshire.gov.uk>
Sent: 04 March 2024 15:20
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Footpath between Western Way and Burnet Close

Hi Teresa,

I have received the attached preliminary drawings from Kingsley showing the footpath link improvements, please note these drawings are provisional and have not yet been formally approved.

I have also received the following response:-

*In Terms of timescale – I cant really provide a definitive answer to this currently.
I have to submit for pre application first, probably need to raise a cycle track conversion order, planning application and then to engineering to put into their programme (Incl Atkins lighting).
With the current programme at capacity, I would estimate next year at best.*

Kind regards,

Julie Cleave MCIHT
Highways Development Control Engineer (Level 3)
Sustainable Transport
(Part time: Mon – Thurs)

Wiltshire Council

Tel: 01225 713463
Email: Julie.Cleave@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Friday, March 1, 2024 12:48 PM
To: Cleave, Julie <Julie.Cleave@wiltshire.gov.uk>
Subject: FW: Footpath between Western Way and Burnet Close

Hi Julie
I hope all is well....
Further to our conversation earlier in the week, please see below and attached. We have received no reply to this email.

In an attempt to get some movement on this project, I also submitted to the LCWIP consultation, and Kinglsey Hampton replied to say:

Thank you for your submission, I will include it in LCWIP responses.

However, just make you aware, work has started on this scheme and I await preliminary ecology reports and drawings from our contractors.

Once received, I will submit a pre application planning enquiry.

All the best, Teresa

From: Teresa Strange

Sent: 11 January 2024 16:00

To: Creedy, Allan <allan.creedy@wiltshire.gov.uk>

Cc: samantha.howell@wiltshire.gov.uk; nick.botterill@wiltshire.gov.uk; Thomas, Caroline <Caroline.Thomas@wiltshire.gov.uk>; Nick.Holder@wiltshire.gov.uk; Hubbard, Jon <Jon.Hubbard@wiltshire.gov.uk>; Linda Roberts (linda.roberts@melksham-tc.gov.uk) <linda.roberts@melksham-tc.gov.uk>

Subject: Footpath between Western Way and Burnet Close

Dear Allan

The development that is known as Pathfinder Place, by Taylor Wimpey, at Bowerhill (land south of Western Way) in Melksham Without has been completed and occupied now (213 dwellings).

In the s106 (extract attached) is funding for improving the pedestrian and cycle access from Western Way to the town via Burnet Close. This is already a well trod route for residents, especially pupils accessing Melksham Oak school who are walking through the new development and using the new pedestrian crossing further down the A365 at Newall Road. In addition it avoids the circuitous route via the current road works on the main Spa Roundabout that have been taking many months, and are very overdue. The winter conditions are making it almost unusable at present, as its just a muddy track and not surfaced (see attached).

Can you please let us know when the upgrade to the footpath will be put in place, we are yet to see any plans for it (albeit the actual bit to be improved is in Melksham Town and not Melksham Without) or heard anything on it from your team. We note that the s106 funding was received by Wiltshire Council in April 2020, nearly 4 years ago and so members are keen to see this now put in place as the housing is now all occupied. (See below for confirmation of funding paid).

On a wider note, we also want to understand what triggers/mechanisms there are at Wiltshire Council for this to be put in place? Should we be requesting via LHFIFG who draw down from the s106 funding, or is this something that your team routinely picks up? This is not the first "pedestrian and cycle improvements" that have been funded by s106 for the parish that we have struggled to get implemented, and only with the intervention and assistance of our Wiltshire Councillors. Perhaps you could explain the process so we know how to work with it?

We look forward to hearing from you.

Kind regards, Teresa

From: Evans, Debbie <Debbie.Evans@wiltshire.gov.uk>

Sent: 11 January 2024 15:40

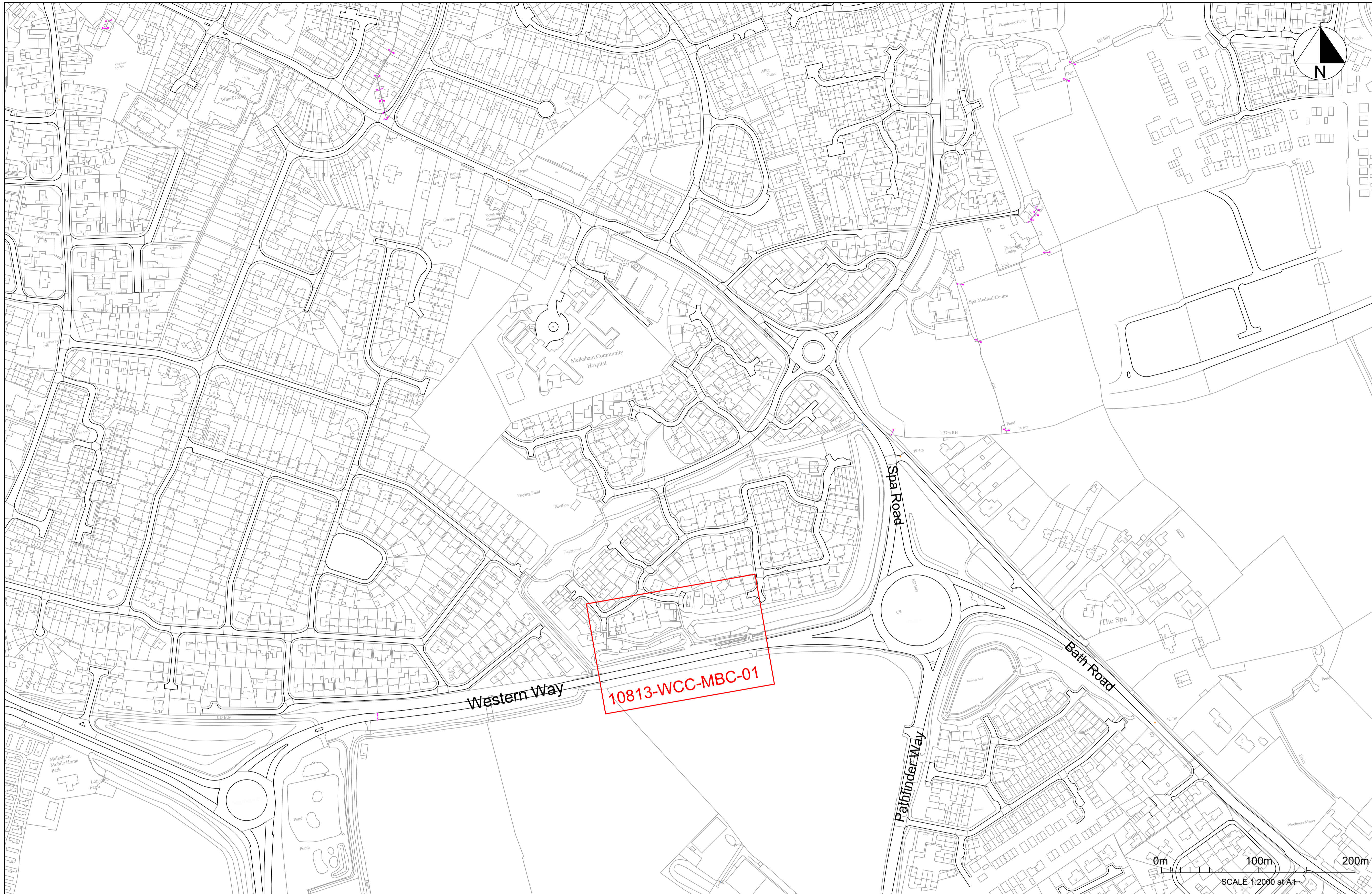
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Cc: Holder, Nick <Nick.Holder@wiltshire.gov.uk>; Hubbard, Jon <Jon.Hubbard@wiltshire.gov.uk>

Subject: RE: Footpath between Western Way and Burnet Close

Good afternoon Teresa,

Happy new year.



Services & Utilities Information RAG Status = N/A

- RED - No services or utilities information was available when preparing this drawing
- AMBER - Desk based services & utilities search dated DD/MM/YY were used in preparing this drawing
- GREEN - This drawing was prepared using information from intrusive searches to confirm depth and extent as shown, in combination with desk based searches

NOT APPLICABLE
 This drawing does not contain any location specific information
 Refer to scheme drawings 10813-WCC-MBC-01 for services & utilities information RAG status of specific locations

- Notes:**
1. Do not scale off plan. All dimensions in metres, unless otherwise noted.
 2. Drawing based on topographical survey.
 Survey commissioned by: SUSTRANS
 Survey carried out by: CLIFTON SURVEYS LTD
 See drawing No.: 989/5541/1
 Date: December 2022
 Co-ordinates based on OS grid. Levels based on OS datum (Newlyn).
 3. These drawings have been produced under the CDM 2015 Regulations. The Client is directed to their duties under Regulation 4 of CDM 2015.
 4. The Equalities Act 2010 has been considered in the development of this design. The client is directed to their responsibilities under this Act. Refer to "For Everyone" information box below.
 5. Path alignment designed to minimise impact on existing trees however ecological and abricultural assessments may be required.

sustrans

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2 Cathedral Square, College Green, Bristol BS1 5DD
 Tel: 0117 926 8893 www.sustrans.org.uk

Project: **Wiltshire Council**

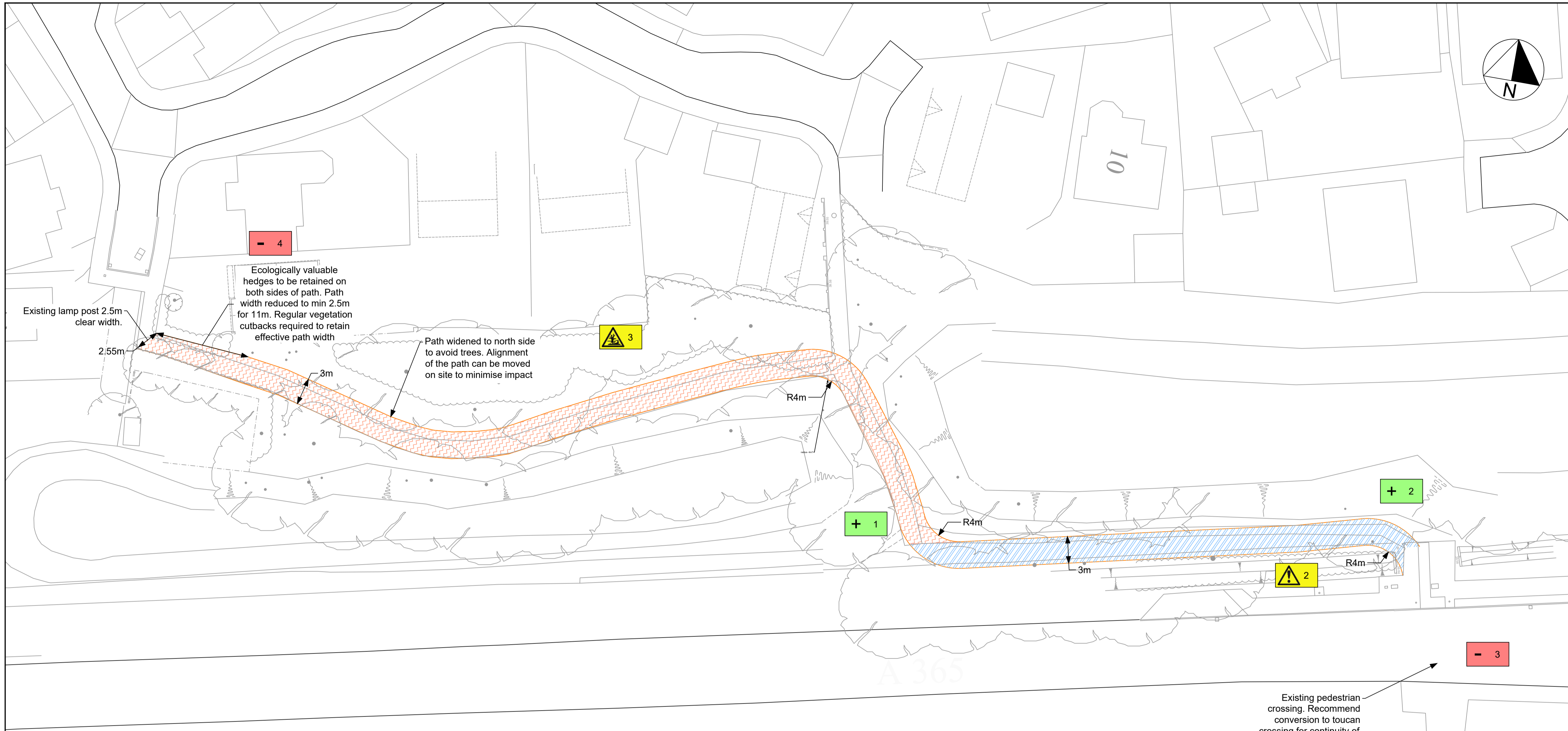
Title: **Pathfinder Way - Concept Design
 MELKSHAM- BURNET CLOSE
 Location Plan**

1.0	First Issue	CD	HS	MW	16/02/2024
Ver	Description	Drawn	Check	Review	Approve

Feasibility	Concept	Outline	Detail

Sub-metre precision to demonstrate geometrical design.
 Broadly aligns with RIBA Stage 2. Not for construction.

Status:	Scale:
FOR INFORMATION	1:2000 at A1 (1:4000 at A3)
Drawing No:	Version:
10813-WCC-MBC-00	1.0



Services & Utilities Information RAG Status = RED

- RED - No services or utilities information was available when preparing this drawing
- AMBER - Desk based services & utilities search dated DD/MM/YY were used in preparing this drawing
- GREEN - This drawing was prepared using information from intrusive searches to confirm depth and extent as shown, in combination with desk based searches

Users of this drawing are advised to undertake their own searches for utility & services information before progressing this scheme

SHE BOX - Safety, Health and Environment Information

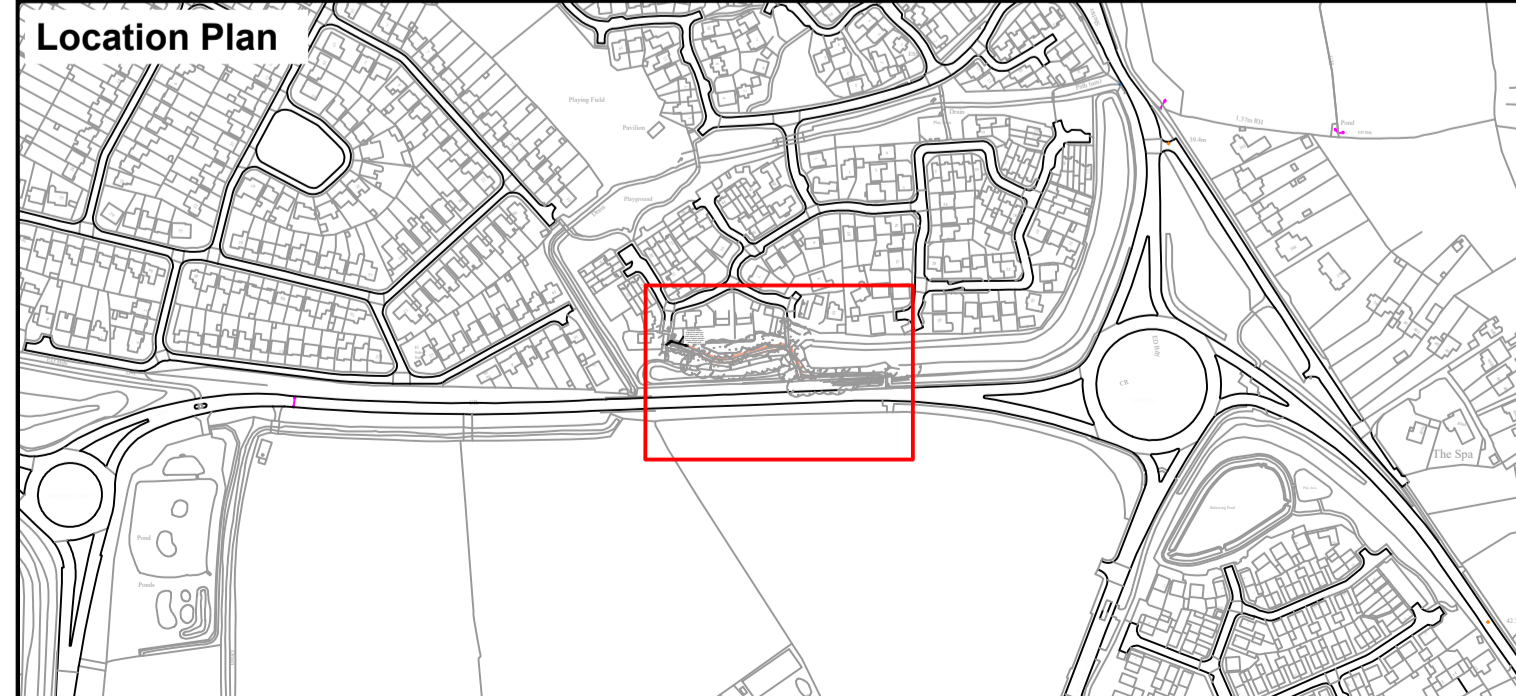
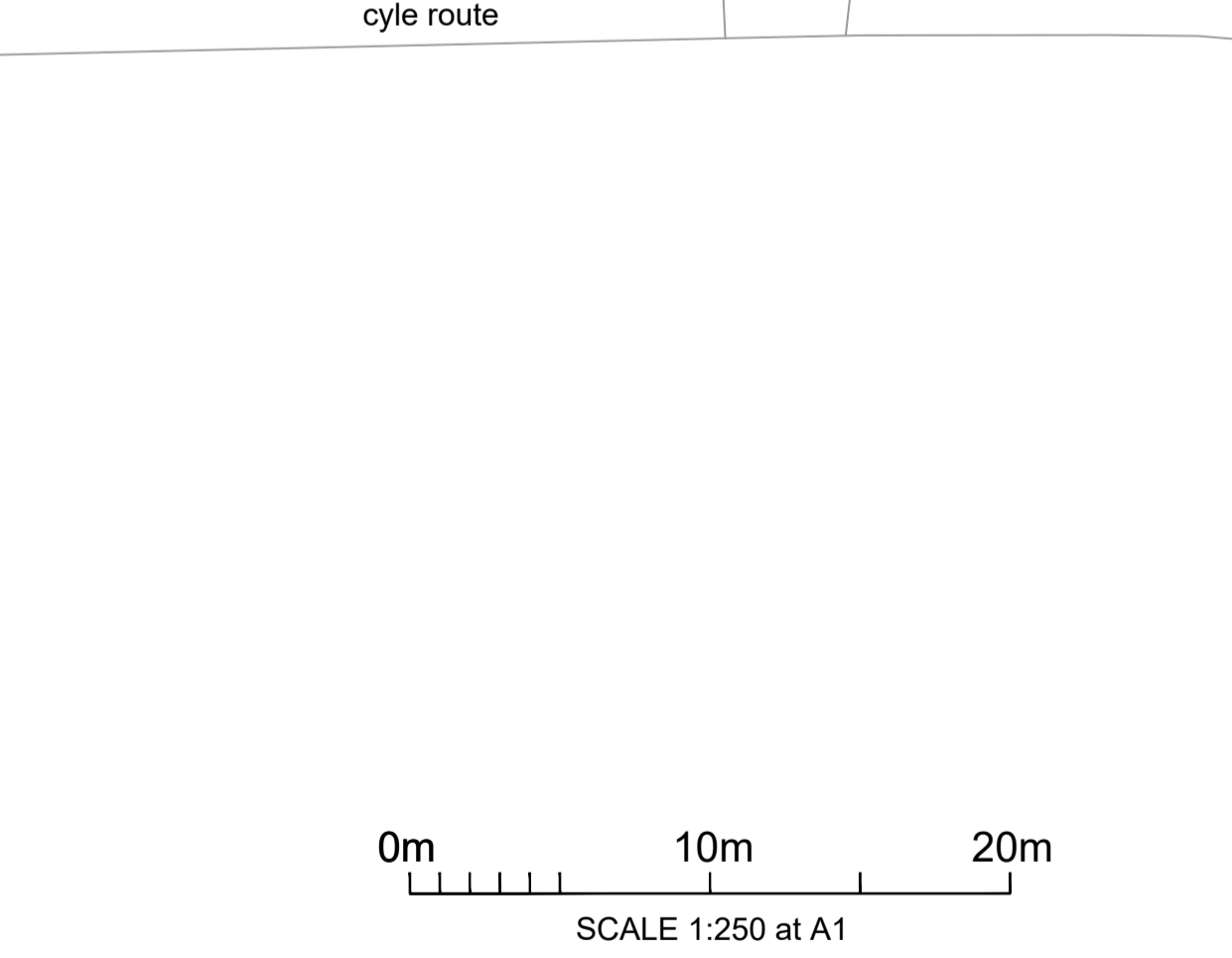
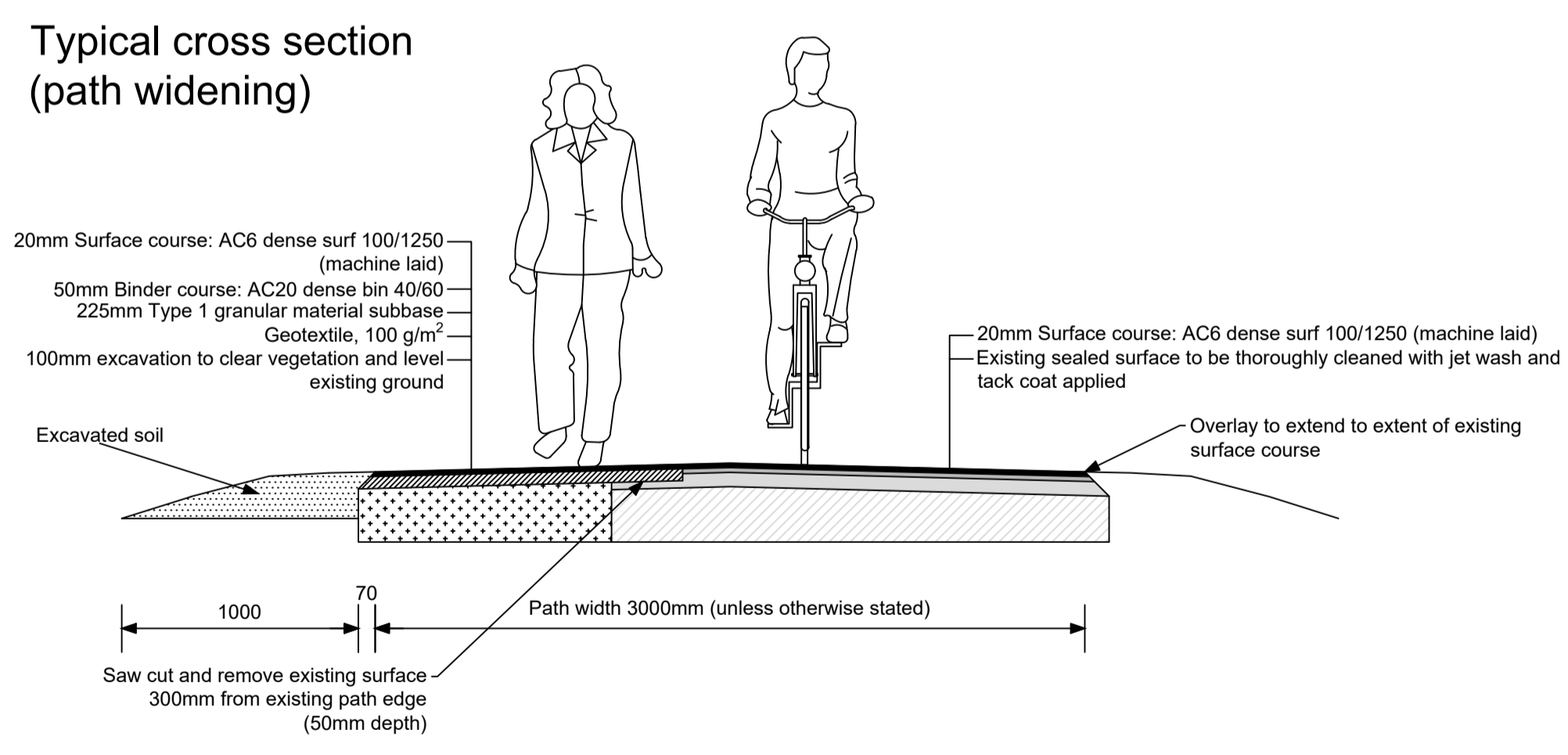
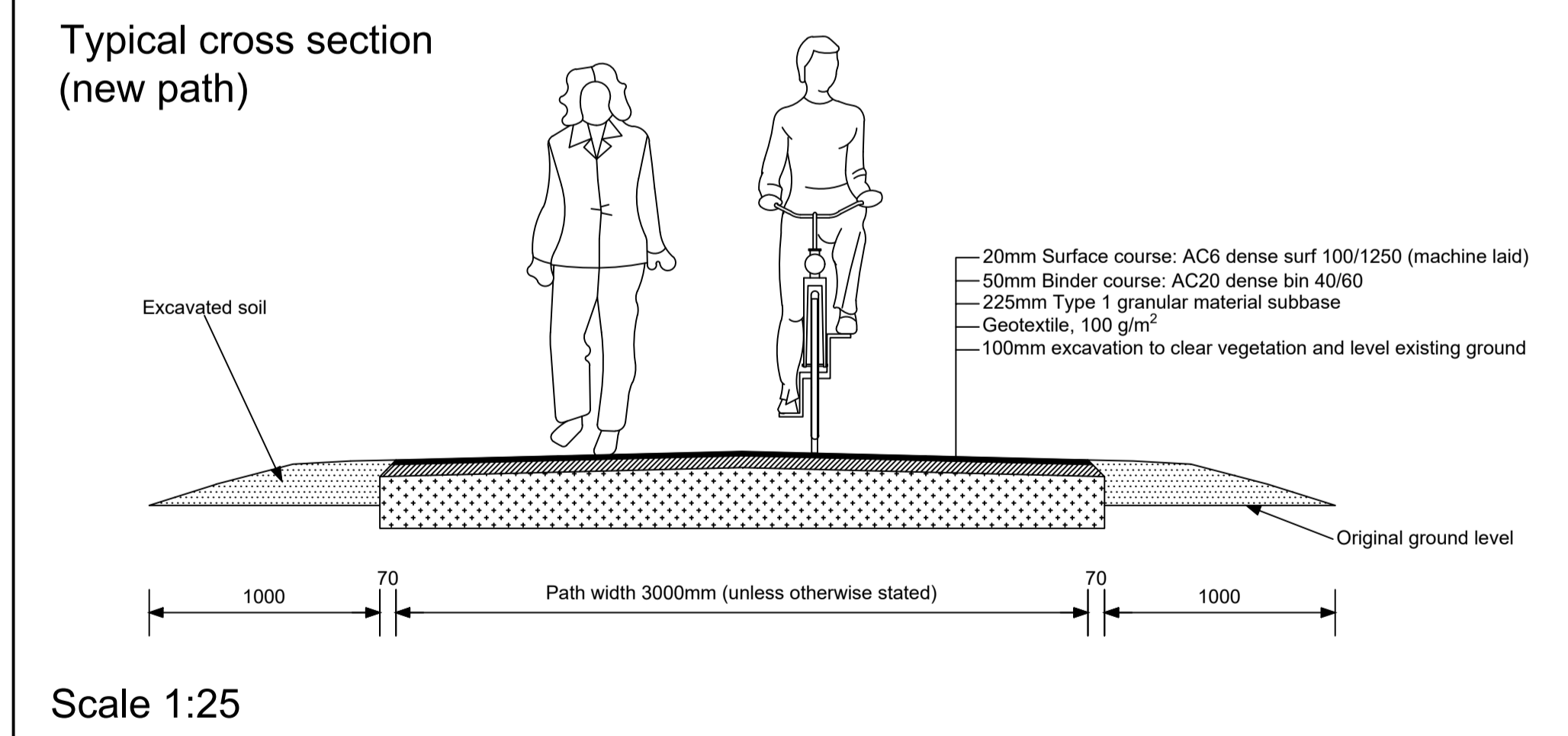
The following items are unusual hazards or environmental factors that a competent and experienced contractor may not otherwise identify in the construction (C), operation (O), maintenance (M) or demolition (D) of this scheme:

- Unknown site conditions: this design has been prepared with no ecological survey, archaeological desk study, services search, UXO or ground investigation. These risks remain live until further studies are completed.**
- Path in the proximity of ponds/ditches (C, O, M, D).**
- Impact to tree roots and tree damage, see arboricultural assessment (C, D)**

For more information refer to Designers Risk Assessment document ref. 10813-DRA-01

Notes:

- Do not scale off plan. All dimensions in metres, unless otherwise noted.
- Drawing based on topographical survey. Survey commissioned by: SUSTRANS. Survey carried out by: CLIFTON SURVEYS LTD. See drawing No.: 989/5541/1. Date: December 2022. Co-ordinates based on OS grid. Levels based on OS datum (Newlyn).
- These drawings have been produced under the CDM 2015 Regulations. The Client is directed to their duties under Regulation 4 of CDM 2015.
- The Equalities Act 2010 has been considered in the development of this design. The client is directed to their responsibilities under this Act. Refer to "For Everyone" information box below.
- Path alignment designed to minimise impact on existing trees however ecological and further arboricultural assessments may be required.



Key:

	Proposed edging
	Proposed new shared use path
	Proposed resurface of shared use path

"FOR EVERYONE" - Equality and Inclusion Information

Failing to design for all potential users will exclude some people. This is inconsistent with the Equalities Act (2010) and Sustrans' For Everyone vision. The following indicate factors in this design which positively or negatively relate to this principle:

1. Increasing the path width to three meters and resurfacing making path accessible to wider range of users.	+ 1
2. Proposed lighting increasing safety and assess to the path in the dark.	+ 2
3. Pedestrian crossing does not permit cycling, some users may be unable to dismount.	- 3
4. Small section of path less than 3m in width due to ecological constraints	- 4

For more information refer to Design Decision Log document ref. 10813-DDL-01

Ver	Description	Drawn	Check	Review	Approve	Date
2.0	Issue after aboriculture	RF	HS	MW		27/02/2024
1.0	First Issue	RF	HS	MW		30/08/2023

Feasibility Concept Outline Detail

Sub-metre precision to demonstrate geometrical design. Broadly aligns with RIBA Stage 2. Not for construction.

Project: **Wiltshire Council**

Title: **Pathfinder Way - Concept Design MELKSHAM- BURNET CLOSE**

Status: **FOR INFORMATION**

Drawing No: **10813-WCC-MBC-01**

Scale: **1:250 at A1 (1:500 at A3)**

Version: **2.0**





MELKSHAM WITHOUT PARISH COUNCIL

Safeguarding Policy

**To be reviewed at the Staffing Committee 18th
March 2024**

1. Introduction and Purpose:

The purpose of this safeguarding policy is to outline the commitment and responsibilities of Melksham Without Parish Council in ensuring the welfare and protection of children, young people, and vulnerable adults who engage with or are involved in the activities, programmes, and services provided by the parish council. This policy aims to create a safe and supportive environment for all individuals, preventing any form of harm or abuse.

2. Scope:

This policy applies to all members, employees, volunteers, and individuals engaged in activities, events, and services organised or supported by the Parish Council.

3. Legal Framework:

Melksham Without Parish Council is committed to complying with all relevant legislation and guidance pertaining to safeguarding, including but not limited to:

- a. Children Act 1989 and 2004
- b. Protection of Freedoms Act 2012
- c. Safeguarding Vulnerable Groups Act 2006
- d. Data Protection Act 2018
- e. Equality Act 2010

4. Roles and Responsibilities:

4.1 Parish Council:

- a) Melksham Without Parish Council will appoint a designated safeguarding officer who will be responsible for overseeing the implementation and compliance of this policy.

- b) The council will provide the necessary resources, training, and support to promote safeguarding within the parish council and its activities.
- c) The Council will promptly respond to any concerns, allegations, or incidents related to safeguarding and follow the appropriate reporting procedures.

4.2 **Safeguarding Officer:**

- a) The designated Safeguarding Officer will be the primary point of contact for all safeguarding matters and provide advice, guidance, and support to individuals within the parish council. The Clerk is the designated Safeguarding Officer for Melksham Without Parish Council.
- b) The Clerk will stay updated on relevant legislation, guidance, and best practices in safeguarding and ensure their implementation within the council.
- c) The Clerk will receive concerns, allegations, or incidents related to safeguarding, maintain accurate records, and follow the council's reporting and escalation procedures.

4.3 **Members, Employees, and Volunteers:**

- a) All members, employees, and volunteers engaging in activities or events involving children, young people, or vulnerable adults shall undergo appropriate recruitment processes, including obtaining relevant references and clearances.
- b) Individuals will receive safeguarding training and guidance, ensuring they are aware of their responsibilities and how to respond to concerns or disclosures appropriately.
- c) Individuals shall report any safeguarding concerns, allegations, or incidents to the designated safeguarding officer or follow the established reporting channels.

5. **Code of Conduct:**

- a) All members, employees, and volunteers must adhere to the Parish Council's Code of Conduct, which emphasises the respectful and safe treatment of children, young people, and vulnerable adults.
- b) Individuals must maintain appropriate boundaries and avoid engaging in behaviour that may be deemed abusive, exploitative, or discriminatory.
- c) Individuals shall report any suspicions, concerns, or disclosures promptly and in accordance with the reporting procedures outlined in this policy.

6. Confidentiality and Information Sharing:

- a) All safeguarding concerns, allegations, or incidents will be handled in a confidential manner, with information shared only with those who have a legitimate need to know.
- b) Melksham Without Parish Council will comply with relevant data protection legislation when handling personal information related to safeguarding matters.

7. Reporting Procedures:

- a) Any safeguarding concerns, allegations, or incidents should be reported immediately to the Clerk who is the designated safeguarding officer or the appropriate authority, as defined in the reporting guidelines.
- b) Individuals reporting concerns shall provide accurate and detailed information, maintaining confidentiality to the extent possible.

8. Review and Monitoring:

This policy will be reviewed annually to ensure its continued effectiveness and compliance with any changes in legislation or best practices. Melksham Without Parish Council will monitor the implementation of the policy and take appropriate measures to address any shortcomings or areas for improvement.

This safeguarding policy will be made available to all members, employees, volunteers, and stakeholders of Melksham Without Parish Council. It will be regularly communicated, reviewed, and reinforced to ensure the ongoing commitment to safeguarding within the parish council and its activities.

Recommended at Staffing committee 26th June 2023 (min. 095g/23) and approved for adoption by Full Council 24th July 2023.



MELKSHAM WITHOUT PARISH COUNCIL

SOCIAL MEDIA POLICY

**To be reviewed by Staffing Committee 18th March
2024**

1. Policy statement

- 1.1 This policy is intended to help employees including clerks, RFO's, Executive Officers, part-time, fixed-term and casual employees (collectively referred to as employees in this policy), volunteers and members make appropriate decisions about the use of social media such as blogs, social networking websites, forums, message boards, or comments on web-articles, such as Twitter, Facebook and LinkedIn.
- 1.2 This policy outlines the standards we require employees and volunteers to observe when using social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy.

2. The scope of the policy

- 2.1. All employees, volunteers and members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of our council.
- 2.2. Breach of this policy by employees may be dealt with under our Disciplinary Procedures and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

3. Responsibility for implementation of the policy

- 3.1 The council has overall responsibility for the effective operation of this policy.
- 3.2 The clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.
- 3.3 All employees, volunteers and members should ensure that they take the

time to read and understand it. Any breach of this policy should be reported to the Clerk, (or in the case of the breach by the Clerk, to the Chairman of the Council).

- 3.4** Questions regarding the content or application of this policy should be directed to the Clerk.

4 Using social media sites in our name

- 4.1** Only the Clerk or staff as directed by the Clerk are to post material on a social media website in the council's name and on our behalf.

5 Using social media

- 5.1** We recognise the importance of the internet in shaping public thinking about our council and community. We also recognise the importance of our employees, volunteers and members joining in and helping shape local government conversation and direction through interaction in social media.

- 5.2** Before using social media on any matter which might affect the interests of the council you must:

- a) have read and understood this policy
- b) employees and volunteers must have sought and gained prior written approval to do so from the Clerk

6 Rules for use of social media

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

- 6.1** Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
- 6.2** Any employee, volunteer or member who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform the Clerk, or Chairman of the Council as appropriate.
- 6.3** Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Clerk.
- 6.4** Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.
- 6.5** Before you include a link to a third-party website, check that any terms and conditions of that website permit you to link to it.

- 6.6 When making use of any social media platform, you must read and comply with its terms of use.
- 6.7 Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the council.
- 6.8 You are personally responsible for content you publish into social media tools.
- 6.9 Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- 6.10 Don't discuss employees without their prior approval.
- 6.11 Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.
- 6.12 Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

7 Monitoring use of social media websites

- 7.1 Employees should be aware that any use of social media websites (whether or not accessed for council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedures.
- 7.2 Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and us.
- 7.3 In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct (this list is not exhaustive):
 - a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
 - b) a false and defamatory statement about any person or organisation;
 - c) material which is offensive, obscene
 - d) criminal, discriminatory, derogatory or may cause embarrassment to the council, members, or our employees;
 - e) confidential information about the council or anyone else
 - f) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or the council); or
 - g) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

Any such action will be addressed under the Council's Disciplinary Procedures/Code of Conduct and for employees may result in summary dismissal.

7.4 Where evidence of misuse is found we may undertake a more detailed investigation in accordance with our Disciplinary Procedures, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.

7.5 If you notice any use of social media by other employees or volunteers in breach of this policy please report it to the Clerk.

8 Monitoring and review of this policy

8.1 The Staffing & Resources Committee shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.

Adopted by Melksham Without Parish Council Min. 091/16 at Staffing & Resources Committee held 27th June 2016, approved by Full Council meeting Min 111/16 25th July 2016.

Based on SLCC Template April 2016.

Recommended for Re-adoption by the Staffing Committee on 16 March 2020 (Min 489c/19)

Adopted at the Annual Council Meeting 22 May 2023 (Min 10(C))

Employer code	Employer name	Primary rate (% of pay)	Secondary rate (% of pay plus monetary amount)			Total contributions (primary rate plus secondary rate)			Notes
			2023/24	2024/25	2025/26	2023/24	2024/25	2025/26	
Town and Parish Councils (continued)									
48	Corsham Town Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
50	Warminster Town Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
58	Mere Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
59	Melksham Without Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
62	Bradford-on-Avon Town Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
66	Blunsdon St Andrew Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
71	Wroughton Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
73	Wanborough Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
349	Hullavington Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
350	Tidworth Town Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
356	Ludgershall Town Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
365	Idmiston Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
402	Redlynch Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
403	Central Swindon South PC	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
404	St Andrews Parish Council Swindon	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
409	Central Swindon North PC	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
413	Whiteparish Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
435	Calne Without Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
496	West Swindon Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	

20 DECEMBER 2023

L02-23 | POWER TO FUND WORKS TO PROPERTY RELATING TO AFFAIRS OF THE CHURCH OR HELD FOR AN ECCLESIASTICAL CHARITY (ENGLAND ONLY)

Introduction

On 26 October 2023, the Levelling-up and Regeneration Act (the 2023 Act) received Royal Assent. Section 82 of the 2023 Act amends the Local Government Act 1894 (the 1894 Act) by inserting a new section 19A into the 1894 Act. Section 19A comes into force on 26 December 2023. The Appendix at the end of this briefing contains the wording of section 19A.

The government's view is that its amendment in the form of section 19A clarifies that the 1894 Act does not affect the discretionary powers of parish councils in England to fund church repairs or improvements or property held for an ecclesiastical charity. NALC recommends that its members adopt the government's view when they receive requests for funding. This means that councils can use their discretionary powers to fund such property, including that of other Christian denominations and non-Christian faiths. It applies in the case of:

- Specific powers to fund works - for example, repairs to clocks fixed to church property (section 2 of the Parish Councils Act 1957) and the maintenance of open churchyards (section 214 of the Local Government Act 1972 (the 1972 Act)).
- General powers to fund works where works are not covered by a specific power - section 137 of the 1972 Act and the general power of competence can also be used by councils to fund requests for works not covered by specific powers.

What will parish councils need to consider when receiving funding requests?

Councils need to consider requests in respect of church property or property held for an ecclesiastical charity as they would any other funding request. Funding powers further to section 19A of the 1894 Act coming into force are discretionary. Parish councils are not under any additional duties as a result of the 2023 Act and the insertion of section 19A to the 1894 Act.

The issues that councils would need to consider when seeking to rely on a general power are set out within our Legal Topic Note 31E. This includes the direct benefit

of expenditure accruing to a council's area or residents being commensurate with the expenditure incurred in respect of section 137.

NALC publications

NALC's view (as set out in Legal Briefing L01-18 – financial assistance to the church) was that only explicit local council powers could override the prohibition in the 1894 Act to fund churches. We will be withdrawing Legal Briefing L01-18 further to the Government's amendment as per section 19A coming into force on 26 December 2023. We will also update and reissue Legal Topic Note 31E to remove references to the prohibition, which will no longer apply when section 19A comes into force.

Appendix

19A Powers under other enactments

(1) Nothing in this Part affects any powers, duties or liabilities conferred on a parish council by or under any other enactment (whenever passed or made).

(2) This section does not apply in relation to community councils (see section 179 (4) of the Local Government Act 1972).

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MELKSHAM WITHOUT PARISH COUNCIL

GRANT AID POLICY

1. Applications must be from organisations either based within the Parish, or based outside the Parish that can prove that they assist residents living within the parish.
2. A statement of the latest audited accounts must accompany the application. Grants may still be awarded if up to date accounts are not received but they will not be paid until satisfactory accounts are received.
3. No applications received after the closing date will be considered, no matter how worthy the cause. Closing date is 31st January.
4. Applications from individuals will not be accepted.
5. Applications from schools or PTAs will only be considered if the grant is to be used for non-educational purposes. Grants will not be given for any item that should be supplied by Local Education Authority.
6. Applications from national organisations may be accepted if there is a local branch that is used by residents of the parish and it can be proved that this benefits the residents of the parish.
7. Grants **may not** be awarded to organisations which themselves issue grant aid or distribute funds to help other groups.
8. Under current legislation the council are unable to fund church buildings.
9. The council reserve the right to request for any grant funds awarded to organisations back if it is found that the funds are not being used for the purpose of which it was awarded for or if an organisation closes within the year the grant was awarded. If organisations require the funds to be used for something different than what was originally applied for, they must seek approval from the parish council first.

**Reviewed and updated by Finance Committee 9th January 2023
(min.333/22) - To include a clause (clause 9) around returning funds if
organisation fails or change of use request.**

Approved by Full Council 23rd January 2023

MINUTES of the Finance Committee of Melksham Without Parish Council held on Monday 4th March 2024 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm

Present: Councillors John Glover (Chair of Council & Committee), David Pafford (Vice Chair of Council), Alan Baines, Richard Wood, Shona Holt, John Doel and Mark Harris.

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

439/23 Welcome, Housekeeping & Apologies:

Councillor Glover welcomed everyone to the meeting and explained the evacuation procedure in the event of a fire to those present. It was noted that this meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

Councillor Shea Simonds had tendered his apologies as for medical reasons; this reason for his absence was accepted. Council Glover explained that Councillor Harris was not a member of this committee but was attending as a substitute for Councillor Shea-Simonds.

440/23 Declarations of Interest

Councillor Holt declared an interest in the Berryfield Village Hall grant application as Chair of the Hall Trust. Councillor Wood also declared an interest in the Berryfield Village Hall grant application as a trustee of the Village Hall. Councillor Harris declared an interest in the Bowerhill Village Hall grant application as Chair of the Village Hall. These members did not vote on those grant applications.

The Clerk, although not a voting member, declared an interest as a cheque signatory for the Melksham Gardeners' Society. Although, she is no longer a trustee of 4youth, for transparency highlighted this organisation as she was a named director in the period of accounts submitted, which accompanied the grant application. Her daughter also worked for this organisation.

441/23 Dispensation Requests

None.

442/23 To consider holding items in Closed Session due to confidential nature:

It was advised that there were no items to be held in closed session.

443/23 Public Participation:

There were five members of the public present at the meeting who were attending on behalf of organisations that had submitted grant applications and wished to observe the

process. Councillor Franks was present at the meeting; however, he was not a member of the Finance Committee and was at the meeting as an observer.

444/23 Grant Aid:

a) To note the Grant Aid policy prior to reviewing grant applications.

Members noted the grant aid policy.

b) To note budget provision for Grant Aid 2024/25

Members noted the following budget provisions for 2024/25 grant aid:

S133 Village Hall Grants	£20,000
S137 General Grants	£17,000
S144 Tourism	<u>£ 700</u>
Total	£37,700

There was also £8,375.67 available in the Community Projects/ Match Funding reserve.

It was noted that the parish council had the General Power of Competence and, therefore, did not need to be tied to a maximum spend under S137 of the Local Government Act. The parish council has previously agreed that it would be wise to keep these budget headings, as they may be required again in the future if, at the May 2025 election, not enough members were elected. It was noted that for a council to gain the General Power of Competence, at least 80% of its members must be elected, not co-opted.

c) To consider Grant Aid applications for 2024/25

Councillor Glover advised members that 35 applications for funding had been received with requests totalling £42,621.22.

	TYPE	ORGANISATION	Awarding in 2024/25
SECTION 133 GRANTS (HALLS)			
1	Other halls	Bowerhill Village Hall Trust	£5,000
2	Owned by MWPC	Shaw Hill Playing Field and Village Hall	£9,250
3	Owned by MWPC	Berryfield Village Hall	£4,800
SECTION 133 GRANTS (HALLS) total			£19,050
SECTION 137 GRANTS			
4	Action Groups	Bowerhill Residents Action Group (BRAG)	£450
5	Action Groups	Berryfield & Semington Rd Action Group (BASRAG)	£500

6	Action Groups	Community Action Whitley Shaw (CAWS)	£1,290
	Action Groups Total		£2,240
7	Youth	4Youth (South West) - formerly Young Melksham	£3,000
8	Youth	Bowerhill Baby & Toddler Group	£1,643.42
	Youth Total		£4,643
9	Support Groups	Group Five	£500
10	Support Groups	Melksham PHAB Club	£400
11	Support Groups	Wiltshire Air Ambulance	£500
12	Support Groups	Melksham Community First Responders	£930
13	Support Group	HELP Counselling Services	£200
14	Support Group	Life Education Centres Ltd Wiltshire	£400
15	Support Group	Melksham Community Money Advice	£300
16	Support Group	Age UK Wiltshire	£300
17	Support Group	Wiltshire Citizens Advice	£1,000
18	Support Group	Alzheimer's Support	£400
19	Support Group	Meadowbrook (Wiltshire) CIC	£340
20	Support Group	FearFree Charity (Formally Splitz Support Service)	£500
	Support Groups Total		£5,770
21	Community	Melksham Food & River Festival	£500
22	Community	that meeting space administered by GoodNews Church	£300
23	Community	Crimestoppers Trust – Wiltshire Volunteer Committee	£150
24	Community	Melksham Carnival	£1,000
25	Community	Friends of Shurnhold Fields	£1,000
	Community Total		£2,950
26	Community Info	Shaw & Whitley Connect	£250
	Community Info Total		£250
27	Clubs	AFC Melksham (Disabled)	£300
28	Clubs	Melksham Gardeners' Society	£250
29	Clubs	Melksham Amateur Swimming Club	£500
30	Clubs	Shaw & Whitley Garden Club	£200
31	Clubs	Melksham Cricket Club	£220

32	Clubs	Melksham WI	£200
33	Clubs	Wiltshire Youth Canoe Club (WYCC)	£500
34	Clubs	Shaw and Whitley Art Group	£250
		Clubs Total	£2,420
		Section 137 GRANTS Total	£18,273
		SECTION 144 GRANTS (TOURISM)	
35	Tourism	Melksham Tourist Information Centre	£600
		Tourism Total	£600
		Grand Total	£37,923.42

22. that meeting space administered by GoodNews Church: Members queried with the Clerk whether this organisation was eligible for grant funding from the parish council, bearing in mind clause 8 of the grant aid policy, which states that the council is unable to fund church buildings. The Clerk confirmed that in the application, this organisation did appear to have spilt out their accounts between that meeting space and the Good News Church. She clarified that this organisation hosts a number of organisations and provides a space for residents to access activities, and community initiatives; and has been useful for new organisations starting out to book this smaller venue until they had enough numbers to commit to a bigger venue. It was confirmed that any grant awarded to this organisation would not be funding the church; with the building being rented separately.

24. Melksham Carnival: Councillor Glover highlighted that part of the grant funding request from this organisation was for professional entertainment and queried with members their thoughts on providing funding towards this. Members agreed to suspend standing orders so that a member of the Carnival could speak on this item. She explained that the carnival does not get any funding from anyone who enters it, as it is free to enter. There is no cost to the public to watch the carnival, and they do not make any money, apart from donations that have been collected in the bucket collections, which isn't sustainable. She advised that if the schools and businesses were relied upon entirely to put on the carnival due to money constraints, it may reduce the number of people who enter the following year. This is why professional entertainment is required to attract more people to attend. Councillor Glover queried whether the organisation had applied to Melksham Town Council for funding; the representative from the carnival confirmed that they had successfully been awarded £1,000 from the town council.

The committee reconvened and agreed to award this organisation £1,000 as it was considered that although this event happened in the town, members of the parish would attend.

25. Friends of Shurnhold Fields: It was noted that Shurnhold Fields was jointly owned by both the parish and town council. The volunteer group maintains the field for the use of the community and has asked for funding towards the group's public liability insurance as well as garden tools to continue maintaining the field. The Clerk explained that currently the Friends of Shurnhold Fields are undertaking work under the parish council's

public liability insurance and have been encouraged to obtain their own. This is a step to make the group more self-sufficient, similar to BRAG (Bowerhill Residents Action Group). She explained that the council does hold the s106 funding for the maintenance of the field, so funding could be provided from this reserve with agreement from the town council. In addition, this group had applied to the Area Board for match funding towards a new mower for the field but had been asked to withdraw the application because the Area Board felt that all of the funding should come from the s106 maintenance fund. Councillor Glover felt that the items applied for are required by the group and is concerned that if the council does not provide the group with support with this, they may fold. It was noted that last year the group was due to disband because of a lack of volunteers; however, new volunteers have since come forward, and a strong group is being built. After a detailed discussion, members agreed to award the organisation £1,000 which is half the funding applied for, and suggested that the group also apply to the town council for a grant.

34. Shaw and Whitley Art Group: The Clerk wished to draw members attention to the fact that this group has requested that any successful grant be awarded via payment to an individual rather than the organisation. She explained that there was nothing in the council's grant aid policy which states that organisations have to have their own bank account set up, but she just wanted to make members aware of this. It was noted that this group was struggling for members and may have to close if no new participants attended. It was confirmed that if this group did close, any grant funding awarded to them would have to be returned to the parish council as per the grant aid policy and it looked as though the group ran on a cash basis, and didn't have a bank account. It was also suggested that there were other art groups in the area where the current attendees could join if they were struggling for members. Councillor Pafford felt that the council should support groups in the villages around the parish, and therefore some funding should be awarded to this organisation. The Clerk also suggested that the council could help the group with advertising for members, which was agreed upon. Councillor Wood also felt that the group should be made aware that if they do have to fold, there are other art groups available to join around the parish.

It was noted that following the agreement to award the above organisations a grant, there was an overspend in the s137 grant budget heading. Members agreed that the £950 surplus in the s133 village hall budget and the £100 surplus in the s144 tourism heading should be vired over to the s137 grant heading. This leaves an overall deficit of £223.42 in the budget for grants, which was agreed to be taken from the community match funding reserve.

Recommendation 1: The Council award grants to organisations as per the list detailed above.

Recommendation 2: The council to offer to assist the Shaw and Whitley Art Group in advertising for new members to join the group. In the event that the group has to fold due to a lack of members, they should be informed that there are other art groups available around the parish.

Recommendation 3: The council vier £950 from the Village Hall grant budget and £100 from the tourism budget to the s137 grant budget. The £223.42 grant overspend on grants to come from the community match funding reserve.

d) To agree way forward for payment of grant awards

Councillor Glover reported that the council had received some comments from a grant applicant saying that it was difficult for them to cash in the grant due to banks closing, and suggested that it would be much easier for the award to be paid via BACS. Councillor Glover explained that the normal process was for the council to invite successful organisations to the Annual Parish meeting where they would be presented with the cheque. It was also an opportunity for the organisations to say a few words about their activities during the year. There was a concern that if grants were not presented this way, there would be low attendance at the meeting. Members agreed that the Annual Parish was a celebration of a year in the parish, and the meeting had been transformed since grants were awarded at the meeting. It was felt that this needed to continue, and while members appreciated that banks were closing, some did give the option to either deposit cheques via a banking app or pay them into the post office. It was acknowledged that some organisations may not have access to an app to deposit a cheque; therefore, it was felt that as an alternative, organisations should be offered the option of being paid by BACS. Members were clear that if organisations wished to be paid by BACS, they would have to provide these details at the Annual Parish meeting, not before or after the meeting. Members agreed that it was an expectation of the council for members of each organisation to attend the meeting in order to receive their grant award.

Recommendation: The council continue to award grants via cheque but give the option to organisations to pay grant awards by BACS on the proviso that they provide these details at the Annual Parish meeting only and still attend.

445/23 Bowerhill Sports Field:

a) To note update on application to Suez for the landfill tax grant

The Clerk advised that the application for this grant had not been submitted and would be submitted for the next round of funding in May. She had realised that if the grant was submitted to this round of funding, the council would be in competition with Berryfield Village Hall, which was also applying to this fund. She explained that although this delayed the projects, all of the maintenance for the field could still be undertaken before the new season.

b) To consider applying to the Football Foundation grant fund for drainage and approve quotation to undertake pitch assessment required

Members noted that there had been an issue with drainage at the sports field during this football season, which has resulted in several matches having to be cancelled. Officers had found some grant funding available from the Football Foundation to improve drainage. In order to apply for the funding, the council would have to undertake a 2pitch power assessment², which determines what work is required at the field. It was noted that the fund can provide up to 75% of the cost for any work required, but it would not fund any routine maintenance or any work undertaken prior to the application being submitted. Officers had contacted the grounds contractors for a quotation to undertake the pitch power assessment; however, they had come back to say that there would be no charge for this service. Members agreed that the council

should apply for this funding. It was also noted that the council was also going to apply for funding from the Suez Fund for drainage works on the middle 11-aside pitch.

Recommendation: The council apply to the Football Foundation for funding towards pitch drainage at the Bowerhill Sports Field following the pitch power assessment being undertaken by the council's grounds contractors.

c) To consider applying to the Football Foundation for the grass pitch maintenance fund and approve costs associated with grounds maintenance course required.

Councillor Glover reported that officers had found some funding from the Football Foundation for grass pitch maintenance. It was noted that this fund was to enhance the pitches to improve their quality rather than provide funding for routine maintenance such as grass cutting and line marking, which is already being done. In order for the council to apply for this funding, a pitch power assessment on all of our pitches would have to be undertaken, which the council's ground contractors could do. If successful, this fund provides funding each year for six years but will pay a reduced percentage of the initial grant value every two years. The council will also have to provide ongoing, twice-yearly pitch power inspections over the following ten-year period.

The Finance & Amenities Officer advised that there was a requirement for two people from the organisation to complete the online Level 1 Football Grounds Maintenance course at a cost of £46 each, and the certificate will need to be submitted to the Football Foundation before any grant funding can be released. It was queried whether the parish council's contractors had this certificate and, if so, whether it could be submitted. The Finance & Amenities Officer advised that she would have to check this out because it's understood that it has to be members of the organisation, so she was unsure whether this would be accepted. The Clerk wondered whether it should be the Parish Caretaker and the Finance & Amenities Officer who undertake the qualification. She explained that the Finance & Amenities Officer was the one who oversaw the pitch bookings at the field and made decisions in conjunction with either the grounds contractor or Clerk as to whether the matches should go ahead. The Caretaker was also the one who attended the field on a Thursday and advised on the condition of the pitch, so it may be beneficial for him to do it as well. Councillor Holt felt that it was very important that the council invest in their staff, so fully supported two members undertaking this training.

Recommendation 1: The council apply to the Football Foundation for funding towards the maintenance of pitches at the Bowerhill Sports Field following the pitch power assessment being undertaken by the council's grounds contractors.

Recommendation 2: The council agree for two members of staff to undertake the Level 1 Football Grounds Maintenance course at a total cost of £92 including VAT (£38.33 each + VAT)

d) To consider fees and charges for the 2024/25 football season

Members reviewed the current sports field charges for the current season. It was agreed that, bearing in mind the increasing costs of running the pavilion, these charges would need to be increased. It was noted that last year the council increased their charges by 10%. Councillor Baines explained that he had done some calculations based on a 3.8% increase on all charges, which he felt was an acceptable increase. After a detailed discussion, members felt that a 4% increase rounded up to the nearest 50p would be suitable to be applied to the sports field charges to come into effect from 1st August 2024. This means that the charges will be as follows:

Hire of outside toilet and car park for training sessions	2024/25
Under 25 people	£17.00
From 26-50 people	£23.00
Over 50 people	£34.50
Football Pitch	
2024/25	
Club – per match – adult with use of pavilion	£69.00
Club- per match – adult without use of pavilion	£40.00
Club – per match – junior 9v9 pitch without use of pavilion	£34.50
Club – per match – junior 7v7 pitch without use of pavilion	£29.00
Club – per match – junior 5v5 pitch without use of pavilion	£23.00
Blanket Booking- Future of Football FC (FoF FC)	£115 per weekend (For the use of Youth Pitches only)

Training Camps for Future of Football Ltd	2024/25
Includes use of car park, changing rooms to store bags for the day and outside toilet	£115.00 per session

Bowerhill Bomber race	£86.00
Colin Fitness (use of one changing room)	£11.50

Hire of Kitchen and games room	2024/25
To charge an hourly rate of £5.75 per hour with a minimum charge of £11.50 per session.	
1 hour hire	£11.50
2-hour hire	£11.50
3-hour hire	£17.50
4-hour hire	£23.00
5-hour hire	£29.00

Recommendation: The council increase the sports field and pavilion hire charges to the fees listed above for the 2024/25 football season, to come into effect from the 1st August 2024.

446/23 Audit and Year End:

a) To note year end closure on accounting system scheduled to take place on Thursday 18th April 2024

Members noted that the year-end close on the accounting system was due to be undertaken on Thursday 18th April 2024.

b) To note 2nd Internal Audit visit for 2023/24 due Friday 5th April 2024

It was noted that the internal auditor was due to visit on 5th April to undertake his second internal audit of the 2023/24 financial year.

c) To appoint Internal Auditor for 2024/25

The Clerk advised that the appointment of the internal auditor for the next financial year was something the council reviewed on an annual basis. Members acknowledged that the internal auditor had to be independent, competent, and have knowledge of the public sector. She explained that a few years ago, at the request of the council, officers obtained some quotations from other internal auditors in the area. This was following queries from some members as to whether it was best practice for the council to change auditors, as they had been with the current contractors for some years. The council concluded at the time that some of the auditors who quoted were not independent because they lived in the parish, and the quotes provided by others were much higher than what is charged by the current auditor. The Clerk explained that although the council has been with IAC Audit and Consultancy for some years, other auditors from the company have undertaken audits. In terms of competency, the auditor has been working nationally in a forum for internal auditors.

Members felt that, as the council was receiving good service from the current internal auditor, who was both competent and independent, he should be appointed for the 2024/25 financial year.

Recommendation: The council appoint IAC Audit and Consultancy as the internal auditor for the 2024/25 financial year.

447/23 Bank Signatories: To note confirmation of bank signatories listed on Lloyds Bank following recommendation from the internal auditor.

It was noted that at the first internal audit visit, the auditor recommended the council contact Lloyds Bank to confirm that all signatories listed on the bank were correct. Officers have undertaken this task and can confirm that all signatories on the bank are correct.

448/23 CCLA: To receive update on CCLA Public Sector Deposit Fund

The Finance & Amenities Officer advised that the application form had been sent to the CCLA and was waiting to hear back on the next steps.

449/23 Public Works Loan: To note public works loan has now been paid off in full.

Members noted that the public works loan had now been paid off in full. It was confirmed that the full amount owing on the loan was £286,482.80 which was paid off in January. The Public Works Loan Board had confirmed that all funds had been received.

Meeting closed at 20.28pm

Signed.....
Chairman, Monday 25th March 2024

Receipts for Month 11

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 :		5,846.34					5,846.34	
V3773-ALLO	Banked: 01/02/2024	35.00						
V3773-ALLO	Allotment Holder	35.00			1310	310	35.00	Rent for plot 5a Berryfield
V3774-BACS	Banked: 05/02/2024	66.00						
V3774-BACS	Bath Road Wanderers	66.00			1210	210	66.00	Inv.396- 4th February 24 match
V3775-BACS	Banked: 07/02/2024	35.00						
V3775-BACS	Allotment Holder	35.00			1310	310	35.00	Relet- Rent plot 6a Berryfield
V3776-BACS	Banked: 08/02/2024	82.50						
V3776-BACS	Redfish Events	82.50			1260	210	82.50	Inv.402-Bowerhill Bomber race
V3777-ALLO	Banked: 12/02/2024	35.00						
V3777-ALLO	Allotment Holder	35.00			1310	310	35.00	Rent for plot 10a Berryfield
V3778-FOF	Banked: 12/02/2024	318.00						
V3778-FOF	Future of Football	318.00			1210	210	318.00	Inv.395- Feb training camps
V3779-BACS	Banked: 22/02/2024	66.00						
V3779-BACS	Staverton Rangers	66.00			1210	210	66.00	Inv.397-3rd Feb Match
V3780-BACS	Banked: 26/02/2024	22.00						
V3780-BACS	Redfish Events	22.00			1260	210	22.00	Inv.404- Hire of kitchen
Total Receipts for Month		659.50	0.00	0.00			659.50	
Cashbook Totals		<u>6,505.84</u>	<u>0.00</u>	<u>0.00</u>			<u>6,505.84</u>	

Payments for Month 11

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>
01/02/2024	Water 2 Business	V3768-DD	97.57			4323	320	97.57	782-Berryfield Allotments water
01/02/2024	Water 2 Business	V3769-DD	276.89			4323	320	276.89	Inv.583-BSF Allotments water
01/02/2024	Water 2 Business	V3770-DD	363.43			4322	220	363.43	Inv.646-Pavilion water charges
15/02/2024	Daisy (One bill)	V3771-DD	41.09		6.85	4384	220	34.24	Inv.752-Pavilion WiFi
15/02/2024	Daisy (One Bill)	V3772-DD	41.09		6.85	4190	120	34.24	Inv.751- Office WiFi and line
Total Payments for Month			820.07	0.00	13.70			806.37	
Balance Carried Fwd			5,685.77						
Cashbook Totals			6,505.84	0.00	13.70			6,492.14	

Receipts for Month 11

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 :		140,682.96					140,682.96	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>140,682.96</u>	<u>0.00</u>	<u>0.00</u>			<u>140,682.96</u>	

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/02/2024	Grist Environmental	V3764-DD	1.44		0.24	4770	220	1.20	Inv.1032- B'hill waste away
06/02/2024	EDF Energy	V3765-BACS	223.27		10.63	4302	220	212.64	007- Pavilion electricity
16/02/2024	Lloyds Bank PLC	V3766-DD	184.71		28.72	4120	120	6.90	Flood letters to residents
						4120	120	2.50	Letter sent to hirer
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone subscription
						4175	120	5.50	Website domain
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
28/02/2024	Melksham Town Council	V3742-BACS	1,897.50		4680	170		1,897.50	Inv44- Share NHP support 6072
28/02/2024	Melksham Town Council	V3741-BACS	907.50		4680	170		907.50	In45 Share NHP support 6088
28/02/2024	Melksham Town Council	V3743-BACS	2,268.75		4680	170		2,268.75	In.32 Share NHP Support 6065
28/02/2024	Melksham Town Council	V3744-BACS	10.50		4680	170		10.50	Inv.33- NHP boxes- Consultati
28/02/2024	Melksham Town Council	V3745-BACS	5,000.00		4670	170		5,000.00	Inv.46-Market PI toilets 23/24
28/02/2024	Melksham Town Council	V3746-BACS	1,051.20		4820	142		1,051.20	In.48-SHF Caretaking 23/24
					347	0		-1,051.20	In.48-SHF Caretaking 23/24
					6000	142		1,051.20	In.48-SHF Caretaking 23/24
28/02/2024	Agilico	V3747-BACS	109.91		18.32	4130	120	91.59	Inv.559-Office photocopying
28/02/2024	Glasdon U.K Limited	V3748-BACS	430.58		71.77	4785	142	358.81	472-Replacement bin Westlands
28/02/2024	JH Jones & Sons	V3749-BACS	1,765.12		294.19	4400	142	38.13	Inv.3993-Kestrel Shrub mainten
						4409	142	179.67	Inv.3993-Hornchurch Grass cutt
						4820	142	36.21	Inv.3993-SHF Annual cut
						347	0	-36.21	Inv.3993-SHF Annual cut
						6000	142	36.21	Inv.3993-SHF Annual cut
						4402	320	66.16	Inv.3993-Allotment grass cutti
						4400	142	244.09	Inv.3993-Jan 24 Play area gras
						4780	142	57.75	Inv.3993-Play Area bin emptyin
						4781	220	87.54	Inv.3993-JSF Bin emptying
						4401	220	761.38	Inv.3993-JSF Grass cutting
28/02/2024	Kanconnections	V3750-BACS	302.40		50.40	4721	220	252.00	1587- JSF CCTV and light repar
28/02/2024	Kanconnections	V3751-BACS	439.20		73.20	4049	142	366.00	In.1585-Pathfinder defib cabin
28/02/2024	Mr Sparkles Melksham Ltd	V3752-BACS	200.00			4721	220	200.00	Inv.024- External pavilion cle
28/02/2024	Wiltshire Council	V3753-BACS	378.59			4510	142	378.59	532-Shaw traffic louvered Hood
28/02/2024	Wiltshire Publications Ltd	V3754-BACS	805.92		134.32	4230	120	46.40	Inv.446-Grant advert
						4230	120	130.20	Inv.446-Co-Option Vacancy

Continued on Page 208

Payments for Month 11

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>
						4240	120	495.00	Inv.446-Quarterly newsletter
28/02/2024	Aquasafe Environmental Ltd	V3755-BACS	300.00		50.00	4212	220	250.00	Inv.203- Jan & Feb PPM Visit
28/02/2024	Wiltshire Pension Fund	V3756-BACS	2,082.11			4045	130	1,588.51	Period 11- February 2024
						4000	130	240.65	Period 11- February 2024
						4020	130	123.47	Period 11- February 2024
						4010	130	129.48	Period 11- February 2024
28/02/2024	HM Revenue & Customs	V3757-BACS	2,411.99			4041	130	817.45	Period 11- February 2024
						4000	130	482.80	Period 11- February 2024-T
						4000	130	265.43	Period 11- February 2024-NI
						4020	130	191.40	Period 11- February 2024-T
						4020	130	108.07	Period 11- February 2024-NI
						4010	130	210.80	Period 11- February 2024-T
						4010	130	118.44	Period 11- February 2024-NI
						4460	142	178.40	Period 11- February 2024-T
						4800	320	13.60	Period 11- February 2024-T
						4070	120	25.60	Period 11- February 2024-T
28/02/2024	Teresa Strange	V3758-BACS	████████			4000	130	████████	February 2024 Salary
						4070	120	36.00	Mayorreception Cllr Glover x2
28/02/2024	Lorraine McRandle	V3759-BACS	████████		0.67	4020	130	████████	February 2024 Salary
						4120	120	3.20	Postage for 1x Full Council ag
						4370	120	3.33	Bin bags for office
						4155	120	7.50	Coffee for office
						4155	120	1.35	Milk
						4120	120	2.60	Postage for Planning agenda pa
28/02/2024	Marianne Rossi	V3760-BACS	████████			4010	130	████████	February 2024 Salary
						4120	120	2.75	Postage for letter-contractor
						4120	120	2.60	Asset agenda pack x1
28/02/2024	Terry Cole	V3761-BACS	████████			4460	142	████████	February 2024 Salary
						4050	142	47.50	Travel Allowance
						4051	142	45.00	Mileage x100
28/02/2024	David Cole	V3762-BACS	████████			4800	320	████████	February 2024 Salary
28/02/2024	John Glover	V3763-BACS	38.40			4070	120	38.40	February 2024 Chairs allowance
29/02/2024	Teresa Strange	V3767-S/O	5.30		0.88	4190	120	4.42	In.494- Reimburse out of hours
Total Payments for Month			27,880.72	0.00	733.34			27,147.38	
Balance Carried Fwd			112,802.24						
Cashbook Totals			140,682.96	0.00	733.34			139,949.62	

Total February
2024 Salaries

£6,913.83

Receipts for Month 11

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		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Payments for Month 11

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 11

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 :		405,520.72					405,520.72	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>405,520.72</u>	<u>0.00</u>	<u>0.00</u>			<u>405,520.72</u>	

Payments for Month 11

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		405,520.72						
	Cashbook Totals		405,520.72	0.00	0.00			405,520.72	

SHURNHOLD FIELDS MEETING 21 FEBRUARY 2024
MELKSHAM WITHOUT PARISH COUNCIL OFFICES, MELKSHAM COMMUNITY CAMPUS

Present: Councillor John Glover, MWPC (Chair)
Councillor David Pafford, MPWC
Councillor Martin Franks, MWPC
Lorraine McRandle, Parish Officer, MWPC
Alexandra Crawford, Purcell Solutions
Donna Hambly, Friends of Shurnhold Fields (FOSF)
Rita, Friends of Shurnhold Fields (FOSF)

Alexandra explained following Wiltshire Council being successful in receiving a grant from the Environment Agency for a flood alleviation scheme, had been approached by Danny Everett, Principal Drainage Engineer to help with drawing up a scheme for Shurnhold Fields to protect properties in Dunch Lane and wanted to listen to needs and aspirations of the group, in order to take things away and adapt plans if necessary.

As the funding had come from the Environment Agency, there were various conditions attached to the grant funding particularly as work was taking place in a flood plain.

Proposal is to build a bund as close as possible (approx. 0.5m high in line with modelling and allowing for climate change) to the rear boundaries of the properties in Dunch Lane, bearing in mind any proposals do not cause a detrimental impact elsewhere. Various modelling drawings were shown of current flooding projections and future flooding in the area, if nothing was done and the number of properties impacted.

Whilst Alexandra suggested people could walk on the bunds, it was felt this would impact residents' privacy and therefore it was agreed the bund needed to be narrow at its highest point to discourage people walking on it.

It was noted several properties had gates out on to Shurnhold Fields for access. However, it was suggested protecting properties from flooding was more important and this message needed to get across to residents. It was suggested, people with gates could have inward opening ones if they wished to still have access.

The displacement of water in creating a bund was discussed, noting the rules were if flood volume is removed from flood plain, have to give back flood volume elsewhere very close by and also need to consider how it will affect people elsewhere.

Alexandra explained the only way to give back flood volume was to dig shallow 'scrapes' and create new 'bowls' in the landscape to capture water, which could be used to create biodiversity areas. The 'scrapes' would create materials which would go into the bunds and could only be located in areas under the town, parish and Wiltshire Council's control. Therefore, the only location for these would be in Shurnhold Fields and various locations were highlighted, including the tree nursery, the current wildflower meadow close to the entrance and included a large part of the proposed car park, which was a concern. Alexandra explained this was not insurmountable and further calculations were required.

It was noted proposals including that of the car park, as it included bunds would need Land Drainage Consent, which could take up to 3 months, as well as planning permission. Alexandra explained it was hoped to start work in August/September and would take 3 weeks to complete. During construction, members of the public would have to be excluded from the area being worked on for health and safety reasons.

Outcome

1. It was agreed the message needed to get across to residents of Dunch Lane the importance of the bund and show them using maps what could happen to their properties if it were not built. It was suggested the Town Council write to resident now to give them advanced notice of the proposed works and to let them know once the bunds have been put in and the EA modelling done, this will improve things with regard to insurance cover etc, which may be currently impacted on current EA modelling, which is looked at by insurers and home buyers.
2. Alexandra agreed to forward her drawings to Teresa in order to forward on to bta architects who she had worked with previously, in order they could overlay the car park plans with her plans to see how significantly proposals would impact the proposed car park layout.
3. It was agreed any future planting to the area to the rear of Dunch Lane could be delayed by FOSF, until the bund and 'scraped areas' had been installed, in order to see what land was available for planting, rather than plant now and have to be removed.
4. In principle the parish council were happy with proposals for the bund, including moving the flower meadow elsewhere, as were those from Friends of Shurnhold Fields (FOSF). Concern was expressed there was no representative from the Town Council in order to get their view on proposals which affected residents in the town.

Lorraine McRandle

Subject: FW: Application for funding from Melksham Area Board

From:

Sent: 21 February 2024 17:04

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk <mailto:clerk@melkshamwithout-pc.gov.uk> >

Subject: Fwd: Application for funding from Melksham Area Board

Hi Teresa,

I'm not sure if you would have got a copy of this? Unfortunately it looks like that the application wasn't seen favourably.

Many thanks
Donna

Begin forwarded message:

From: "Rogers, Richard" <Richard.Rogers@wiltshire.gov.uk <mailto:Richard.Rogers@wiltshire.gov.uk> >

Date: 21 February 2024 at 15:44:34 GMT

To:

Cc: "Alford, Phil" <Phil.Alford@wiltshire.gov.uk <mailto:Phil.Alford@wiltshire.gov.uk> >

Subject: Application for funding from Melksham Area Board

Dear Donna

The Councillors have met to discuss all the applications for funding from the Melksham Area Board. The Friends of Shurnhold have made an application for £4,337 towards a replacement mower.

The cllrs all agreed that the persimmon S106 funding provided for maintenance of the field should be used to cover all the costs of the new mower rather than just part of it. Consequently, the application would almost certainly not be received favourably and an award would not be made, especially as they have far more requests than available funding remaining.

I would therefore propose that you agree for the application to be withdrawn. The alternative is that you will need to attend the meeting only for the likely decision made to be not to award any grant.

I have copied cllr Alford into this email and would be grateful if you can let me know you agree to the grant being withdrawn.

I am sorry that we are unable to help you at this time.

Kind regards

Richard

Strategic Engagement and Partnership Manager (Melksham, Devizes & Pewsey)

Wiltshire Council

Email: Richard.Rogers@wiltshire.gov.uk <mailto:Richard.Rogers@wiltshire.gov.uk>

(9) Facebook <<https://www.facebook.com/Wiltsareaboard>>

**EXTRACT FROM MINUTES OF SHURNHOLD FIELDS WORKING GROUP
MEETING**

On Thursday 28th September 2023 at 7.00pm

8. ONGOING MAINTENANCE

a) To note tree work contracted to Acer by MWPC and work undertaken.

Teresa explained that the parish tree inspections were undertaken every 27 months, so they were in different seasons. This inspection had recently been undertaken, and the trees at Shurnhold Fields were included in the schedule. Teresa reported that a number of trees had been rated as either high or medium risk; therefore, the necessary tree works have already been undertaken at a cost of £700 + VAT, with the spend coming from the Shurnhold Fields maintenance 106 contribution held by Melksham Without.

b) To note grass cutting being undertaken by J H Jones since volunteers' mower out of action with associated costs and to consider way forward

It was noted that the current mower that the Friends used for grass cutting at Shurnhold Fields was broken beyond repair. As the mower was out of action, JH Jones had been contracted to undertake the cutting of the pathways in the interim until a decision could be made on a way forward. It had been confirmed that the town council amenities had no capacity to undertake the work.

Andy confirmed that the Friends would be happy to continue the grass cutting if a new mower was purchased. He explained that the original mower was a standard sit-on one and felt that any new mower purchased needed to be of a bigger size due to the amount of land that needed to be covered. Andy explained that on top of the pathway grass cutting, there was more grass cutting that was required at the field, for example, around the WW1 trees, so any new mower needed to have the ability to do this work as well. It was clarified that if the councils were to purchase a new mower for the Friends to use, JH Jones would not be required to grass cut on a regular basis and would only need to undertake the annual cut of the whole field that had previously been agreed. Andy explained that the shed, which was part of the car park project, would be required to safely store the mower. It was noted that the shed was unable to be purchased until the car park improvement works had been finished.

Councillor Alford queried with Andy whether he had an idea of the cost of a new mower. Andy confirmed that he hadn't done any investigations into mowers yet; however, as explained above, he felt that a bigger one was required, even if it was a second-hand one. Councillor Aves felt that there needed to be caution around purchasing a second-hand mower, as this may mean that it's not working at its full performance. It was also queried about

what would happen with the equipment in the instance of the Friends of Shurnhold Fields folding. It was confirmed that the equipment would be returned to both councils to use and maintain the field. Teresa queried with Andy whether the Friends had a constitution detailing that the equipment would be returned to both councils if the group folded. Andy agreed that he would check this.

It was highlighted that the dimensions of the shed would also need to be looked at once the model of the mower was established to ensure that it would fit. It was noted that this could mean that the shed may cost more than originally anticipated, depending on the size required.

It was queried whether the s106-maintenance contribution could be used for the mower. Teresa explained that she had previously asked for clarity from the s106 officer at Wiltshire Council on what the fund could be used for. They explained that the developer, Persimmon, had provided the funding for the maintenance of the land, so this principle needed to be applied when using the funds to purchase items. This is why every time an item is purchased for Shurnhold Fields, it is clearly stated in the minutes where the money is coming from; for example, the shed will be coming from the maintenance fund because it is to store the maintenance tools. The car park project; however, is not for maintenance, so the fund is unable to be used for the project.

Councillor Glover advised that there were grant funding sources that the Friends could apply to for funding towards a new mower, such as the Town and Parish Council and Area Board. Teresa advised that BRAG (Bowerhill Residents Action Group) had recently received a grant from the Wessex Water bio-diversity fund, so she would have a look to see what others were around that could be applied to. It was felt that it would be a good idea for the Friends to apply for some funding towards the cost of a new mower. Teresa also explained that the Friends were currently grass cutting under the parish council's public liability insurance, so they may wish to have their own insurance, funds for that could also be applied for in a grant application.

It was felt that the Friends needed to investigate further what model mower would be suitable for their requirements so that they had an idea of the costs in the first instance. This would then aid any grant funding applied for to go towards the purchase of a new mower. It was noted that some grant funding streams expect an element of match funding, which could come from the s106 maintenance funding.

Resolved: The Friends of Shurnhold Fields to investigate a suitable mower to meet their requirements so that a cost could be determined to aid any grant funding towards the mower applied for. If match funding is required, the s106 maintenance fund could be used.

EXTRACT FROM Melksham Town Council Minutes of the Asset Management and Amenities Committee meeting held on Monday 5th February 2024

210/23 Shurnhold Fields

It was noted that the fund was for maintenance not capital and there was discussion on whether this counted as maintenance. Members were referred to item **8b** on the minutes of Shurnhold Fields Working Group meeting of 28 September 2023 (**To note grass cutting being undertaken by J H Jones since volunteers' mower out of action with associated costs and to consider way forward**). Members asked whether use could be made of a Town Council mower. DE confirmed this had been considered but the spec of the mower available was not sufficient. Councillor Aves pointed out that the maintenance is undertaken by volunteers in their own time and it would be inconvenient to them and Melksham Town Council to access the mower at the times it was needed. Councillor Forgacs expressed concern about storage, in view of the sum the council is being asked to authorise. It was confirmed by Councillor Aves and DE that the previous mower was normally stored in a shed and generally well looked after. A single user error had resulted in the damage. It was proposed by Councillor Oatley, seconded by Councillor Hubbard and

UNANIMOUSLY RESOLVED to support payment and, if the Area Board is not minded to approve a grant, to support payment of the sum needed to purchase the mower.

Stabbing & bleed kits

At the last Full Council meeting you asked officers to investigate the cost of emergency bleed kits and bring back to this meeting. This was following a query to the Neighbourhood Policing team on whether these kits would be useful in the parish. You might remember that they advised that they should be easily assessable, in places such as village halls or near parks for example. They also said that these kits would be useful for road traffic collisions particularly in rural areas. You will see from the attached that Llanyblodwel Parish Council have placed these kits inside of their defib cabinets and were purchased through the Daniel Baird Foundation. From the link below these kits cost £85 + VAT and they were developed by the West Midlands Ambulance Service. From the link you will see that whilst ideally these kits are suited to be kept in an emergency bleed control cabinet (information on the cabinets below) they are lightweight so they can be put anywhere such as inside of a village hall for example (of course village halls are not open 24 hours a day so that needs to be considered). The kit includes basic instructions for members of the public to have a straightforward understanding of the equipment included, and where and how to apply.

<https://turtledefibcabinets.co.uk/defibrillator-cabinets/bleed-control-kit-daniel-bairdfoundation/>

There is also a cabinet that can be purchased to put the kit in at a cost of £475 + VAT. There is no power required for the cabinet which means that it can be installed anywhere without the need for an electricity source.

<https://turtledefibcabinets.co.uk/defibrillator-cabinets/locked-bleed-control-cabinet/>

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MARCH 20, 2023 BY ADMIN

Parish Council Install Emergency Bleed Control Kits

Bleed control kits have been installed in all Parish Council owned defibrillator cabinets in and around Llanyblodwel, with the support of a local business. Funded 50% by the Parish Council and 50% by West Pennine Trucks in Oswestry, the kits were purchased through the Daniel Baird Foundation, a charity set up after the tragic death of Daniel Baird, who at the age of 26 years was fatally stabbed in Birmingham following a night out with friends. There was no first aid or bleed control kit available and Daniel died shortly after arriving at hospital due to catastrophic bleeding.

Chairman of Llanyblodwel Parish Council, Andrew Beckett commented: "The kits can be used in serious incidents to control bleeding and promote blood clotting. There are many ways that a catastrophic bleed can occur, such as from a stabbing, car accident or a work related injury. There is now a kit located at Llyncllys Crossroads in the defibrillator Cabinet on the side of Metal World and another kit in the Defibrillator Cabinet at the Cefn Blodwel Methodist Chapel. By having publicly accessible bleed control packs, anyone can provide the necessary first aid to reduce blood loss until professional, medical help arrives. In rural areas, this could be crucial for saving a life."

The Bleed Control Kits are located in the Defibrillator Cabinets (accessible with a code which will be given out by the Ambulance Service when calling 999) and have been registered with the West Midlands

Update on Speed Indicator Device (SIDs):

Following the termination of the Speed Indicator Device contract with the contractors due to poor service, both (SIDs) have been returned to the office. All batteries for both devices have been returned, as well as the chargers. We are still waiting for the keys for both devices and a second post (one has been returned, so we are just waiting for the other). The contractor is currently locating these items.

In terms of quotations obtained to get the SIDs deployed, we have received one quotation for this service currently. We have tried contacting other contractors who work on the highway but haven't had any luck obtaining another at this time. I have recently been in contact with a contractor who undertakes highway work for Wiltshire Council who appears to be interested in providing a quote, so I will send it through before the meeting if it is received in time.

Lorraine McRandle

Subject: FW: Semington Bus Gate - Update

From: Peter Smith <[REDACTED]>

Sent: 14 March 2024 09:38

To: Rose, Martin <martin.rose@wiltshire.gov.uk>

Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Sankey, Mike <Mike.Sankey@wiltshire.gov.uk>; Colin Wade <[REDACTED]>; Jonathon Seed <Jonathon.Seed@wiltshire.gov.uk>

Subject: Re: Semington Bus Gate - Update

Hi Martin,

Just to confirm that last night, Semington parish council decided to support the installation of an ANPR camera at the bus gate based on the costs quoted by you in your 1st March email: £2767.75 one off installation contribution, and year 2+ £1000 pa contribution.

We hope that Melksham Without parish council will be able to confirm its support soon so that you can ask Jo to press on with installation. I have copied this to Teresa and Mike so that they can report our position to Melksham Without.

Many thanks for your help on this.

Peter

Sent from my iPad

On 1 Mar 2024, at 16:54, Peter Smith <[REDACTED]> wrote:

Thanks, Martin, that's very clear.

Good to know about the monitoring report too.

I'm now confident that Colin and I have the information we need to brief the parish council.

Much appreciated.

Best wishes,
Peter

Sent from my iPad

On 1 Mar 2024, at 15:19, Rose, Martin <martin.rose@wiltshire.gov.uk> wrote:

Thanks Peter,

As far as I'm aware there is no intention to tie either PC into a long-term financial commitment. At this point it is simply a collaborative agreement between the respective parties.

If Semington PC or MWPC decide to withdraw financial support at some point, I can't foresee a position whereby we would look to penalise either. Of course, if support does disappear a decision will need to be taken on whether to retain the camera at the site.

The level of likely revenue is the great unknown. In theory, if the camera does its job, the revenue in the long term should be relatively small. I suspect it will be quite high for a few months before the 'penny finally drops' at which point it will tail off and stay at an even level for the months and years ahead. After the first couple of years, if the revenue generated covers the yearly ongoing maintenance cost, I will be asking our parking services team to cover these 100%.

The council and its contractor will of course closely monitor the camera for the first year and prepare a summary report outlining the number of contraventions of the bus gate and resultant income generated. I will ask for this report to be made available to the parishes.

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



Email: martin.rose@wiltshire.gov.uk
Web: www.wiltshire.gov.uk

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From: Peter Smith <[REDACTED]>
Sent: Friday, March 1, 2024 2:43 PM
To: Rose, Martin <martin.rose@wiltshire.gov.uk>
Cc: clerk@melkshamwithout-pc.gov.uk; clerksemingtonparishcouncil@gmail.com;
Sankey, Mike <Mike.Sankey@wiltshire.gov.uk>; Seed, Jonathon
<Jonathon.Seed@wiltshire.gov.uk>; Colin Wade <[REDACTED]>
Subject: Re: Semington Bus Gate - Update

You don't often get email from pnmssmith@icloud.com. [Learn why this is important](#)

Hi Martin,

Thanks for the update.

The extra £100 or so towards installation shouldn't be an issue, but I'll confirm after our 13th March meeting.

When Colin Wade and I put the proposal to fellow councillors, it's likely they'll ask if there would be any charge to Semington (or Melksham Without) should we want to withdraw from the scheme at some point in the future (and after the initial 2 years, obviously). Are you able to advise on this, please?

Many thanks,

Peter

Sent from my iPad

On 1 Mar 2024, at 09:08, Rose, Martin
<martin.rose@wiltshire.gov.uk> wrote:

Peter / Teresa,

I have the amended quote from Marston Holdings for the ANPR camera for Semington Bus gate.

Apologies for the change in cost of +£400. It appears the VCA certification was missed off the original quote. The reoccurring cost has also increased but parking services will have to absorb this. The request of £1,000 each per year for both Semington and Melksham without PC for year 2+ still stands.

The £11,071 cost is payable by the LHFIG, less the 25% contribution from Semington PC. (£2,767.75)
Peter, I hope this is ok?

I have sent the quote onto Jo Pattison in our parking services team. Once we have formal agreement from the parishes, I will ask Jo to press ahead with set up.

The total cost of our proposal is outlined below:

URN	Site Location & Equipment	Year 1 Costs	Annual recurring Cost Year 2+
1	Semington Road- Bus Gate	£18,671	£5,296
PPM	Annual Preventative Maintenance (Yr 2+)	£0	£1,250
3	VCA - Declaration of Certification preparation	£400	£0
Credit	1 x RDS, 1 x POE4 and 1 4G Data Sim, hosting- Already purchased and in stock	-£8,000	-£1,225
Net total		£11,071	£5,321

Pricing includes the following:

- Supply and installation of camera outstation & Processing unit
- Preparation of written declaration for the council to submit to the VCA
- Hosting and maintenance of the digital video platform
- 4G Data Sim
- Software License
- Training and technical support for Council staff members
- Access to Power BI reporting suite
- Bi Annual planned preventative maintenance(PPM)

Regards

Martin Rose IEng, FIHE, MCIHT, CMgr MCM1
Principal Engineer – Traffic Engineering
Highway Asset Management and Commissioning
Wiltshire Council ,
County Hall, Bythesea Road
Trowbridge BA14 8JN



Email: martin.rose@wiltshire.gov.uk
Web: www.wiltshire.gov.uk

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From: Peter Smith <[REDACTED]>
Sent: Thursday, February 29, 2024 2:25 PM
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Rose, Martin <martin.rose@wiltshire.gov.uk>; clerksemingtonparishcouncil@gmail.com; Sankey, Mike <Mike.Sankey@wiltshire.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>; Colin Wade <[REDACTED]>
Subject: Re: Semington Bus Gate - Update

Hello Teresa and Martin,

Many thanks, Martin, for the information on costs, and Teresa for the update as to where things stand with Melksham Without.

Semington Parish Council has also “approved in principle”, subject to details of costs. Like Teresa, I feel certain that the second, lower cost option would be our preferred one. We have our next parish council meeting on 13th March and we’ll be able to consider and hopefully confirm after that date.

It does seem fairest to allocate income from years 1&2, and in years thereafter should the scheme continue, in proportion to contributions made by the three parties. So parking services 50%, with Melksham Without and Semington each receiving 25%.

Thanks for beavering away at this, Martin. Very much appreciated.

Best wishes,

Peter

Sent from my iPad

On 29 Feb 2024, at 10:53, Teresa Strange
<clerk@melkshamwithout-pc.gov.uk> wrote:

Dear Martin

Thank you for firming up these costs, they are useful for moving forward.

Melksham Without Parish Council met last week, and approved in principle to contribute to the capital outlay and ongoing maintenance costs, and would be more precise in amount/share once the final figures were known. This they can now do, and are next meeting on Monday 25th March, when they can confirm. They were definitely thinking of the amount for the 2nd hand model and not the new one!

I know that Semington PC were also going to discuss in principle until costs were known, and any feedback before MWPC next meet would be useful. I am sure that Peter Smith will keep us updated.

With regards to the revenue received, when they discussed it last week, MWPC thoughts were to seek a share of that income back, proportionate to

any contribution they made, in a way of providing some funding towards the maintenance cost. It may be that your solution outlined is suitable, I think they just wanted to make sure that the income was set against the costs..... Any clarity on this would be useful for a final decision in March

Thanks for all your work on this Martin,
With many thanks,
Teresa

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

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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

On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

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From: Rose, Martin <martin.rose@wiltshire.gov.uk>

Sent: 29 February 2024 10:13

To: clerksemingtonparishcouncil@gmail.com;

Teresa Strange <clerk@melkshamwithout-

pc.gov.uk; [REDACTED]

Cc: Sankey, Mike <Mike.Sankey@wiltshire.gov.uk>

Subject: Semington Bus Gate - Update

Dear all,

I wanted to provide you with an update re. the provision of an ANPR camera at Semington Bus Gate.

Like most things it's never simple or straightforward.

You will recall there was an action from the last LHFIG meeting for me to firm up the costs for relocating an ANPR camera to the Semington Bus gate. I contacted the company contracted used by the Council Videalert (Marston Holdings) and have now received their estimate. An extract is below.

As you can see the set-up costs for year one alone is nearly double the previously quoted figure at **£19,071**. (Semington PC's contribution alone would be £4,767.00).

This issue aside, the annual running cost for the ANPR camera is £6,546.00. This cost must be covered, and at the present time our parking services team will not fund this in its entirety. This poses a problem as the LHFIG budget cannot be used for the recurring (subscription type) costs, even if we wanted it to.

The total cost of our proposal is outlined below:

URN	Site Location & Equipment	Year 1 Costs	Annual recurring Cost Year 2+
1	Semington Road- Bus Gate	£18,671	£5,296
PPM	Annual Preventative Maintenance (Yr 2+)	£0	£1,250
3	VCA - Declaration of Certification preparation	£400	£0
Net total		£19,071	£6,546

There is however some good news. The council does have in its possession 1 RDS, 1 POE4 and 1 Sim card (from another unused site) which can be used to bring the total set up costs down to **£10,621** (year 1). Parking services have agreed that we can do this. Semington PC's contribution would be £2,655.25 (25%).

In this instance the recurring cost each year is **£4,071**. Whilst parking services will not cover all the covering running cost, they are receptive to

covering 50%. This leaves roughly £2,000 per year to find.

Would Melksham without PC and Semington PC be receptive to covering this cost (possibly £1,000 each per year) for at least year 2? (possibly beyond).

If at this point the revenue received from the camera covers the £4,071, I would make a strong case for Parking services to cover 100% of the future ongoing cost.

I wonder if this is something you are happy to raise with your members. I appreciate budgets are tight.

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



Email: martin.rose@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

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Lorraine McRandle

Subject: FW: Semington Bus Gate - Update
Attachments: Wiltshire Council - High Street - Semington - Bus Gate.pdf

From: Rose, Martin <martin.rose@wiltshire.gov.uk>
Sent: 29 February 2024 16:32
To: Peter Smith <[REDACTED]>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: clerksemingtonparishcouncil@gmail.com; Sankey, Mike <Mike.Sankey@wiltshire.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>; Colin Wade <[REDACTED]>
Subject: RE: Semington Bus Gate - Update

Peter / Tersea,

Thank you for your quick responses and support from your respective councils. We are finally getting some traction on this project.

Peter – once you have a decision from your members following your 13th March meeting, please drop me a line and I will go back to our parking services team to get things moving

For clarity, the £19k option was still using the relocated camera. It's the fact that we have RDS (ANPR Bluetooth) , POE4 (Ethernet switch) and SIM card we can use which from another site which has brought the cost down closer to £10k. I want to get these items nailed down now to reduce the risk of them be snapped up and used elsewhere.

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



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Lorraine McRandle

Subject: FW: Melksham Station Car Park, Melksham – Introduction of Tariffs to Off Street Order

From: Bartle, Lianne <Lianne.Bartle@wiltshire.gov.uk>

Sent: 28 February 2024 10:15

To: Bartle, Lianne <Lianne.Bartle@wiltshire.gov.uk>

Subject: Melksham Station Car Park, Melksham – Introduction of Tariffs to Off Street Order

THE COUNTY OF WILTSHIRE (WESTERN WILTSHIRE) (OFF STREET PARKING PLACES) ORDER 2022 (AMENDMENT NO.3) ORDER 2023

Further to previous correspondence I am able to inform you that a report on the above proposal has now been considered by the Cabinet Member for Transport, Street Scene and Flooding who has approved:

- (i) The Order be implemented as advertised;
- (ii) The objectors be informed accordingly.

This decision may be accessed via the Internet at <https://cms.wiltshire.gov.uk/ieDecisionDetails.aspx?ID=1938>. The report reference is HTW – 05 – 24.

A full paper copy of the report can be obtained by contacting the below quoting the above reference.

Kind regards,

Lianne Bartle

Senior Traffic Order Technician | Traffic Order Team | Highways & Transport
Wiltshire Council | County Hall, Bythesea Road, Trowbridge BA14 8JN

Email: lianne.bartle@wiltshire.gov.uk

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Lorraine McRandle

From: Teresa Strange
Sent: 29 February 2024 14:23
To: Rose, Martin
Cc: Lorraine McRandle; Alan Baines; John Glover
Subject: RE: RTPI Mitchell drive

Hi Martin

Yes, lets go for it, we have been trying to do this for years.

MWPC have agreed that Mitchell Drive will be the pilot.

We have c£6k approved for this as was expecting to pay for it ourselves, so with the added bonus that Passenger Transport/LHFIG are contributing, even with an additional amount for a bracket etc, it will come in under what the council have agreed to spend on this, so happy its been covered by a council resolution.

Money in the budget then for the next ones....

I have asked Laura Gosling a couple of times for the data on the bus stop usage in the parish, and how they prioritise them for RTPI themselves but haven't heard back. I don't want to be a nuisance and keep chasing but if you have any influence I would be grateful.

Really good to be getting this off the ground!

Many thanks, Teresa

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

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From: Rose, Martin <martin.rose@wiltshire.gov.uk>
Sent: 29 February 2024 12:05
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RTPI Mitchell drive

Hi Teresa,

After the last LHFIG meeting I was asked to go back to Laura Gosling and R2P to see if the battery powered Papercast RTPI unit for Mitchell drive shelter could be a better option than the 3-line LED unit originally quoted.

R2P are advising that for cost/maintenance reasons, it would be far better to go with the mains supplied LED display rather than the papercast unit.

Are you happy to proceed on this basis? If yes, I can get this moving with PTU quite quickly.

Costs aside, the papercast units will take much longer to deliver as the contract with R2P doesn't currently include battery powered RTPI.
Hence the contract needs amending before the first units can be installed.



Regards

Martin Rose IEng, FIHE, MCIHT, CMgr MCM1
Principal Engineer – Traffic Engineering
Highway Asset Management and Commissioning
Wiltshire Council ,
County Hall, Bythesea Road

Lorraine McRandle

Subject: FW: RTPI Mitchell drive

From: Rose, Martin <martin.rose@wiltshire.gov.uk <mailto:martin.rose@wiltshire.gov.uk> >
Sent: 29 February 2024 16:35
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk <mailto:clerk@melkshamwithout-pc.gov.uk> >
Subject: RE: RTPI Mitchell drive

Teresa ,

I have asked Laura to press ahead with the Market place ASAP. Its only being held up by the contract issues mentioned below.

Once the Papercast unit are added to the contract with R2P we will press the 'go' button on the Market Place RTPI

Regards

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

Email: martin.rose@wiltshire.gov.uk <mailto:martin.rose@wiltshire.gov.uk>
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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk <mailto:clerk@melkshamwithout-pc.gov.uk> >
Sent: Thursday, February 29, 2024 4:18 PM
To: Rose, Martin <martin.rose@wiltshire.gov.uk <mailto:martin.rose@wiltshire.gov.uk> >
Subject: RE: RTPI Mitchell drive

Hello again,
Any news on implementation of RTPI in the Market Place as well?
T

From: Rose, Martin <martin.rose@wiltshire.gov.uk <mailto:martin.rose@wiltshire.gov.uk> >
Sent: 29 February 2024 12:05
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk <mailto:clerk@melkshamwithout-pc.gov.uk> >
Subject: RTPI Mitchell drive

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Are you happy to proceed on this basis? If yes, I can get this moving with PTU quite quickly.

Costs aside, the papercast units will take much longer to deliver as the contract with R2P doesn't currently include battery powered RTPI.

Hence the contract needs amending before the first units can be installed.

Regards

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

Email: martin.rose@wiltshire.gov.uk <<mailto:martin.rose@wiltshire.gov.uk>>

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Lorraine McRandle

Subject: FW: Real Time Information in bus shelters in Melksham Without

From: Rose, Martin <martin.rose@wiltshire.gov.uk <mailto:martin.rose@wiltshire.gov.uk> >
Sent: 08 March 2024 09:28
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk <mailto:clerk@melkshamwithout-pc.gov.uk> >
Subject: RE: Real Time Information in bus shelters in Melksham Without

Hi Teresa,

I've spoken to Laura Gosling. We'll press ahead with the RTPI order for Mitchell Drive now and once you have discussed Kestrel Court (x2) with your members on the 25th March, we can raise another order.

Thanks for your help.

Regards

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

Email: martin.rose@wiltshire.gov.uk <mailto:martin.rose@wiltshire.gov.uk>
Web: www.wiltshire.gov.uk <http://www.wiltshire.gov.uk>

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk <mailto:clerk@melkshamwithout-pc.gov.uk> >
Sent: Thursday, March 7, 2024 5:12 PM
To: Rose, Martin <martin.rose@wiltshire.gov.uk <mailto:martin.rose@wiltshire.gov.uk> >
Subject: RE: Real Time Information in bus shelters in Melksham Without

Hi Martin

How soon do you need an answer, council next meet on 25th March which is a little way away. I know we put forward Kestrel as an alternative, and the costs cheaper with the LHFIG contribution, it's just whether I am out of my delegated powers. We definitely have the budget assigned. If you need an answer sooner, happy to seek a decision by email – it's not a new topic that the council don't have a view on, it's just I would have swung to the other side of the parish to Shaw/Whitley next if it was down to me, so sharing it out across the parish. Kestrel Court not a bad location, as its served by a lot of social housing, particularly elderly, which this would be good for as they are less likely to have smart phones, more likely to be using the public transport.

So, I think an indication on timings would be useful, Thanks, Teresa

From: Rose, Martin <martin.rose@wiltshire.gov.uk <mailto:martin.rose@wiltshire.gov.uk> >
Sent: 07 March 2024 16:36

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk <mailto:clerk@melkshamwithout-pc.gov.uk> >
Subject: RE: Real Time Information in bus shelters in Melksham Without

Hi Teresa,

I have spoken to Laura Gosling re. the RTPI for Mitchell Drive. She is about to place an order with R2P.

Laura asked if you wanted the RTPI at Kestrell Court to be included on the Mitchell Drive order.

I mentioned you were awaiting bus stop usage data info from her to prioritise your RTPI sites (see below).
I got the impression this may not be forthcoming any time soon.

I guess the question is, as the 50% WC funding is available for Kestrell Court now, did you 'want to take flyer' on this site or would you prefer to wait? Do you have enough budget for a 50% contribution at 3 sites (Mitchell drive x 1 , Kestrel Court x 2)

Regards

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

Email: martin.rose@wiltshire.gov.uk <mailto:martin.rose@wiltshire.gov.uk>

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From: Rose, Martin

Sent: Thursday, February 29, 2024 4:09 PM

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk <mailto:clerk@melkshamwithout-pc.gov.uk> >

Subject: RE: Real Time Information in bus shelters in Melksham Without

Thanks, I'll chase Laura on this.

Regards

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

Email: martin.rose@wiltshire.gov.uk <mailto:martin.rose@wiltshire.gov.uk>

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk <<mailto:clerk@melkshamwithout-pc.gov.uk>> >
Sent: Thursday, February 29, 2024 2:41 PM
To: Rose, Martin <martin.rose@wiltshire.gov.uk <<mailto:martin.rose@wiltshire.gov.uk>> >
Subject: FW: Real Time Information in bus shelters in Melksham Without

As per other email.... For info

From: Teresa Strange
Sent: 09 February 2024 15:40
To: 'Gosling, Laura' <Laura.Gosling@wiltshire.gov.uk <<mailto:Laura.Gosling@wiltshire.gov.uk>> >
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk <<mailto:admin@melkshamwithout-pc.gov.uk>> >
Subject: RE: Real Time Information in bus shelters in Melksham Without

Hi Laura

I just wanted to follow this up as the parish council are keen to move to the next stage, and the LHFIG meeting last night was promising. We need to move to the next stage now and confirm which bus stops/shelters we want to put RTPI in.

If you are able to share the information/criteria you use to prioritise bus stops and data for the stops in Melksham and Melksham Without that would be very useful.

With kind regards,

Teresa

From: Teresa Strange
Sent: 24 January 2024 18:18
To: Gosling, Laura <Laura.Gosling@wiltshire.gov.uk <<mailto:Laura.Gosling@wiltshire.gov.uk>> >
Subject: FW: Real Time Information in bus shelters in Melksham Without

Hi Laura

It was good to meet you yesterday, thought you might be interested in this email correspondence where you can see we have been trying to have RTI in the parish since at least 2019.

We look forward to receiving info from you in due course about how you prioritise which bus stops/shelters receive RTI etc. The fact we don't have to have them a certain height, or with electricity supply is revolutionary for us!

Kind regards, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
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01225 705700
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From: Teresa Strange

Sent: 09 January 2024 11:30

To: Grocock, Phil <phil.grocock@wiltshire.gov.uk <<mailto:phil.grocock@wiltshire.gov.uk>> >

Cc: Linda Roberts (linda.roberts@melksham-tc.gov.uk <<mailto:linda.roberts@melksham-tc.gov.uk>>) <linda.roberts@melksham-tc.gov.uk <<mailto:linda.roberts@melksham-tc.gov.uk>> >; Lorraine McRandle <office@melkshamwithout-pc.gov.uk <<mailto:office@melkshamwithout-pc.gov.uk>> >; Rose, Martin <martin.rose@wiltshire.gov.uk <<mailto:martin.rose@wiltshire.gov.uk>> >

Subject: RE: Real Time Information in bus shelters in Melksham Without

Hi Phil

Can you clarify for me on the question we raised on solar panels please, for powering RTI?

This would help us identify the future bus shelters we install RTI in, as we are well aware some of them do not have an electricity supply, or like the ones just being installed in Semington Road, we know that putting in an electricity supply is difficult.

Many thanks,

Teresa

From: Teresa Strange

Sent: 08 November 2023 17:27

To: Grocock, Phil <phil.grocock@wiltshire.gov.uk <<mailto:phil.grocock@wiltshire.gov.uk>> >

Cc: Linda Roberts (linda.roberts@melksham-tc.gov.uk <<mailto:linda.roberts@melksham-tc.gov.uk>>) <linda.roberts@melksham-tc.gov.uk <<mailto:linda.roberts@melksham-tc.gov.uk>> >; Lorraine McRandle <office@melkshamwithout-pc.gov.uk <<mailto:office@melkshamwithout-pc.gov.uk>> >

Subject: RE: Real Time Information in bus shelters in Melksham Without

Hi Phil

Apologies for the delay, we were informed that this had to go through LHFIFG, so were just waiting for that meeting, which was last Thursday.

Please see mapping for bus shelters to be assessed.

I am assuming that they are assessing the shelters and not the site? As we have bus shelters from a s106 going into Semington Road and we did ask that they have RTI capability, although Mark Stansby is installing without this to date as there is an electrical supply issue. We are wondering if solar panels could overcome this issue.

Lorraine McRandle

Subject: FW: Taxi Licensing - Creation of a Single Licensing Zone for Hackney Carriages
Attachments: Single Zone advert Wiltshire Hackney Carriage.pdf

From: Ince, Tom <Thomas.Ince@wiltshire.gov.uk <mailto:Thomas.Ince@wiltshire.gov.uk> >
Sent: 18 March 2024 14:42
To: Ince, Tom <Thomas.Ince@wiltshire.gov.uk <mailto:Thomas.Ince@wiltshire.gov.uk> >
Subject: Taxi Licensing - Creation of a Single Licensing Zone for Hackney Carriages

Hello,

I manage the Taxi Licensing service for Wiltshire Council and I wanted to advise that the Council intends to create a single licensing zone for hackney carriages with effect from 01 April 2024.

At present hackney carriages are licensed in 4 distinct zones, mirroring the old district Councils, North, South, East and West. Vehicles are licensed for a specific zone and can only work within that zone.

The proposed new single zone will allow drivers to work anywhere within the Wiltshire Council area, providing drivers with greater earning potential and reducing the number of dead miles which is better for the environment. At present if a driver travels outside of their zone to drop a passenger off they must drive back into their zone before they can work again, this restriction will be removed under a single zone.

All vehicle inspections will be centralised in Devizes, vehicles are inspected twice a year.

If you have any questions on the change or would like more information on Taxi Licensing don't hesitate to contact me.

Regards

Tom

Tom Ince
Principal Compliance Officer
Highways and Transport
Tel: 01380 826334
Mob: 07899 924219
Email: Tom.ince@wiltshire.gov.uk <mailto:Tom.ince@wiltshire.gov.uk>

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HP

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Concept

Revise: 14.03.24

2: Peter

Size: 60 x 56 DAM

AH: Teddy

Pub: Salisbury Journal

PLEASE CHECK SIZE IS CORRECT

487315 Wiltshire Hackney Carriage x56

11:26 T

**WILTSHIRE COUNCIL
HACKNEY CARRIAGE LICENSING ZONE CHANGE
(CREATION OF A SINGLE LICENSING ZONE FOR
HACKNEY CARRIAGES IN THE WILTSHIRE COUNCIL AREA)**

Notice is hereby given that, in accordance with the powers contained in Schedule 14, part ii, paragraph 25, of the Local Government Act 1972, Wiltshire Council proposes to;

REMOVE THE CURRENT NORTH, SOUTH, EAST & WEST LICENSING ZONES WITHIN THE WILTSHIRE COUNCIL AREA AND REPLACE THEM WITH A SINGLE LICENSING ZONE FOR HACKNEY CARRIAGE VEHICLES AND DRIVERS WITH EFFECT FROM 01 APRIL 2024.

The new single licensing zone will cover the entire Wiltshire Council area.

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

Samantha Howell, Director of Highways and Transport
Dated 26/02/2024

Wiltshire Council

**VILLAGE HALL MEETING
THURSDAY, 22 FEBRUARY AT 6PM**

Present: Chris Pickett, Riverside Centre (**Chair**)
Sheila Pickett, Riverside Club
Richard Clark, Atworth Village Hall
Chris Broom, Bowerhill Village Hall
Mark Harris, Bowerhill Village Hall
Jack Oakley, Forest Community Centre
Lucy Key, Berryfield Village Hall
Richard Rogers, Community Engagement Manager, Melksham Area Board
Lorraine McRandle, Parish Officer, Melksham Without

Apologies: Teresa Strange, Clerk, Melksham Without Parish Council
Jessica, 4Youth
Jan Haggett, Holt Village Hall
Sue Ennis, Holt Village Hall

Chris explained the idea of the meeting was to consider how village halls could discuss any concerns they had in running a hall and to share ideas/solutions. It was suggested the best way to co-ordinate information would be via a WhatsApp Group, with everyone agreeing this would be useful with everyone providing their contact details.

The following topics were discussed:

Bad Debtors

Lucy asked what would be the best way to warn others of bad debtors/bad experiences with hirers, in order other village halls did not have to go through the same experience.

It was agreed I would be useful to warn other village halls of bad debtors etc bearing in mind data protection. Therefore, it was felt as long as only the name of a particular group or individual was shared, this would be okay and all halls should have their own data protection places in place anyway. However, it might be useful to have a data protection policy in place for the group, to say the information would only be shared between the group and not anyone else, including any village halls not part of the group.

Energy Bills

Richard Clark sought ideas who to go to with regard to utility providers, as Holt Village Hall's contract was due for renewal shortly.

Those present were with different providers such as SSE, British Gas and Utilities Warehouse (including broadband) for different contract lengths, with all having different experiences. Forest Community Centre in particular was not having such a good experience with their energy supplier.

It was noted there were various brokers which could be used.

Richard informed the meeting he had access to an 'energy gun' which the village halls could borrow to check the energy efficiency of their buildings, which would require someone coming along to do it, rather than the halls doing it themselves. If one was not available locally, suggested the Melksham Area Board may be able to invest in one, as it was understood they only cost £500.

Actions:

1. Richard Rogers to look into acquiring an 'energy gun' for those in the group to borrow.
2. To ascertain from Helen, Village Hall Organisation if there was an organisation/broker who had approached them looking to provide competitive quotes for village hall utility costs.
3. Group to share utility standing charges experiences with utility companies in the WhatsApp Group.

Facilities available for hire

Sheila sought guidance from those present what was a suitable level of expectation with regard to cooking facilities available in a village hall, explaining some years ago the WRVS had installed a gas commercial cooker and a large commercial electric oven, as well as a warming oven. Unfortunately, the electric oven had gone wrong recently, with one regular user insisting it be replaced, despite the gas oven and warming oven being available to use.

Those present felt the provision of one domestic type cooker was a sufficient expectation for a village hall to have available for hire.

VAT

Richard Clark expressed frustration at village halls having to pay VAT, particularly as they were providing local space for local people and would save village halls money in the long run which could then be invested back into village halls.

It was explained a village hall could be registered for VAT in order to reclaim it back, but would have to charge hirers VAT, including non-VAT registered groups who could not reclaim it back as well as individuals and therefore the increased costs could put them hiring a hall.

Volunteers

It was asked how to attract volunteers to committees, with most of those present experiencing difficulty in attracting the right sort of committee members, particularly those who were younger.

Richard Rogers asked what form of volunteering, halls were looking for, ie committee members or people to help with one off things like maintenance etc, as he might be able to assist with this through 'social value' Wiltshire Council had within their contracts,

whereby contractors provided volunteers from their businesses to help with community groups, with labour, legal advice etc.

It was felt this would be useful, however, most halls needed committee members to assist with the regular every day running of halls.

Bowerhill Village Hall explained they had a discounted rate for any regular group user who had a representative join the committee, as a way of attracting new committee members, however, they did not necessarily volunteer to do things.

The Riverside Centre explained they had previously done something similar, but it did not work, as often volunteers did not do anything and therefore, they had stopped doing this.

Pricing Structures

Pricing structures were discussed, with different halls having different pricing structures depending on the user ie regular bookings, private hirer, commercial, charity and if they wished to have use of the kitchen.

Bookings

Jack asked what booking systems everyone used, as whilst he was trying to get Forest Community Centre on-line, they still used paper copy booking forms and took payment by cheque/cash, having only recently provided hirers the option to pay via BACS.

They were also 'cash only' behind the bar, but Jack was hoping to introduce a card payment system and had been looking at different card machine providers, as most took a payment for use of a card machine.

It was noted various on-line booking systems were available such as Hall Master and Bookings On-line, which could be integrated into websites and allowed hirers to pay their invoices on-line.

With regard to hirers who did not wish to pay on-line etc, Lucy explained two hirers at Berryfield Village Hall had been provided with a deposit card which they used to pay their invoice via the Post Office.

It was felt by all it was a useful meeting in sharing information, therefore, it was agreed to arrange another meeting and circulate the notes of the meeting.

Date of Next Meeting

Thursday, 11 April at 6pm.

If anyone had any agenda item, they wished to discuss to forward these on to Teresa.

Meeting finished at 7pm

Lorraine McRandle

From: Teresa Strange
Sent: 01 March 2024 16:02
To: David Pafford; John Doel; Nathan Keates; Robert Shea-Simonds; Shona Holt; Alan Baines; John Glover; Mark Harris; Richard Wood; Terrence Chivers; Martin Franks; Peter Richardson
Cc: Lorraine McRandle; Marianne Rossi
Subject: FW: Briefing Note 24-04: Development of Cultural Strategy for Wiltshire
Attachments: 24-04_Development_of_Cultural_Strategy_for_Wiltshire.pdf

Dear Councillors

Please see attached from Wiltshire Council with a link to the public survey below for those of you that would like to take part.

Please let me know if you think there is a value in the parish council submitting a view as the corporate entity and I will add to the full council agenda and ask for a couple of days extension.

Kind regards, Teresa

From: Democratic and Member Services <Committee@wiltshire.gov.uk>
Sent: 21 February 2024 10:51
Subject: RE: Briefing Note 24-04: Development of Cultural Strategy for Wiltshire

Good morning,

Following Briefing Note 24-04 which was circulated last Thursday on the development of the Cultural Strategy (attached for ease), the public survey it referred to is now live and can be found at [Wiltshire Cultural Strategy public survey \(office.com\)](#). Please feel free to complete the survey and share it among your own networks. Thanks for your support.

Kind Regards

Democratic and Member Services
committee@wiltshire.gov.uk

From: Democratic and Member Services
Sent: Thursday, February 15, 2024 12:26 PM
Subject: Briefing Note 24-04: Development of Cultural Strategy for Wiltshire

Please find attached copy of Briefing Note 24-04 which provides more details on Wiltshire Council's work to develop a Cultural Strategy for the county, and a public survey which is launching soon.

Note: this Briefing Note has been circulated to Parish and Town Clerks at the request of the author.

Kind Regards

Democratic and Member Services
committee@wiltshire.gov.uk

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Development of Cultural Strategy for Wiltshire Briefing Note No. 24-04

Service: Leisure, Culture and Communities

Further Enquiries to: arts@wiltshire.gov.uk

Date Prepared: 15/02/24

Wiltshire Council is in the process of developing a Cultural Strategy for the county.

The 2024-30 Culture Strategy for Wiltshire will aim to place culture and creativity at the heart of Wiltshire's economic and social future, and this can only be achieved through a distinctive vision and plan created with the broadest possible range of views.

For Wiltshire Council, culture is a multifaceted concept, built around five key themes:

Economy – Culture is a central pillar of our approach to economic development, regeneration, and the development of vibrant local communities. It helps us re-imagine the way in which people engage with their towns and encourages long-term and sustainable businesses on our high streets.

Identity – Culture connects people with the places they live. It helps us discover more about our environment, its history, and its heritage. It also teaches us about ourselves, and our connection with our County.

Tourism – Culture is also a key component of our offer to visitors, both from the UK, and further afield.

Health and wellbeing – Culture contributes to both mental and physical health. It helps people get active. It stimulates minds, and encourages healthy, active, and engaged lifestyles.

Community – Culture brings communities together, whether it's through village fetes, community fairs and festivals.

Good access to culture forms part of Wiltshire Council's Business Plan under its mission of wanting "Wiltshire to be a place where we all live well together."

As part of the development of Wiltshire's Cultural Strategy, the council will be engaging with a range of stakeholders within the council itself as well as arts and cultural organisations, town and parish councils, artists, businesses, and other relevant organisations to ensure a collaborative approach, ownership of the strategy and to help shape its contents.

Wiltshire Council has commissioned FEI UK to develop this work, which is being part-funded by Arts Council England.

A representative of the team working on this project will be attending the council's communities' team online monthly town and parish council meeting on 29 February at 3pm to talk in more detail about the plan to develop the strategy and to answer any questions.

In addition, an online public survey will be available to complete from 19 February until 24 March to gather as many views as possible. We'd welcome you filling out the survey and would be grateful if you could please promote it among your own community networks. We'll share the survey link with you when it is live. Paper copies will be available in libraries.

We appreciate your support, and we'll keep you updated as this project progresses. In the meantime, if you have any questions or queries, please don't hesitate to email arts@wiltshire.gov.uk.

An update from the Woodland Team

The Grant Application and Planting Support team has been busy over the planting season with planning tree planting projects across the county including Trowbridge Green Thread, a project that will see 270 individual trees plus three orchards a new hedgerow and small woodland area planted in Trowbridge. Also, the playgrounds of two schools have been – or are due to be – planted up with trees funded with grants from The Great Western Community Forest and the Tree Council's Branching Out fund. The team is already working with parishes, landowners and trusts to plan tree, hedge and orchard planting in winter 2024-5.

Meanwhile, volunteers and tree wardens have received instructions in pruning techniques by Lackham College teacher Richard Cripps at three community orchards – Bratton, Warminster and Corsley. This means that apple and pear trees, old and young, have been shaped in the best way to encourage their health, wildlife value and fruit production. Cherry and plum trees have to wait until the summer to be pruned, so we hope to organise some summer pruning courses in July or August. Please contact the GAPS team at GAPS@wiltshire.gov.uk if you would like help in organising one for your existing community orchard.

If you would like a new community orchard in your town or village, the application process for the Coronation Living Heritage Orchard Grants, to commemorate the coronation of King Charles III will be open very shortly. This grant is available only in 2024 for planting in 2024-5, and will fund a minimum of five trees, plus protection, signage and, if required, green skills training. Parishes that have already expressed an interest in the grant will receive details by email. Please contact GAPS@wiltshire.gov.uk for application details if you have not expressed an interest already. We hope to fund 25 orchards around the county, and have budgeted £2,000 for each orchard, so please bear that in mind when completing your application.

The Coronation Living Heritage Fund is not the only grant available for tree planting. Please contact the GAPS team about any projects you would like funding for, whether on private or public land, and we can help find the best grant for you.

We now have 56 tree wardens volunteering across the county in 37 different parishes. Many tree wardens are liaising with local landowners about locations and opportunities to plant trees, helping with grant applications, organising environmental events and much more. Parishes which are unsure about the role and duties of tree wardens and how best to work with them are invited to attend a workshop at County Hall on 17 April at 4.30pm in the Council Chamber at County Hall Trowbridge. The session will be repeated online on Thursday 18 April from 7pm-8pm for those who cannot attend. Details of how to sign up for these will be circulated shortly. For now, please save the date if you are interested in attending. If your parish is already working successfully on projects with your tree wardens, we would love for you to come along to the meeting and briefly share your experiences.

Tree wardens will be invited to a session on Trees and the Law on Tues March 26 at 4.30pm in County Hall, to be repeated online on Thursday 28 March from 7pm-8pm.

For more information about all our work, please visit <https://www.wiltshire.gov.uk/trees-and-woodland-in-wiltshire>.

Wiltshire & Swindon Local Nature Recovery Strategy Briefing Note No. 24 - 05

Service : *Climate and Environment*

Further Enquiries to: Alison Levy

email: localnaturerecoverystrategy@wiltshire.gov.uk

Date Prepared: 28/02/2024

Direct Line: (01225) 718872

Summary of the project

Local Nature Recovery Strategies (LNRS) are a mechanism to deliver recovery at a local and regional scale as introduced in the [legislation.gov.uk: Environment Act 2021 - Local nature recovery strategies Section 106](https://legislation.gov.uk/ukpga/2021/12/section-106). Wiltshire Council has been appointed by DEFRA as responsible for preparing the LNRS for Wiltshire and Swindon.

The Wiltshire and Swindon Local Nature Recovery Strategy will consist of a document containing biodiversity priorities and a habitat map which will inform and guide nature recovery across Wiltshire and Swindon.

The Local Nature Recovery Strategy will:

- agree priorities for nature's recovery
- map the most valuable existing areas for nature
- map specific proposals for creating or improving habitat for nature and wider environmental goals

We are currently at the longlisting stage of the LNRS, gathering a long list of suggested nature recovery priorities through direct engagement with locally active organisations and individuals.

We are seeking to hear from stakeholders across the public, private and voluntary sectors to encourage their support for delivering the strategy and to hear their views and expertise on what should be included.

We have three interactive, in-person events planned to support this process on Tuesday 5 March (Swindon), Tuesday 12 March (Salisbury) and Tuesday 19 March (Trowbridge). These events will be followed by an online public survey to capture priorities and measures for nature recovery across Wiltshire and Swindon from a much wider audience. We have attached an invitation letter with more details about the events and how to book a space.

The reason for this project

The Wiltshire Council Business Plan states that our mission is to ensure:

- The people of Wiltshire are empowered to live full, healthy and enriched lives.
- Our communities continue to be beautiful and exciting places to live.
- Our local economy thrives and is supported by a skilled workforce.
- We lead the way in how councils and counties mitigate the climate challenges ahead.

To support this, Wiltshire Council has produced a Climate Strategy and a Green and Blue Infrastructure Strategy to help meet these aspirations. A central part of these strategies is to support nature's recovery across Wiltshire for the benefit of people, nature and to help mitigate climate change.

Next Steps

The longlisting events and survey will help inform the priorities for the LNRS. This will be followed by a shortlisting event which will feed into the production of the first draft documents. County wide engagement on these drafts will happen over this summer.

The project programme aims to seek supporting authority sign off towards the end of 2024 ahead of formal public consultation in early 2025, with final council approval and adoption in July 2025

Suggested actions for councillors

We would welcome your attendance at our longlisting in-person events, please see the attached invitation letter for information on how to book onto an event. In addition, to ensure we have a wide range of participants at each event, please could you raise awareness of these event with your networks, town and parish councils and to the wider community, particularly nature related local interest groups and residents.

We will shortly be circulating the online survey to ensure we capture priorities and measures for nature recovery across Wiltshire and Swindon from people who are not able to attend our in-person events and would again appreciate your support in ensuring this is circulated far and wide.

If you have any questions, please get in touch localnaturerecoverystrategy@wiltshire.gov.uk

End

20 February 2024

County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Wiltshire and Swindon Local Nature Recovery Strategy (LNRS)

Dear Sir/ Madam,

I am writing to you about the Local Nature Recovery Strategy (LNRS) for Wiltshire and Swindon, and to invite you to book a place on one of our upcoming in person workshops to help us identify priorities and measures for nature recovery.

To remind you, the LNRS is a requirement for Wiltshire and Swindon councils to prepare in 2024. This link will take you to the Government's website should you wish to remind yourself why this is necessary and important. [Local nature recovery strategies - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/local-nature-recovery-strategies)

We are undertaking a challenging process to identify all priorities and measures for nature recovery in our area:

- Usability testing
- Longlist of priorities and measures – all data
- Online survey to identify further priorities and measures
- Shortlisting of priorities and measures – refined and focused data
- County-wide roadshows to identify how priorities and measures should be located on the ground
- Preparation of LNRS mapping package, report and interactive website.

So far, we have met with potential users to understand how to design our system so that it meets the needs of all relevant user groups.

This next stage is to develop a long list of all possible priorities and measures, and this is where we are asking for your further assistance. Our task at this stage is to put together a long list of all options for priorities (the outcomes we wish to achieve for nature) and measures (the actions we need to take to reach those outcomes).

We will be holding three sessions for you to choose from where we are inviting you, anybody from your organisation who may be interested, and any contacts that you may wish to pass this invitation to. The sessions will be around three hours in locations across

the county. We aim to have as many people as possible attend so that we can hear a wide range of views.

The venues and times are as follows:

Swindon	Pattern Church	Penzance Drive, Swindon, SN5 7JL	5 March 2024	Book here
Salisbury	Guildhall	The Market Place, Salisbury, SP1 1JH	12 March 2024	Book here
Trowbridge	County Hall	Bythesea Road, Trowbridge, Wiltshire. BA14 8JN	19 March 2024	Book here

For each session, check-in will start at 1.30pm with a prompt 2pm start. The session will conclude at or before 5pm. Light refreshments will be served. Please note, these workshops will be duplicated across each venue, so you only need to attend one session.

The session will be interactive, and we will be asking all participants to help us create a rich and robust longlist. The longlist will be added to by an online survey so that nothing is missed. When this part of the process is concluded, the long list will be vetted by a select working group and a concise shortlist of priorities and measures will be prepared. This will then be tested at a series of online and in person events that will take place across Wiltshire in late Spring.

Please help us with this important project and register for the session you wish to attend via the links above.

We would appreciate it if you could send this invitation on to any colleagues or contacts you feel should attend these sessions to share their knowledge. We would also encourage you to sign up to our [LNRS mailing list here](#), if you haven't done so already, to ensure you receive Wiltshire and Swindon LNRS updates, invitations to events as well as our upcoming online survey straight to your inbox.

If you have any questions about Wiltshire and Swindon LNRS or these events, you can email us at localnaturerecoverystrategy@wiltshire.gov.uk.

Thank you and I look forward to meeting you in person at one of our sessions.

Yours faithfully

Alison Levy
Local Nature Recovery Strategy Officer
Natural and Historic Environment
Wiltshire Council
Web: www.wiltshire.gov.uk