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MELKSHAM WITHOUT PARISH COUNCIL
Clerk: Mrs Teresa Strange

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Wednesday 23rd July 2025

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 28th July 2025 at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Click link here:

https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=89855996242

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

YOU CAN ACCESS THE AGENDA PACK HERE

Serving rural communities around Melksham

AGENDA

1. **Welcome, Announcements** & **Housekeeping**

    a. **To note "Notice of Poll" for Joint Melksham Neighbourhood Plan 2 referendum on Thursday 31st July**

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

3. **Invited Guests:**

    a) Wiltshire Councillor **Andrew Griffin** (Melksham Without West & Rural).
    b) Wiltshire Councillor **Nick Holder** (Bowerhill)
    c) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold).

4. a) To receive **Declarations of Interests.**
    b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.

5. To consider holding items in **Closed Session** due to confidential nature
    Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

6. **Public Participation**

7. **Full Council**
    a) To approve the **Minutes of the Full Council Meeting** held on 16th June 2025.
    b) To note responses on Air Quality Monitors requests to local stakeholders
    c) To note Government response to consultation about parish councils' request for remote attendance to meetings to be legalised

8. **Planning**
    a) To approve the **Planning Committee Minutes** of 30th June & 21st July 2025.
    b) To approve the Confidential Notes to accompany the Planning Committee Minutes of 30th June & 21st July 2025.
    c) To formally approve the **Planning Committee** recommendations of 30th June & 21st July 2025.
    d) To consider s106 requests for New Road Farm/Bloor planning application PL/2024/10345 Land north of the A3102, including suggestion for a Melksham Bus Strategy

9. **Finance**
    a) To note **Receipts & Payments** reports for June.
    b) To seek **cheque signatories/online authority** for August payments.
    c) To approve Bank Account and Fund Transfers.
    d) **Quarterly Reports** for Quarter 1 April, May, June)
        i) To note Budget vs Actual

ii) To note Bank Reconciliation
iii) To note VAT reclaim submitted
iv) To note spend over £500 report

e) To note if any members of public have exercised their right to inspect accounts (none to date), close of public rights 2 August

f) To consider any recommendations following the CIL shared working group meeting held Weds 23rd July

g) To consider submitting comments to the Government's current Council tax consultation https://www.gov.uk/government/consultations/modernising-and-improving-the-administration-of-council-tax/modernising-and-improving-the-administration-of-council-tax

h) To note change of ownership of CCLA where the council hold funds in the Public Deposit Fund

10. Asset Management:

a) To approve the **Asset Management Committee Minutes** of 7th July 2025.
b) To approve the Confidential Notes to accompany the Asset Committee Minutes of 7th July 2025.
c) To formally approve the **Asset Committee** recommendations of 7th July 2025
d) To approve quotation for replacement of damaged bench in Bowerhill
e) To consider request for free use of Bowerhill Sports Field facilities for free access football sessions for children in summer holidays
f) To receive update following meeting with Wiltshire Council passenger transport team re RTI (Real Time Information) in the parish, and approve quotation for priority schemes in the parish

11. Staffing:

a) To approve the **Staffing Committee Minutes** of 30th June 2025.

b) To approve the Confidential Notes to accompany the **Staffing Committee Minutes** of 30th June 2025.

c) To formally approve the **Staffing Committee** recommendations of 30th June 2025

12. Highways, Footpaths and Streetscene:

a) To approve the **Highways, Footpaths and Streetscene Committee Minutes** of 21st July 2025.
b) To approve the Confidential Notes to accompany the **Highways, Footpaths and Streetscene Committee Minutes** of 21st July 2025.
c) To formally approve the **Highways, Footpaths and Streetscene Committee** recommendations of 21st July 2025.

13. Flood Management

a) To note latest update from the CAWS CEG meeting (Community Action: Whitley & Shaw Community Emergency Volunteers
b) To consider response to consultation by central Government on changes in funding for flood alleviation works https://www.gov.uk/government/consultations/flood-and-coastal-erosion-funding-reform

14. Partnership Working:

a) To consider ideas for National Grid Community funding and Community benefit and agree next steps
b) To consider latest update on Shurnhold Fields projects and approve way forward
c) To note Notes from Cemetery Working Party
d) To note Notes from latest Village Hall & Community Centre meeting and consider hosting Office 365 for local community groups/venues
e) To receive update following 14th July meeting of stakeholders for MetroWest Bath + Wiltshire (strategic rail initiative which aims to transform train travel in Wiltshire)

15. Freedom of Information requests

a) To formally note recent FOI requests and responses

b) To approve publication of FOI requests and responses on parish council website

NOTICE OF POLL

Referendum on the Joint Melksham Neighbourhood Plan 2

For the parish area(s) listed: Melksham, Melksham Without

Do you want Wiltshire Council to use the Neighbourhood Plan for Melksham to help it decide planning applications in the neighbourhood area?

Notice is hereby given that:

1. A poll on the above said question will be held on Thursday 31 July 2025, between the hours of 7:00 am and 10:00 pm.
2. The situation of Polling Stations and the description of persons entitled to vote are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Canberra Centre, 56 Spa Road, Melksham, SN12 7NY	1	FM1-1 to FM1-1687
Melksham Community Campus, Market Place, Melksham, SN12 6ES	2	FM2-1 to FM2-1468
Queensway Chapel, Queensway, Melksham, SN12 7NB	3	FM3-1 to FM3-675
Queensway Chapel, Queensway, Melksham, SN12 7NB	3	FMD-1 to FMD-20
Queensway Chapel, Queensway, Melksham, SN12 7NB	3	FN1-1 to FN1-1368
Queensway Chapel, Queensway, Melksham, SN12 7NB	3	FND-1 to FND-7
Forest Community Centre, Bowmans Court, Melksham, SN12 7FF	4	FN2-1 to FN2-1573
Forest Community Centre, Bowmans Court, Melksham, SN12 7FF	4	FN3-1 to FN3-951
Melksham Football Club, Oakfields Stadium, Eastern Way, Melksham, SN12 7GU	5-DS	FR1-1 to FR1-1072
Melksham Football Club, Oakfields Stadium, Eastern Way, Melksham, SN12 7GU	5-DS	FR3-1 to FR3-1063

Dated Wednesday 23 July 2025

Lucy Townsend
Counting Officer

Printed and published by the Counting Officer, Electoral Services, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN

Melksham Football Club, Oakfields Stadium, Eastern Way, Melksham, SN12 7GU	5-DS	FX3-1 to FX3-164
Melksham Football Club, Oakfields Stadium, Eastern Way, Melksham, SN12 7GU	6-DS	FR2-1 to FR2-701
Melksham Football Club, Oakfields Stadium, Eastern Way, Melksham, SN12 7GU	6-DS	FR4-1 to FR4-1289
Melksham Football Club, Oakfields Stadium, Eastern Way, Melksham, SN12 7GU	6-DS	FW1-1 to FW1-318
Bowerhill Village Hall, Halifax Road, Bowerhill, Melksham, SN12 6SN	7 -DS	FW3-1 to FW3-1787
Bowerhill Village Hall, Halifax Road, Bowerhill, Melksham, SN12 6SN	8 -DS	FW4-1 to FW4-1369
Whitley Reading Rooms, Middle Lane, Whitley, Melksham, SN12 8QR	9	FX1-1 to FX1-1097
Beanacre Church Schoolroom, St Barnabas Church, Beanacre, Melksham, SN12 7PT	10	FX2-1 to FX2-259
Baptist Church, Old Broughton Road, Melksham, SN12 8BX	11	FY1-1 to FY1-1112
Baptist Church, Old Broughton Road, Melksham, SN12 8BX	11	FY2-1 to FY2-1002
Berryfield Village Hall, Telford Drive, Melksham, SN12 6GF	12	FZ1-1 to FZ1-902

Dated Wednesday 23 July 2025

Lucy Townsend
Counting Officer

Printed and published by the Counting Officer, Electoral Services, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN

MINUTES of the Full Council Meeting of Melksham Without Parish Council held on Monday 16th June 2025 at

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

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

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

In attendance: 1 member of the public, David Cooper (Executive Headteacher, Melksham Oak Community School), Wiltshire Councillors Phil Alford, Andrew Griffin and Nick Holder.

On Zoom: No attendees on zoom

084/25 Welcome & Housekeeping:

Councillor Glover welcomed everyone to the meeting. As there were no new members of the public present, the housekeeping messages were not read out (David Cooper had been provided with the housekeeping procedures to read immediately prior to the meeting). Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting but deleted once the minutes were approved.

085/25 To receive Apologies and approval of reasons given

Apologies were received from Chris Griffiths who was working away from home and from Peter Richardson who was on holiday.

Resolved: To approve and accept the reasons for absence

086/25 Invited Guests

Standing Orders were suspended to allow the Invited Guests to speak.

a) David Cooper – Executive Headteacher, Melksham Oak Community School

David thanked the Parish Council for the invite to their meeting. He explained that one of his goals for this year has been to connect more with the community.

He summarised that it's been a good year for Melksham Oaks Community School (MOCS) with a generally good response from parents, carers and students to the changes that have been made. There have been improvements in behaviour (in lessons and around the school) and punctuality. It's too early to assess whether there has been an impact on academic performance, as exams are still in progress, but there has been a significant improvement in attendance. There has been a substantial reduction in fixed-term suspensions and the number of permanent exclusions, but this has not been achieved at the expense of standards.

There was some teaching union industrial action at the end of the academic year but that was resolved at the start of this year. There had been a number of staff vacancies, but these have now all been filled.

The roll number is an ongoing concern. The falling birth rate combined with competition from other schools means that the intake numbers are dropping. The school is working to form better links with local primary schools and to improve the transition experience to encourage MOCS to be the secondary school of choice.

He has successfully brought in a new leadership team which is functioning well and who are working closely with students, parents and staff to sustain the improvements in the school. The response from the community, especially parents and carers has been positive, and it seems that opinion of the school has improved.

Councillor Pafford asked how the role of Executive Headteacher, with responsibility for both MOCS and Devizes School, works.

David clarified that practically he has an office at each school and splits his time 50/50. He is the line manager for the two associate headteachers, one at each school who provide the day-to-day leadership, and he also forms a link with the Central Executive team. His role is to coach, support and assist the associate headteachers to improve each school, and to encourage them to work more collaboratively to improve standards and offer more opportunities. Both schools are in the same education trust but have been limited in working together in the past. Now there is more sharing especially of 6th form provision (allowing more courses to be offered) and staff. He clarified that this is achieved by moving either the teachers or students.

Councillor Sullivan reported feedback that she had received from parents with children at the school (although she noted that it was hearsay) that there were concerns about violence and the children were fearful. She reported that she knew of a child who had moved school because they didn't feel safe.

David commented that Councillor Sullivan's comments didn't echo with him. There have been no violent episodes involving weapons in the school this year. If a child is found to be carrying something they shouldn't, the policy is to confiscate the item and then assess the ongoing risk and implement preventative measures such as daily searches. He reported a low level of violence and bullying but noted that it can take time to change perceptions and to build public confidence in the school.

Councillor Baines questioned the school's capacity and whether there are constraints in particular year groups.

David responded that they need more students. They can accommodate an intake of 300 pupils but currently they are working hard to achieve an intake of 160-180 – so they are not pushed for space. In addition, land has been allocated to expand the school if necessary.

Councillor Glover asked what actions are being taking to promote the school to the buyers of the new houses being built or planned around Melksham.

David commented that new housing rarely has an immediate effect on secondary school intake numbers. It tends to have a more pronounced impact on reception numbers at primary schools as people are more likely to move when children are at pre-school age. However, the school offers an extensive range of transition activities such as open mornings and open evenings where families can visit the school. He feels that it is unlikely that, even with all the proposed new housing developments, the intake numbers would rise significantly.

Councillor Harris asked what the situation was with the Board of Governors.

David explained that as a member of a multi-academy trust the governance function runs from the trustees and executive team of White Horse Federation who delegate certain responsibilities to a local governing committee. Last year the local governing committee was changed to an interim academy board on a temporary basis. The local governing committee is currently being restored and will be in place for the start of the next academic year.

b) Wiltshire Councillor Phil Alford

Wiltshire Councillor Alford reported that next week he has an on-site meeting with a Highways Officer to look at the state of the road surfaces and pavements in Whitley with the aim of getting them into a maintenance programme. Councillor Richardson has been made aware.

At the Parish Planning Committee meeting (9th June 2025), Wiltshire Councillor Alford highlighted that he was trying to work out Wiltshire's Council's approach given the weight that should come from the status of the neighbourhood plan versus a tilted balance argument, particularly with regards to the Woodrow Road and Top Lane Whitley applications. He passed his comments onto the Head of Planning 2-3 weeks ago but has not yet received any response or comment. He will continue to chase.

Wiltshire Councillor Alford commented that he has shared information with the Clerk about the Neighbourhood Planning Support programme and that grant funding and funded technical support will no longer be available. This may become an issue when the Neighbourhood Plan next needs to be reviewed.

Councillor Hemmings asked whether the inspection of road surfaces and pavements in Whitley could be extended to include Beanacre, particularly Westlands Lane. Wiltshire Councillor Alford will see if this is possible.

c) Wiltshire Councillor Andrew Griffin

Wiltshire Councillor Griffin explained that he was the newest of the Wiltshire Councillors covering the Parish, and that he was still getting up to speed with the responsibilities and new tasks that come with the role. He commented that he was also appointed as Portfolio Holder for Safety Valve [Safety Valve agreements are financial arrangements between the Department for Education (DfE) and local councils facing significant deficits in their SEND (Special Educational Needs and Disabilities) budgets].

With regards to issues pertinent to Melksham Without Parish Council, his focus has been on planning issues and enforcement actions.

David Cooper and Wiltshire Councillor Phil Alford left at 7.23pm

d) Wiltshire Councillor Nick Holder

Wiltshire Councillor Holder provided updates on a number of topics.

He has written again to Taylor Wimpey about adoption of the Public Open Space at Pathfinder Place as it still has not been handed over but is awaiting a response.

In response to David Cooper's earlier comments about the number of spaces at MOCS, he encouraged councillors to share the information. He reiterated that there are officers at Wiltshire Council who predict the number of primary and secondary school places needed and commented that the declining birth rate is currently balancing out the increase in numbers from new housing developments.

He anticipates that when Hannick gets planning permission (for the Land next to MOCS), the situation will be like Pathfinder Place, in that the land will be set aside for a school expansion, but it won't be used until needed.

He commented that he has had email exchanges with the Clerk and Gemma Rutter from Melksham Police in relation to the speed indicator device (SID) data and a meeting will be planned.

Wiltshire Councillor Holder stressed the importance of a holistic approach to considering the traffic issues on the A365 outside MOCS including taking account the potential housing developments and the Gompels warehouse. While there is a commitment to reduce speed outside schools this needs to be done collaboratively and not piecemeal.

Councillor Sullivan questioned whether the traffic review would have to wait until the houses are built.

Wiltshire Councillor Holder replied that, in his opinion, it can be requested by the Parish Council as part of the planning application consultation process (i.e. before the houses are built) and could be incorporated into a Highways condition. He indicated that he would probably call-in the application for Land at Bath Road (adjacent to MOCS) to the planning committee so that access and impact on the rest of the highway (A365) to the roundabout (at Falcon Way) can be discussed.

The Clerk reminded Councillors that the Highways, Footpaths & Streetscene committee had proposed the commissioning of a holistic review of traffic calming measures on Semington Road (Min513/24ci). A similar holistic review was also proposed for the A365 Bath Road between the Bowerhill roundabout and MOCS (Min514/24ai). These recommendations were resolved at the Full Council meeting on 14th April 2025 (Min 531/24b).

The Clerk suggested that the review on the A365 should be extended to the Turnpike Garage. The Clerk noted that in order to write proposals for consultants to undertake the reviews she would need technical input from Highways Officer Martin Rose at Wiltshire Council. She also suggested that the timing of the survey on the A365 be carefully considered given the number of new applications on that stretch of road.

Councillor Blackham asked whether there was any update on Heron Homes and the issues on Falcon Way.

Wiltshire Councillor Holder reported that Highways had agreed to arrange a meeting at the Parish Offices between himself, the Clerk, Heron Homes and the Director of Highways to try to get a resolution on the adoption of the verges and provision of a bus shelter on Falcon Way.

Councillor Glover asked what would happen to the land set aside for the school at Pathfinder Place and the school expansion land on the development adjacent to MOCS, if they weren't used. Would the land revert to the developer, for example after 10 years?

Wiltshire Councillor Holder explained that for Pathfinder Place the s106 agreement sets out that 75% of the land would remain set aside for education use in perpetuity, while the remaining 25% expansion land would revert to the developer. He felt that this wasn't necessarily a precedent for the Land adjacent to MOCS where retaining 100% of the site for the school in perpetuity would be preferred.

He commented that, at Wiltshire Council's last strategic planning committee, an intent was expressed to give parish and town councils greater opportunities to influence s106 agreements.

087/25 Declarations of Interest

a) Declarations of interest

None were received

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

None were received.

Wiltshire Councillor Nick Holder left at 7.40pm

088/25 To consider holding items in Closed Session due to confidential nature

*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required **(9b and 10q)** as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

9(b) Confidential Notes to accompany the Planning Committee minutes of 9th June 2025

10(q) Start of legal action

Resolved: For items 9(b) and 10(q) to be held in closed session for the reasons given.

089/25 Public Participation

A member of the public asked who was responsible for maintaining the land set-aside for the schools and the associated fences.

Councillors were unable to provide a definitive answer but noted that the land was owned by Wiltshire Council, so the responsibility probably lay with them.

Standing Orders were reinstated.

090/25 Standing Orders

Resolved: To adopt the amended Melksham Without Parish Council Standing Orders stood down from the Annual Council meeting on 12 May 2025.

091/25 Full Council

a) **Resolved**: The Minutes of the Full Council Meeting held on Monday 12th May 2025, were formally approved by the council and for the Chair to sign them as a correct record.
b) Councillors **noted** the supporting wording preceding the Objectives and Priorities arising from Min 016/25(2)

092/25 Planning

a) Planning Committee Minutes from 19th May 2025

Min026/25b incorrectly stated that Councillor Baines had been elected as Chair of the Planning Committee. This was corrected to Vice-Chair.

A few minor typing errors were noted and corrected, but did not change the context of the minutes.

Resolved 1: The Minutes of the Planning Committee Meeting held on Monday 19th May 2025 with the amendments discussed, were formally approved by the council and for the Chair to sign them as a correct record.

Planning Committee Minutes from 9th June 2025

The attendee list incorrectly stated Martin Haffenden. This was corrected to Martin Franks.

Resolved 2: The Minutes of the Planning Committee Meeting held on Monday 9th June 2025 with the amendment discussed, were formally approved by the council and for the Chair to sign them as a correct record.

b) There were no confidential notes to accompany the Planning Committee Minutes of 19th May 2025.

Councillor Baines suggested that the location of the enforcement action be added to the confidential notes accompanying the Planning Committee Minutes of 9th June 2025**.**

Resolved: With the suggested amendment above, to approve and for the Chair to sign the confidential notes to accompany the Planning Committee minutes of 9th June 2025.

c) There were no recommendations from the Planning Committee Meeting of 19th May 2025.

Resolved: To approve the recommendation of the Planning Committee of 9th June 2025 to continue to monitor the Talk Tube rather than insisting that Taylor Wimpey perform a repair before the transfer of the Play Area to the parish council.

d) Joint Melksham Neighbourhood Plan 2

Members noted the guidance on promoting the Referendum which had been shared prior to the meeting and were reminded that they can promote the

Referendum but not a yes/no vote. It was clarified that a simple majority yes vote was required for the Joint Melksham Neighbourhood Plan 2 to be adopted – there is no minimum threshold for turnout or proportion of votes.

Standing Orders were suspended to allow a member of the public to comment.

The member of the public commented that while the council were discussing the Referendum on 31st July 2025, he had not had any communication about it.

The Clerk explained that significant communication was to come, including a full-page article in the next copy of the Melksham News, an 8-page booklet to be delivered with the newspaper and emails to hundreds of residents who had commented or expressed an interest in the process.

Standing Orders were reinstated.

e) Meetings with Developers

Members discussed who should attend meetings with developers. It was noted that currently just members of the Planning Committee are invited. It was highlighted that the focus of the meetings is to try to get the most benefit for the Parish from the developers and that having too many people attending may deter the developers from agreeing to meetings. Other Councillors expressed that they would like the opportunity to attend, even as observers, if the proposals affected their wards.

Resolved: The following will be invited to meetings with developers:

- Planning Committee members
- The Wiltshire Councillor for the ward impacted (or 2 if the development is on a boundary)
- A representative from Melksham Town Council

The Clerk provided feedback on a meeting held, earlier in the day on 16th June 2025, with 5 members of the Planning Committee, Wiltshire Councillor Andrew Griffin and Living Spaces, the developer of the land at Semington Road (rear of Townsend Farm – phase 1 PL/2023/00808 and phase 2 PL/2024/11665). Planning Committee members had expressed frustration with the delays providing the correct access to the site and the ongoing use of access via Townsend Farm. Due to another potential 6-9 month delay (due to further work required by BT), the developers were proposing to revise the access by moving the entrance from Semington Road by approximately 1m (to the south) to avoid the need for BT works. The developers explained that this was a non-material amendment which would have a 28-day approval process provided the Parish Council were happy to accept the proposal. It was noted that even with a short approval process, it would be approximately 3 months until the access via Townsend Farm could be closed. The Clerk asked for a decision to formally ratify the informal meeting earlier in the day, as a time sensitive response was required.

Resolved: To support the revised access proposed by the developers provided:

- the highways officer is happy with the sight lines etc.
- that as soon as the new access is usable, the route through Townsend Farm is discontinued immediately and the road surface repaired.

The Clerk ran through the list of proposed developer meetings which had been circulated to Councillors prior to the meeting. It was noted that the meeting with Tor&Co was scheduled for Thursday 3rd July not Friday 4th July as written.

The Clerk highlighted that meetings with Developers for the former Countrywide Farmers site (Aldi) and the former Library site (Wiltshire Council project team) will be held by Melksham Town Council as the sites are both within the town. It was noted that the developer meetings are held as part of the Town Council's Economic Development Committee meetings. Representatives attending on behalf of the Parish Council will be agreed by the Planning Committee once the dates are known.

093/25 Finance

a) **Resolved**: The Minutes of the Finance Committee Meetings held on Monday 19th May 2025 and Monday 2nd June 2025, were formally approved by the council and for the Chair to sign them as correct records.

b) **Resolved**: To approve the recommendations of the Finance Committee meetings of 19th May & 2nd June 2025, except:
   - Min 60(e&f)/25 to approve AGAR – see agenda item 10g and 10h
   - Min 57(g)/25 to approve year end accounts – see agenda item 10i
   - Min 54/25 to approve financial regulations – see agenda item 10j

c) Insurance Cover
   i) **Resolved**: To note the renewed Council's Insurance cover at a cost of £4,117.15. Arising from Min 44(c)/25

   ii) **Resolved**: To note the renewed Council's Cyber Cover at a cost of £549.92 and correspondence.

d) Feedback from Councillor Sullivan following Internal Control visit on 11th June 2025

- The Finance and Amenities Officer showed me the various spreadsheets that she holds, and we looked specifically at allotments and football
- I spot checked a few transactions with the bank account spreadsheets and found everything to be accurately recorded
- I looked at all the comprehensive comments that the Finance and Amenities Officer adds to the spreadsheets, given the situation at any time can be fluid e.g. with some allotment payments coming in by cash, some by BACS
- I verified the overall totals on football matched with the bank statements and this was all balanced correctly and very easy to follow in the way transactions are recorded
- I couldn't verify the allotments totals in quite the same way due to the way the allotment financial year works i.e. two 6 month periods in the allotment year. More difficult to match totals due to the way the bank statements carry forward amounts – there is always a difference, however it is accounted for and there is always a full narrative on the spreadsheets to explain the current position
- I asked about the cheque signatories and authorisations and how that works, to reduce the risk of fraud and we talked about the processes to remove councillors when they depart as well as the rotation of signatories on cheques
- I checked how the spreadsheets are backed up in the cloud, and also who can access them. Although spreadsheets aren't individually password protected only 3 people have access and for someone to fraudulently access, they would have to have the usernames and passwords of individuals.

- I cross-checked staff NI contributions records held by the council with the HMRC records and all reconciled.
- The Clerk also explained that a lot of the controls in place for Melksham Without Parish Council have been implemented due to reported instances of fraud elsewhere, so very much learning from others' experiences
- I also asked about the auditors who come in and the checks that they do.
- Overall, I came away feeling confident that controls are in place and that the team are never complacent, always looking for new ways to minimise the risk of fraudulent activities.

A member of the public left at 8.44pm

e) **Resolved**: To note information on Accounting and Audit: Year End Process.

f) Internal Auditor's final report for year ending 31 March 2025 was noted. The Clerk highlighted two of the comments made by the Internal Auditor:

i) The Council is party to a long lease of a village hall. It is unclear a) whether this long lease qualifies as a technical disposal b) whether this lease has been registered with the land registry

The Clerk stated that the Council's Solicitors had confirmed that the 125-year lease of Berryfield Village Hall was a technical disposal. She noted that the disposal process had not been followed (as it was not known at the time that it was a disposal) and the ramifications of not following the process were not known, but to be investigated. This would be addressed as part of the renewal of the Shaw Village Hall lease, also for 125 years. The Clerk also noted that the lease had been sent to the Land Registry but that no confirmation of registration had been received.

ii) It was noted that the Council has recorded grants within 'prepayments'. The Practitioners Guide requires the grants are accounted for when made.

Grants which relate to the 2025/2026 financial year were awarded to organisations in early March 2025 at the Annual Parish meeting. This was undertaken early due to the elections and the 'period of heightened sensitivity'.

The Clerk informed Councillors that confirmation had been received from the National Association of Local Councils (NALC) just prior to the meeting, that they were in agreement with the internal auditor. They confirmed that the expenditure had been incurred at the point that the payment was received by the grantee and should be accounted for by the council in 2024/25. The council may have intended that the grant was for the following financial year, but as the payment was made in March, the grantee has received the economic benefit in March.

The Clerk advised that the impact is that an additional £26,651.50 should be included as expenditure in 2024/2025.

Resolved: The Council agreed that the accounts should be updated in line with the guidance from NALC and that signing of the accounts would be deferred until the changes had been made.

g) **Resolved**: The Council answered "Yes" to questions 1-8 on the Section 1 (Governance Statement) of the External Audit Annual Return for the year

ending 31 March 2025, which was subsequently approved and signed by the Chairman and the Clerk.

h) **Resolved**: Councillors agreed all the figures in Section 2 of External Audit Annual Return for year ending March 2025 (Accounts Statement) including point (6) 'All other payments' (reflecting the update arising from MIN 093/25 (f)ii). Signature by the Clerk, as the Responsible Finance Officer, and Councillor Glover as Chair will be deferred until amendments to the documentation have been made to reflect what has been resolved.

i) **Resolved:** To approve and for Councillor Glover and the Clerk to sign the Year End Accounts & Statement for year ending 31 March 2025 following amendments arising from MIN 093/25 (f)ii.

j) **Resolved**: To adopt the Melksham Without Parish Council Financial Regulations (following review by the Finance Committee 2nd June 2025).

k) **Resolved**: To note Receipts & Payments reports for May.

l) **Resolved:** For Councillors Glover and Baines to be cheque signatories/online authority for June with Councillors Doel and Wood as cheque signatories/online authority for July.

m) **Resolved:** To transfer £11,000 from the Lloyds current account to the Unity current account and to transfer £21,000 from the CCLA account to the Unity current account. Councillors Glover and Doel to sign cheques and bank transfer straight after the meeting.

n) Councillors considered the Review of the City, Town & Parish Allowances by the Independent Remuneration Panel of Wiltshire Council. It was noted that although allowances are permitted, the allowances do not apply to co-opted councillors. Councillors expressed a preference to continue with the current practice where none of the Parish Councillors receive an allowance.

Resolved: To continue with current practice where no Councillors receive an allowance.

Councillor Glover as Chair expressed a preference to decline the Chair's Allowance but to claim expenses where appropriate. He will write to the Clerk to formally express his wishes.

o) **Resolved**: To note Council Tax Statistics for Parish and Town Councils in England for 2025 to 2026 published by the Ministry of Housing, Communities and Local Government.

The members reviewed the average Band D payment of £92.22 compared to the average Band D payment for a Melksham Without parish resident of £95.65 which was comparable.

p) An update from the Clerk on the joint CIL (Community Infrastructure Levy) Sharing working party with Melksham Town Council (MTC) was noted. No date has yet been confirmed for a meeting, but the Clerk has proposed a

number of dates to Melksham Town Council. The Clerk advised that Melksham Without Parish Council is currently holding £71,000 in joint CIL but that this can't be spent until a meeting is held and agreement has been reached with MTC about how it is spent.

Additionally, the Clerk and Finance & Amenities Officer held a meeting with the Locum Responsible Financial Officer (RFO) for Melksham Town Council to discuss the best ways to track CIL.

q) It was noted that the outstanding debt had been paid.

094/25 Asset Management

a) The following locations were proposed as potential hosting sites for Wiltshire Council Air Quality Sensors scheme:
- St Barnabas Church, A350 at Beanacre
- Wessex Water pumping station, A350 at Beanacre (if WIFI is available)
- Dick Lovett BMW Melksham, A350 at Bowerhill
- Shaw Church of England Primary School, Corsham Road, Shaw
- Private residence on Mallory Place adjacent to A365 Bath Road, Bowerhill
- Melksham Oak Community School, A365 Bath Road

Other potential locations were discussed but discounted due to a low level of passing traffic or not having the required infrastructure to host a sensor (power and WIFI).

Resolved: The Clerk to contact the responsible people at each of the proposed locations to assess their interest in potential hosting an Air Quality Sensor.

b) **Resolved**: the next Asset Management meeting will be held on Monday 7th July 2025 at Bowerhill Sports Field and Pavillion. There will be an opportunity for Councillors to visit the site from 6.30pm with the committee meeting starting at 7.30pm.

c) **Resolved**: Councillors approved the joint statement on Shurnhold Fields future projects.

d) The Future of Football Wiltshire-wide tournament held on the 14th and 15th of June at Bowerhill Sports Field was noted.

The Clerk commented that the tournament had been affected by 4-way traffic lights at the junction of Westinghouse Way, Lysander Road, Portal Road and Lancaster Road and also a planned power cut. The Council had not been notified of either planned event.

095/25 Road Safety

a) Councillors discussed the recent speed indicator data (SID) for Bowerhill. Councillors were concerned about the excessive speeds recorded and they noted that the majority of the highest speeds occurred during the night but that excessive speeds were also recorded during times when children would be entering or exiting MOCS school. They felt that the data supported the need for the proposed holistic review of traffic calming measures the A365 Bath Road between the Bowerhill roundabout, past MOCS and on past Turnpike Garage (Min514/24ai).

The Clerk advised that the data is routinely shared with Wiltshire Police but that she had also sent it directly to Melksham Police with a request for targeted action.

Councillors were keen that the data is shared more widely with, for example, Wiltshire Council, developers, the MP, Wiltshire Council cabinet member for Highways, the Wiltshire Police and Crime commissioner, MOCS, the BBC, Melksham News and members of the public who raised concerns at the Highways and Streetscene meeting on 7th April 2025 (Min 512/24).

Resolved: The Clerk to share the speed indicator data with Wiltshire Council, developers, the MP, Wiltshire Council cabinet member for Highways, the Wiltshire Police and Crime commissioner, MOCS, the BBC, Melksham News and members of the public who raised concerns at the Highways and Streetscene meeting on 7th April 2025.

b) **Resolved**: Councillor Glover will represent the Parish at the Police and Crime Commissioner's Road Safety Event on Friday 4th July 2025.

096/25 Partnership Working

a) Melksham Town Council Cemetery Working Party

It was noted that this has been proposed to be a joint working party between Melksham Town Council and Melksham Without Parish Council. Draft Terms of Reference including amendments proposed by Melksham Town Councillor Phil Alford were circulated prior to the meeting. The following further changes were agreed:

Section 5: Membership:

- The number of councillors should be is defined e.g. three (not 'up to three')
- "Council Officers <u>may</u> attend…" to be changed to "One council officer from each council <u>should</u> attend…"

Section 6. Chairing and Meetings:

- The chair <u>will</u> rotate each meeting. The chair has no casting vote
- A majority vote is carried however, in the event that this cannot be achieved a counter proposal would be required.

Resolved 1: The suggestions discussed, and the amendments proposed by Melksham Town Councillor Phil Alford were agreed

Resolved 2: Councillors Glover, Harris and Blackham would represent the Parish on the joint working party.

b) East of Melksham Community Centre

The Clerk, following discussion with Wiltshire Councillor Holder, and the Town Council Acting CEO, had proposed an initial meeting of the Clerks, the Acting CEO, the Mayor of Melksham Town Councillor (Councillor Rabey), the Chair of Melksham Without Parish Council (Councillor Glover) and the two Wiltshire Councillors (Councillors Stokes and Holder).

Resolved: The Clerk to progress making arrangements for the initial meeting proposed.

c) Melksham Area Board

The area board minutes were not yet published.

As a meeting attendee, the Clerk highlighted that there were agenda items relating to management companies for new developments, a community sharing hub, and community solar farm funding.

d) Wiltshire Council's Social Value scheme

Standing Orders were suspended to allow Wiltshire Councillor Griffin to speak.

He explained that the idea of Wiltshire Council's Social Value Scheme was that the contractors used by Wiltshire Council contribute to the community by offering their services. These are predominantly construction type businesses. He also noted that the scheme wasn't very well publicised and therefore wasn't very well used.

The Clerk noted that she had shared information about the scheme with Councillor Blackham in his role as Chair of BRAG (Bowerhill Residents Action Group).

Standing Orders were reinstated.

Resolved: Wiltshire Council's Social Value scheme was noted.

097/25 Workplace EV chargers at Wiltshire Council owned carpark (ex Christie Miller) for Wiltshire Council Highway vehicle fleet

Councillors discussed the proposed plans showing the land leased to the Wiltshire School of Gymnastics and the area where Electric Vehicle (EV) chargers would be installed. Councillors were surprised that none of the carpark appears to be available for public parking, as there are no signs indicating that it is a private carpark. The Clerk noted that the Parish Council have previously advised users of the Bowerhill Sports Field to use the carpark to avoid on-street parking. Councillors noted that Wiltshire Council would need to manage public parking and would need to install the appropriate signage to make it clear that it was a private carpark.

Resolved: The installation of workplace EV chargers at Wiltshire Council owned carpark (ex Christie Miller) for Wiltshire Council Highway vehicle fleet was noted

Meeting closed at 9.54 pm

Chairman, 28th July 2025

Receipts for Month 2 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**151,947.63**					**151,947.63**	
V4526-BACS	Banked:**02/05/2025**	**412.50**						
V4526-BACS	Future of Football FC	412.50			1210	210	412.50	Inv.501- Blanket bookings
V4527-BACS	Banked:**06/05/2025**	**40.00**						
V4527-BACS	Allotment Holder	40.00			1310	310	40.00	RELET- Rent plot 6b Berryfield
V4528-BACS	Banked:**08/05/2025**	**414.00**						
V4528-BACS	Future of Football	414.00			1210	210	414.00	In.500-Evening training-May 25
	Total Receipts for Month	866.50	0.00	0.00			866.50	
	Cashbook Totals	152,814.13	0.00	0.00			152,814.13	

Payments for Month 2 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/05/2025	Onebill (Daisy)	V4522-DD	63.85		10.64	4190	120	53.21	Inv.652-Office wifi & line
15/05/2025	Daisy (Onebill)	V4523-DD	72.11		12.02	4384	220	60.09	Inv.653- Pavilion wifi & line
16/05/2025	Unity Bank	V4486-6238	147,000.00			220		147,000.00	Transfer from Lloyds-Unity
30/05/2025	Lamplight	V4524-DD	57.00		9.50	4686	170	47.50	Lamplight database MCS
30/05/2025	Lloyds Bank	V4525-	12.50			4140	120	12.50	Service Charge
	Total Payments for Month		147,205.46	0.00	32.16			147,173.30	
	Balance Carried Fwd		5,608.67						
	Cashbook Totals		152,814.13	0.00	32.16			152,781.97	

Receipts for Month 2 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**15,022.81**					**15,022.81**	
V4521-INTE	Banked: **02/05/2025**	**1,930.69**						
V4521-INTE	CCLA Investment Management	1,930.69			1080	110	1,930.69	Interest
	Banked: **16/05/2025**	**147,000.00**						
V4486-6238	Current Account & Instant Acc	147,000.00			200		147,000.00	Transfer from Lloyds-Unity
	Total Receipts for Month	148,930.69	0.00	0.00			148,930.69	
	Cashbook Totals	163,953.50	0.00	0.00			163,953.50	

Payments for Month 2 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/05/2025	Grist Environmental	V4518-DD	83.78		13.96	4770	220	69.82	Inv.936-B'hill waste away
16/05/2025	Lloyds Corp Card	V4517-DD	829.57		67.51	4150	120	14.40	A4 Pads
						4150	120	7.49	Black pens
						4150	120	3.50	Labels for jars
						4150	120	9.16	Envelopes
						4721	220	72.48	Toilet rolls for pavilion
						4150	120	8.56	Pink paper
						4150	120	24.97	Acrabat pro
						4150	120	7.76	Binder clips
						4150	120	5.53	Green pens
						4150	120	7.51	Red pens
						4150	120	5.53	Purple pens
						4150	120	7.51	Headphones
						4175	120	30.90	Office 365- Officers
						4175	120	73.50	Office 365 councillors
						4190	120	36.90	Office phone charges
						4120	120	3.05	Postage-notices and postage
						4175	120	6.33	Council website hosting
						4650	170	415.00	Annual SLCC Membership
						4200	120	12.99	Online meeting subscription
						4686	170	5.99	MCS Phoneline
						4140	120	3.00	Monthly Fee
21/05/2025	EDF Energy	V4519-DD	126.33		6.02	4302	220	120.31	Inv.07- Pavilion electricity
23/05/2025	CCLA	V4487-TRAN	118,000.00			240		118,000.00	Transfer from Unity TO CCLA
23/05/2025	A Newman (Friend of Shurnhold	V4488-BACS	29.89			4820	142	29.89	Petrol for mower
						347	0	-29.89	Petrol for mower
						6000	142	29.89	Petrol for mower
23/05/2025	Clerks & Councils Direct	V4489-BACS	15.50			4650	170	15.50	Annual subscription
23/05/2025	Agilico	V4490-BACS	86.52		14.42	4130	120	72.10	Inv.837-Office photocopying
23/05/2025	Aquasafe Environmental Ltd	V4491-BACS	168.00		28.00	4212	220	140.00	Inv.250406-April PPM Visit
23/05/2025	Aquasafe Environmental Ltd	V4492-BACS	168.00		28.00	4212	220	140.00	Inv.250501-May PPM Visit
23/05/2025	IAC Audit & Consultancy Ltd	V4493-BACS	474.00		79.00	4100	120	395.00	Inv.1971-Year end internal aud
23/05/2025	Infinity Playgrounds	V4494-BACS	348.00		58.00	4575	142	290.00	Inv.01486-Whitworth Patch repa
23/05/2025	JC Combustion Services Ltd	V4495-BACS	480.00		80.00	4791	220	400.00	Inv.4144-Pavilion boiler servi
23/05/2025	JH Jones & Sons	V4496-BACS	2,013.60		335.60	4721	220	1,678.00	Inv.5017-Pav doors-Paint remov
23/05/2025	JH Jones & Sons	V4497-BACS	2,742.77		457.13	4402	320	72.94	Inv.5098-Allotment grass cutti
						4402	320	21.88	Inv.5098-Briansfield hedge cut

Continued on Page 256

Payments for Month 2 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4400	142	417.42	Inv.5098-Play Area grass cutti
						4780	142	149.86	Inv.5098-Play Area bin
						4400	142	21.84	Inv.5098-Beanacre leaf clearan
						4400	142	42.03	Inv.5098-Kestrel Court shrub m
						4400	142	25.00	Inv.5098-Grass cut outside BYF
						4409	142	198.08	Inv.5098-Hornchurch POS mainte
						4820	142	39.36	Inv.5098-Shurnhold Fields cut
						347	0	-39.36	Inv.5098-Shurnhold Fields cut
						6000	142	39.36	Inv.5098-Shurnhold Fields cut
						4401	220	1,150.06	Inv.5098-JSF pitch maintenance
						4781	220	96.50	Inv.5098-JSF Bin emptying
						4405	220	50.67	Inv.5098-JSF Hedge maintenance
23/05/2025	JH Jones & Sons	V4498-BACS	2,019.00		336.50	4740	220	1,682.50	Inv.5089-Pitch Fertilising
						355	0	-1,682.50	Inv.5089-Pitch Fertilising
						6000	220	1,682.50	Inv.5089-Pitch Fertilising
23/05/2025	JH Jones & Sons	V4499-BACS	926.40		154.40	4540	142	772.00	Inv.5031-SID Deployment
23/05/2025	Melksham Town Council	V4500-BACS	500.00			4610	170	500.00	Inv.TH158-VE Day contribution
23/05/2025	Rialtas Business Solutions Ltd	V4501-BACS	1,062.00		177.00	4185	120	885.00	Inv.762- Year end closedown
23/05/2025	Wiltshire Council	V4502-BACS	3,093.25			4270	140	3,093.25	Inv.166-Office rent-1.4-30.6.
23/05/2025	Wiltshire Publication	V4503-BACS	156.24		26.04	4230	120	130.20	Inv.460- Cllr co-option advert
23/05/2025	Wiltshire Council	V4504-BACS	2,731.52			4510	142	2,731.52	Inv.423-LHFIG-Beanacre gateway
23/05/2025	Wiltshire Council	V4505-BACS	310.87			4510	142	310.87	Inv.424-LHFIG Whitley signs
23/05/2025	Zurich Municipal	V4507-BACS	4,117.15			4281	142	3,274.52	Inv.334- Parish Insurance
						4282	220	507.67	Inv.334-Pavilion Insurance
						4281	142	334.96	Inv.334- Berryfield V Hall ins
23/05/2025	HM Revenue & Customs	V4508-BACS	2,875.18			4045	130	1,233.44	Period 2- May 2025
						4000	130	623.00	Period 2- May 2025-T
						4000	130	256.85	Period 2- May 2025-NI
						4010	130	232.80	Period 2- May 2025-T
						4010	130	104.06	Period 2- May 2025-NI
						4020	130	95.60	Period 2- May 2025-T
						4020	130	81.43	Period 2- May 2025-NI
						4460	142	201.80	Period 2- May 2025-T

Continued on Page 257

Date: 03/06/2025 | **Melksham without Parish Council Current Year** | **Page: 257**

Time: 16:44 | **Cashbook 2** | **User: MR**

Unity Bank | **For Month No: 2**

Payments for Month 2

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4800	320	14.20	Period 2- May 2025-T
						4070	120	32.00	Period 2- May 2025-T
23/05/2025	Wiltshire Pension Fund	V4509-BACS	2,309.61			4045	130	1,749.77	Period 2- May 2025
						4000	130	303.79	Period 2- May 2025
						4010	130	136.23	Period 2- May 2025
						4020	130	119.82	Period 2- May 2025
23/05/2025	John Glover	V4515-BACS	48.00			4070	120	48.00	Chairs allowance- May 25
23/05/2025	Tollgate Security Ltd	V4516-BACS	114.00		19.00	4212	220	95.00	Inv.619-Replacement sounder
28/05/2025	Teresa Strange	V4510-BACS	[redacted]		2.55	4000	130	[redacted]	May 2025 Salary
						4070	120	12.73	Refreshments-last Full Council
						4150	120	9.24	Hiviz vests for volunteers
28/05/2025	Marianne Rossi	V4511-BACS	[redacted]		5.85	4010	130	[redacted]	May 2025 Salary
						4150	120	5.41	Mouse for new Cllr
						4150	120	12.49	Laptop bag for new Cllr
						4150	120	11.37	Laptop backpack
28/05/2025	Fiona Dey	V4512-BACS	[redacted]			4020	130	[redacted]	May 2025 Salary
28/05/2025	Terry Cole	V4513-BACS	[redacted]			4050	142	47.50	Travel Allowance May
						4051	142	38.70	Mileage x86 miles
						4460	142	[redacted]	May 2025 Salary
28/05/2025	David Cole	V4514-BACS	[redacted]			4800	320	[redacted]	May 2025 Salary
31/05/2025	Unity Trust Bank	V4520-DD	9.90			4140	120	9.90	Service Charge
	Total Payments for Month		153,730.55	0.00	1,888.98			151,841.57	
	Balance Carried Fwd		10,222.95						
	Cashbook Totals		163,953.50	0.00	1,888.98			162,064.52	

Total Salaries May 2025

£7,745.63

Date: 03/06/2025 | **Melksham without Parish Council Current Year** | **Page: 145**

Time: 16:44 | **Cashbook 3** | **User: MR**

Fixed Term Deposit | **For Month No: 2**

Receipts for Month 2

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

Date: 03/06/2025 | **Melksham without Parish Council Current Year** | **Page: 146**

Time: 16:44 | **Cashbook 3** | **User: MR**

Fixed Term Deposit | **For Month No: 2**

Payments for Month 2 — **Nominal Ledger Analysis**

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

Date: 03/06/2025 | **Melksham without Parish Council Current Year** | **Page: 51**

Time: 16:44 | **Cashbook 4** | **User: MR**

Instant Access Unity 20476339 | **For Month No: 2**

Receipts for Month 2 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**2,919.11**					**2,919.11**	
	Banked:	**0.00**						
			0.00				0.00	
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	2,919.11	0.00	0.00			2,919.11	

Date: 03/06/2025 | **Melksham without Parish Council Current Year** | **Page: 52**

Time: 16:44 | **Cashbook 4** | **User: MR**

Instant Access Unity 20476339 | **For Month No: 2**

Payments for Month 2 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		2,919.11						
	Cashbook Totals		2,919.11	0.00	0.00			2,919.11	

Receipts for Month 2 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**566,000.00**					**566,000.00**	
	Banked: **23/05/2025**	**118,000.00**						
V4487-TRAN	Unity Bank	118,000.00			220		118,000.00	Transfer from Unity TO CCLA
	Total Receipts for Month	118,000.00	0.00	0.00			118,000.00	
	Cashbook Totals	684,000.00	0.00	0.00			684,000.00	

Payments for Month 2 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		684,000.00						
	Cashbook Totals		684,000.00	0.00	0.00			684,000.00	

Teresa Strange

Subject: FW: Suggestions/requests by Melksham Without Parish Council

UPDATED BY CLERK WITH FEEDBACK

From: Community Air Network <CommunityAirNetwork@wiltshire.gov.uk>
Sent: 10 July 2025 09:23
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Fiona Dey <office@melkshamwithout-pc.gov.uk>
Subject: RE: Suggestions/requests by Melksham Without Parish Council

Dear Teresa,

Thank you for your email. I really appreciate you spreading the word and I hope that we will get some applications from Melksham!

Please do get in touch if you need any more information or if the sites would like to speak to us directly.

All the best,
Milly

Milly Strong
Public Protection Officer (Air Quality)
Environmental Control & Protection

Wiltshire Council

Tel: 01225 770293
Email: milly.strong@wiltshire.gov.uk
Website: www.wiltshire.gov.uk

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 08 July 2025 13:02
To: Community Air Network <CommunityAirNetwork@wiltshire.gov.uk>
Cc: Fiona Dey <office@melkshamwithout-pc.gov.uk>
Subject: Suggestions/requests by Melksham Without Parish Council

You don't often get email from clerk@melkshamwithout-pc.gov.uk. Learn why this is important

Dear Community Air Network team
Just wanted to let you know that Melksham Without Parish Council have suggested the following sites, based on where they think air monitoring should take place.
We have sent details to them all and asked if they will host, and as they come back positively I am giving them the link to apply.

- St Barnabas Church, A350 at Beanacre – NO INTERNET AVAILABLE
- Wessex Water pumping station, A350 at Beanacre (if WIFI is available) (NB no external wifi, so have contacted residents to ask) NO EXTERNAL INTERNET OR POWER SUPPLY, SO CONTACTED RESIDENTS INSTEAD
- Dick Lovett BMW Melksham, A350 at Bowerhill BMW/MINI WERE HAPPY TO PROGRESS BUT MAY BE ISSUE WITH ATTACHING POLES TO THE BUIILDING
- Shaw Church of England Primary School, Corsham Road, Shaw NO REPLY, CONTACTED CHUCH BUT NO WIFI
- Private residence on Mallory Place adjacent to A365 Bath Road, Bowerhill NO REPLY
- Melksham Oak Community School, A365 Bath Road DAVID COOPER LOOKING INTO THIS

Other potential locations were discussed but discounted due to a low level of passing traffic or not having the required infrastructure to host a sensor (power and WIFI).

With kind regards, 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

Advanced Notice of Leave:
w/c 14th July
w/c 4th August
Thurs 14th & 15th August

Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?
Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news
On X: @melkshamwithout
On Instagram: melkshamwithoutpc
On LinkedIn: Melksham Without Parish Council

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AGENDA ITEM 07c

SLCC News & Publications

Government response to the consultation on remote attendance and proxy voting in local authorities

Government response to the consultation on remote attendance and proxy voting in local authorities

6 June 2025

On Thursday 5 June, the government published its response to the consultation on remote meetings and proxy voting, which was carried out at the end of last year.

In the forward from the Minister of State, Jim McMahon OBE, the overarching message from the government is that, 'in the spirit of resetting our relationship with local government, we want to ensure that local authorities can develop their own remote and hybrid attendance policies, with local knowledge, and to respond to local need.'

This is a very positive outcome for the sector, which represents the bulk of the 5,844 responses to the consultation. It reflects the SLCC's position, which formed part of **our submission to the consultation**, which was made in December.

The government has recognised concerns from our sector about the use of proxy voting. Development of that proposal will be limited to principal councils.

The government is committing 'to collaboratively develop guidance with the sector on both policies, to ensure that local authority schemes are supportive of members and officers.'
Both changes will require legislation to come into effect.

Click here to read the full response.

Summary of government response

The government acknowledges the importance of in-person meetings for local democracy but also recognises the need for flexibility. The key points from the response include:

1. Support for hybrid and remote options: while in-person meetings remain the default, the government supports enabling councils to allow remote or hybrid attendance to improve accessibility and inclusivity.
2. Proxy voting endorsed: proxy voting is seen as a useful tool for members in principal councils who cannot attend meetings, even remotely, due to exceptional circumstances.

3. Local discretion emphasised: councils will be empowered to develop their own policies on remote attendance and proxy voting, tailored to local needs and contexts.
4. Guidance to be co-developed: the government plans to work with the local government sector to create guidance that supports effective implementation of these policies.
5. Legislative change anticipated: the government is considering legislative changes to enable these reforms, though no specific timeline has been confirmed.

Top five take-aways for town and parish councils

1. Empowerment to set local policies: town and parish councils will have the autonomy to decide how and when to allow remote attendance, reflecting their unique circumstances.
2. Improved accessibility: these changes aim to make council roles more accessible to people with disabilities, caring responsibilities, or work commitments.
3. Support for smaller councils: the government recognises the distinct needs of smaller councils and intends to ensure that guidance and legislation are proportionate and flexible.
4. Encouragement of participation: by reducing barriers to attendance, the reforms are expected to encourage broader participation in local governance.
5. Safeguards for democratic integrity: while enabling flexibility, the government stresses the importance of maintaining transparency, accountability, and public engagement in decision-making.

Clerk's Note:

For information, the parish council responded to this consultation, and previous rounds, requesting point 1 (to be able to decide themselves when to allow this), for the reason of point 2, to be more accessible and therefore encourage a diverse selection of residents to stand for council.

MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 30th June 2025 at Melksham Without Parish Council Offices

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

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

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

In attendance: Wiltshire Councillor Nick Holder. Councillors Tony Hemmings, Chris Griffiths and Mark Blackham joined the meeting, as observers.

On Zoom: There were no attendees attending remotely via Zoom.

098/25 Welcome, Housekeeping and Announcements:

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

099/25 Apologies:

Apologies were received from Councillor Richardson who was absent due to illness.

Resolved: To approve and accept the reason for absence

Apologies were also received from Wiltshire Councillor Andrew Griffin due to a conflicting Melksham Town Council meeting.

100/25 Declarations of Interest:

a. Declarations of Interest

It was noted that application for consideration in agenda item 6a was made by a former Councillor. It was agreed that this did not pose a conflict of interest for any of the committee members.

Councillor Baines declared a potential pecuniary interest in agenda item 8c (Land off Woodrow Road) due to living opposite the development site, with any proposals for widening the access opposite the site potentially involving his land.

Councillor Franks declared that he was friends with the organisers of the Wiltshire Throwback Festival but had no pecuniary interest in the event.

b. Dispensation Requests for this Meeting:

None requested.

c. Parish Council standing dispensations relating to planning applications:

None.

101/25 To consider holding items in Closed Session due to confidential nature:

Resolved: Agenda item 8g (Land to the South of A365 Bath Road and West of Turnpike Garage) and item 14biv (Land at Old Loves Farm) to be held in closed session under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Agenda item 8g: To agree the Council's stance, without showing their position, in preparation for speaking at the Wiltshire Council Strategic Planning meeting the following morning.

Agenda item 14biv: Site layout plan not finalised and therefore confidential at the developer's request.

102/25 Public Participation:

Standing Orders were suspended to allow Public Participation.

a. Wiltshire Councillor Nick Holder, Bowerhill

Wiltshire Councillor Holder commented on various agenda items related to Bowerhill.

Agenda Item 6b (PL/2025/05108: 49 Blenheim Park) – He noted that it was a shame to lose a commercial premises but also noted that there was a need for 1 bed accommodation. Overall, he thought that the application was fine.

Agenda item 6e (PL/2025/05137: Sandridge Farm, Brick Hill) – He noted that the structure proposed to be turned into dwellings is just over the Melksham Without Parish boundary in Bromham. He had no concerns about the development and noted that it wouldn't be particularly visible.

Agenda item 8a (PL/2024/07097: Land south of Snarlton Farm) – Wiltshire Councillor Holder noted that the call-in to committee was still in place for this application.

Agenda item 8d (PL/2024/10345: Land north of the A3102 – New Road Farm) – He was looking forward to this being discussed at the Wiltshire Council Planning Committee meeting and particularly how the issue of access would be addressed.

Agenda item 8g (PL/2024/11426: Land south of A365 Bath Road (Gompels)) – he had recused himself from the strategic planning committee meeting

Agenda item 14bii (Land at Bath Road adjacent to Melksham Oak) – Wiltshire Councillor Holder again expressed the importance of finding a way to take a holistic approach to reviewing traffic on the A365 Bath Road. He stressed that there are now a number of developments adjacent to the road now including land at Old Loves Farm, and that these need to be considered together and not piecemeal. He will be happy to talk about these when the application is considered by the Wiltshire Council Planning Committee.

Agenda item 9 (Environmental permit application) - Wiltshire Councillor Holder thanked the Clerk for bringing the permit application to his attention (from information received from a resident). He had no disagreement with the works being proposed but was disappointed that Wiltshire Council had not proactively communicated with Wiltshire Councillors, the Parish Council or Members of the Public about the application and its implications in a timely manner.

The meeting reconvened.

103/25 **Planning Applications:** The Council considered the following applications and made the following comments:

a) PL/2025/04991 Shaw Court, Bath Road, Shaw, Melksham, SN12 8EE
To fully repair the stone tiled roof. Applicant: Mr Stefano Patacchiola.

Comment: No objection

b) **PL/2025/05108 49 BLENHEIM PARK, BOWERHILL, MELKSHAM, SN12 6TA**

Full Planning Permission: Proposed Conversion of Existing Hair Salon into 2 x 1 Bed Dwellings and Insertion of Dormer Rooflights. Applicant: Mr Ponsford.

Members discussed the potential issue of a single exit onto the carpark. They were also concerned about commercial assets undergoing change of use into a residential dwellings.

Comment: No objection, however, the Council regret the loss of the commercial asset.

c) **PL/2025/03212 Roundponds Farm, Shurnhold, Melksham, SN12 8DF**

Full Planning Permission: The removal of existing gas fuelled generators (retrospective) and proposed installation of battery energy storage system (BESS) and associated equipment. Applicant: HC ESS3 LIMITED.

Members were concerned about another application for a Battery Energy Storage System (BESS). However, they agreed that it was better to utilise the existing site rather than developing a greenfield site.

Members main concern was related to the safety of BESS and particularly fire risk and the ability of Dorset and Wiltshire Fire Brigade to be able to effectively deal with fires (especially as Melksham Fire Station relies on retained firefighters).

Comment: **Object**, unless a fire safety report including the following is provided:

- research/evidence that, given the numbers of battery containers on site, the proposed onsite water supply reserved for a fire incident is appropriately scaled up from the minimum NFCC guidance level of only 1900 litres per minute for 2 hours for schemes of 1 MW;

- evidence to support the sizing calculation for any on-site ponds to be provided, that will be able to collect and hold secure any and all of the contaminated firewater;
- the risks and effects on these calculations when considering the possibility of simultaneous fires in multiple containers, whether they start independently or as a part of a chain reaction (viz. thermal runaway), the assumptions made and the appropriate justification of those assumptions;
- evidence that the Fire and Rescue Service (FRS) have been consulted, and that they confirm that they are capable of responding appropriately to an incident, including thermal runaway;
- evidence that the FRS also have the capacity to respond to any other concurrent BESS related incident in its region;
- the rationale for container spacing, given the minimum spacing suggested by NFCC guidance is six metres;
- a statement on whether the developer proposes to adopt NFPA 855, noting that an update to that specification is expected in 2026;
- a copy of all relevant safety certificates, or the process to obtain them, including an explanation of the relevance of UL9540A testing;
- a copy of the Fire Safety Management Plan.

Refer to Policy 2 Local Renewable and Low Carbon Energy and associated infrastructure of the emerging Joint Melksham Neighbourhood Plan (referendum date 31st July 2025)

d) PL/2025/05205 498 Semington Road, Melksham, SN12 6DX

Householder planning permission: Side extension and alterations to the dwelling house and Alterations to the detached outbuilding. Applicant: Ms J Lund.

Comment: No objection

e) PL/2025/05137 SANDRIDGE FARM, BRICK HILL, BROMHAM, WILTSHIRE, SN15 2JL

Prior Approval - Class Q - Agricultural to Dwellinghouse: Class Q conversion and extension of existing building to create 6 No. dwellings. Applicant Name: Mr & Mrs C Jaggar.

Members noted that although the address on the application is within the parish, the outbuildings to be developed are just over the parish boundary in Bromham.

Comment: Object, as the application contains insufficient details about the amenity space available, particularly the outside space/gardens and how it meets the Wiltshire Design Guide. In addition, Policy 20 of the Melksham Neighbourhood Plan 2 (referendum 31st July 2025) covers locally distinctive high quality design but we note although the application is in the parish the outbuildings proposed for development just over the Melksham Without Parish boundary in Bromham and therefore outside the Melksham neighbourhood plan area.

104/25 Amended Plans/Additional Information:

None.

The Clerk noted that PL/2025/03423 and PL/2025/03316 (both for 8 Blenheim Park, Bowerhill) have submitted amended plans for reconsultation today, but as the applicant wants to attend the planning meeting where they are considered, they will be added to the agenda of the next meeting on Monday 21st July 2025 as within the timescale.

105/25 Current planning applications: Standing item for issues/queries arising during period of applications awaiting decision.

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

New comments from Active Travel England, Natural England, Drainage, Lacock Parish Council and the Environment Agency were noted.

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

Members discussed new comments from Urban Planning and Public Protection. It was noted that Urban Design's objection included detailed comments on where the proposal did not meet the requirements of Wiltshire Core Strategy, Core Policy 57 'Ensuring high quality design and place shaping'.

Comments: Melksham Without Parish Council maintain their OBJECTION to this application (see comments previously submitted on 13th February 2025 and 27th May 2025) and confirm that they still want this application called into committee due the access arrangements. They have reviewed the recent comments from Urban Design and Public Protection and support these new comments.

c. **PL/2024/10674: Land off Woodrow Road, Woodrow Road, Melksham, SN12 7AY** Outline application with all matters reserved except for access for the development of up to 70 dwellings, open space, ecological enhancements, play space, associated infrastructure

(including drainage structures and works to the public highway), access, parking, servicing and landscaping. Applicant: Waddeton Park Ltd

Comments from Ecology were noted.

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

Members noted that the Environment Agency have maintained their objection to the application.

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

No new comments or documents to date

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

Members noted that the meeting with developer planned for Thursday 3rd July 2025 will also include invitees from Wilts and Berks Canal Trust (WBCT).

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

Held in closed session at the end of the meeting.

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

No new comments or documents to date

106/25 Environmental Permit application EPR/SB3455TZ/A001

Members acknowledged that the remediation work was necessary and therefore had no objection to the permit application. However, members noted that the permit referred to RAF Bowerhill which is incorrect and should be RAF Melksham at Bowerhill.

Comments: No objection to the permit application. However, members noted that the permit referred to RAF Bowerhill which is incorrect and should be RAF Melksham at Bowerhill.

Councillor Blackham joined the meeting as an observer at 7.44pm

107/25 Premises Licences decisions:

a) WTF Festival, Oakfield Stadium, Eastern Way, Melksham, SN12 7GU. Applicant: Jarboom Ltd. Amplified Live Music (Outdoors), Recorded Music, Supply of Alcohol, Fri 20/06/25 & Sat 21/06/25 13:00 – 23:00 Sun 22/06/25 12:00 – 21:00. Open to the public Fri 20/06/25 & Sat 21/06/25 13:00 to 01:00 Sun 22/06/25 12:00 – 23:00.

Members had received a summary of public feedback on the event taken from the Wiltshire Council Planning Portal and from social media (various Facebook pages).

Members expressed a range of viewpoints on the festival and how future planning applications should be considered.

Councillor Wood was pleased that the event went well and noted that the sports clubs were happy with the money it had made them. He hoped that the event would be run next year and would be equally or more successful.

Councillor Pafford commented that there had been some complaints from residents living close to the venue, whereas comments from attendees were very positive. The concerns raised focussed on the use of the Rugby and Football clubs for a non-sport related event, and also noise disturbance. He noted that no complaints had been made about traffic problems or antisocial behaviour. He felt that attendees enjoyed the event but that neighbours weren't keen.

Councillor Glover had been concerned about noise prior to the event, and had submitted an objection on the planning application, but had been pleased that he hadn't been able to hear it. He also noted that the process for dropping off attendees worked well.

Councillor Harris felt that the noise hadn't been controlled as he could hear it in his house ¾ mile away, but that it was only at an annoying level if he was outside.

Councillor Franks explained that he had been invited to see the set-up on the Friday of the event and based on his years of experience in the field felt that it was very well planned. He also commented that feedback from the police, that he had spoken with at the event, was very positive. He noted that decibel meters had been used to automatically control the sound level, there had been

few cars at the event, almost no litter and one instance of public disorder which had been dealt with.

Councillor Baines commented that the event organisation seemed good, and the attendees found it a good event, but that the concerns raised on the planning application still need to be addressed.

Standing Orders were suspended to allow Wiltshire Councillor Holder to comment.

Wiltshire Councillor Holder commented that the event had gone ahead without planning permission having been granted and it has still not been decided. He hoped that if an event was being planned for 2026 that planning permission is sought earlier.

The meeting reconvened.

Councillor Glover welcomed what had happened this year and was happy that the event had gone well. However, he would be concerned if future planning applications are for more than one year as there are already planning applications to build houses on both sides of the Football and Rugby Clubs site.

Councillor Griffiths joined the meeting as an observer at 7.51pm

108/25 Proposed Energy Installations:

a) **Halfway House Farm, Beanacre proposed Battery Energy Storage System (BESS)**

Comments: Melksham Without Parish Council have considered the information provided at this consultation stage and have number of concerns:

Site access: The access route to the site is not clear from the plans and Chapel Lane CANNOT be used as an access route.

Chapel Lane is a private road which serves 8 dwellings until it then becomes a track leading to agricultural fields. It is generally only wide enough for one car. Wiltshire Council's mapping system shows the Chapel Lane access onto the A350 to be approximately 10m wide, however once the grass verges are taken into account the access is considered to be approximately 6m wide. It is therefore completely unsuitable for construction or maintenance vehicles.

Flood Risk: A planning application (PL/2023/05883) for three dwellings on Land to the rear of 52e, Chapel Lane, Beanacre (in close proximity to the proposed BESS location) was recently turned down due to flood risk.

Cable Routing: If the scheme will connect via underground cable to the National Grid Melksham Substation to the southwest of the Site, on Westlands Lane, it is not clear how the route will negotiate the railway line (between the site and the National Grid Melksham Substation).

Fire safety Members would like to see a fire safety report including the following is provided:

- research/evidence that, given the numbers of battery containers on site, the proposed onsite water supply reserved for a fire incident is

appropriately scaled up from the minimum NFCC guidance level of only 1900 litres per minute for 2 hours for schemes of 1 MW;
- evidence to support the sizing calculation for any on-site ponds to be provided, that will be able to collect and hold secure any and all of the contaminated firewater;
- the risks and effects on these calculations when considering the possibility of simultaneous fires in multiple containers, whether they start independently or as a part of a chain reaction (viz. thermal runaway), the assumptions made and the appropriate justification of those assumptions;
- evidence that the Fire and Rescue Service (FRS) have been consulted, and that they confirm that they are capable of responding appropriately to an incident, including thermal runaway;
- evidence that the FRS also have the capacity to respond to any other concurrent BESS related incident in its region;
- the rationale for container spacing, given the minimum spacing suggested by NFCC guidance is six metres;
- a statement on whether the developer proposes to adopt NFPA 855, noting that an update to that specification is expected in 2026;
- a copy of all relevant safety certificates, or the process to obtain them, including an explanation of the relevance of UL9540A testing;
- a copy of the Fire Safety Management Plan.

Melksham Without Parish Council support the comments made by Community Action Shaw and Whitely (CAWS) on the proposal.

Members note that developers should refer to Policy 2 Local Renewable and Low Carbon Energy and associated infrastructure of the emerging Joint Melksham Neighbourhood Plan (referendum date 31st July 2025).

b) **Lime Down Solar**: A Targeted Consultation is running from Tuesday 03 June to Friday 11 July 2025

To consider a response to the Targeted Consultation and to consider correspondence from the Stop Lime Down Campaign (deferred from the meeting on 9th June 2025)

The Clerk suggested that members comment that it is still not clear whether the western or eastern cable route into the National Grid Sub-station has been selected. It was reported that the Lime Down Solar website indicated the western route was the preferred route.

The Clerk highlighted that this consultation only related to a small amount of land on Westlands Lane for cabling. As such, members felt that there was nothing that they could comment on.

Resolved: No comment

c) **National Grid related to the substation upgrade**

Members noted the meeting with National Grid planned for Tuesday 22nd July 2025.

109/25 Planning Enforcement:

None

Wiltshire Councillor Holder left the meeting at 8.01pm

110/25 Planning Policy:

a) Wiltshire's Housing Land Supply Statement with a land supply of 2.42 years supply using a base date of 1 April 2024 was noted.

b) Joint Melksham Neighbourhood Plan

The Clerk advised that a full page advert about the Neighbourhood Plan Referendum would be published in this week's Melksham News (3rd July 2025) in order to catch the postal votes. As this was several weeks before the Referendum, she asked whether the committee felt that a second advert (in the newspaper published on 17th July 2025) would be beneficial. She advised that it would cost approximately £500, with Melksham Town Council being responsible for 70% of the cost.

Resolved: Members agreed that the Melksham News advert for the Neighbourhood Plan referendum should be run for a second time in the paper published on 17th July 2025.

The Clerk also noted that Vaughan Thompson (from Place Studio) will be attending the meeting of Melksham Town Council's Economic Development Committee on 22nd July 2025 to provide more details on the plan.

c) Wiltshire Council's Draft Local Plan Examination

Members noted that the examination had started but that there were no further updates.

111/25 S106 Agreements and Developer meetings: (Standing Item)

a) Updates on ongoing and new S106 Agreements

i. Land at Blackmore Farm, Sandridge Common, Melksham, SN12 7QS PL/2023/11188: Demolition of agricultural buildings and development of up to 500 dwellings, up to 5,000 square metres of employment, land for a primary school, land for mixed use hub, open space. Applicant: Tor & Co for Gleesons

No update

ii. Pathfinder Place:

No update, still waiting for transfer of the play area.

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

No update

iv. To note any S106 decisions made under delegated powers

None

b) Contact with developers:

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

Members had met with the developers earlier in the day. The developers had addressed the concerns and comments previously raised by Parish Council. Members felt that the meeting was very positive. It was noted that the developers would be submitting their application later this week.

ii. Land at Bath Road (adjacent to Melksham Oak) - pre-application

The developer, Hannick, held a public consultation on the Land at Bath Road on 16th June 2025 at Oakfield Melksham Town Football Club. The Clerk asked whether members wanted to submit

Resolved: to submit the notes from the Planning Committee meeting held with Hannick on 6th May 2025 to the Hannick's public consultation on the Land at Bath Road.

iii. Land at the former Countrywide Farmers PLC, Bradford Road, Melksham (Aldi)

Melksham Town Council Economic Development committee have not yet met to discuss the application. It was noted that although the application is not within the parish, it is adjacent to the parish boundary and will be used by residents of the parish. Members discussed the application and raised concerns about the lack of pedestrian access to the site.

Comment: Members raised concerns about the lack of pedestrian access to the site.

Specifically, concerns raised were about the lack of safe walking routes to the site. For pedestrians coming from the town (Bradford Road A3102) they will need to cross Farmers roundabout and the A350 to access the proposed site on the B3107. There are no pedestrian crossings on Farmers Roundabout, with the nearest crossing of the A350 being outside the entrance to Asda. Additionally, there are limited or no pavements on the roads feeding into Farmers roundabout. A particular concern is the lack of a pavement between Asda (where a pavement is present) and the entrance to the proposed site.

iv. Land at Old Loves Farm, Bath Road, Bowerhill

Held in closed session at the end of the meeting.

v. **Resolved**: to agree the updated list provided to Developers on what the Parish Council would like to see provided.

Closed Session

It was confirmed that Members were happy for Councillors Hemmings, Blackham and Griffiths to remain in the room as observers during the closed session.

105/25 g PL/2024/11426: Land to the South of A365 Bath Road and West of Turnpike Garage, Melksham, Wilts (Gompels): Construction of warehouse with office space, parking and associated landscaping including site access.

It was noted that Councillor Baines would be speaking on behalf of Melksham Without Parish Council at the Strategic Planning Committee meeting on 1st July 2025. It was suggested that he stress the reasons why the Parish Council hadn't objected to the planning application. Members were aware that the recommendation from the Planning Officers to the Strategic Planning Committee was to refuse the application

Councillor Baines shared the comments that he was intending to raise in support of the application at the meeting.

- Melksham Without Parish Council believes that the application meets the requirements for Additional Employment Land policies in Core Strategy (34) and the emerging Local Plan (64)
    - Adopted core strategy policy 34: proposals for employment development (use classes B1, B2 or B81) will be supported outside the Principal Settlements, Market Towns and Local Service Centres if they are adjacent to these settlements, seek to retain or expand businesses currently located within or adjacent to the settlements, and are supported by evidence that they are required to benefit the local economic and social needs.
    - Emerging Local Plan Policy 64: proposals for employment development (within use classes B2, B8 or E(g)(iiii)) will be supported on unallocated sites within or adjacent to Principal Settlements, Market Towns, Local Services Centres and Large and Small Villages where they are appropriate to the role and function of the settlement, and would not undermine the delivery of strategic employment allocations"

  Councillor Baines commented that the Planning Officers don't seem to think that these points apply for this application. He felt that the Planners believe that the Statement in Policy 34 that 'development should have no adverse effect on neighbouring properties' outweighs the need to support employment and businesses which are already present in the area

- Adopted Melksham Neighbourhood Plan 1 and Emerging NHP2 Policy 10: Employment Sites NHP1 4.11.2 & NHP2 4.10.2: The level of out commuting to neighbouring towns and jobs along the M4 corridor is high, and community engagement confirms that people want to work closer to their homes. Expansion of new employment opportunities with the Plan area is considered desirable to reduce the amount of out commuting to deliver sustainable travel movements."

Councillor Baines commented that it is important that Melksham does not become a dormitory town but is able to provide local employment.

- Planning Officers have highlighted that application proposals would result in less than substantial harm (at a high level) to the setting of the Grade II listed building Old Loves Farm and that the less than substantial harm is considered to be at the upper end of the scale and is not outweighed by public benefits or the applicants asserted economic benefits.

  Councillor Baines commented that there is a new proposal for development of 50 houses at Old Loves Farm which would surround the farmhouse on two sides. He feels that this makes the argument that the warehouse proposal would cause substantial harm to the setting of the Grade II listed farmhouse far-fetched.

Councillor Pafford commented that the employment numbers in the proposal had been subject to refute by objectors to the application. He commented that only Wiltshire Council could verify the numbers, yet there had been no comments from Economic Development on the application (despite the Clerk asking for their input). This appears inconsistent with their input into the recent application for development at Octavian. Councillor Harris noted that the applicant had commissioned a report on the employment numbers.

Councillor Pafford suggested that Councillor Baines should also stress the Council's concerns about retention and expansion of employment if the development is not permitted.

Councillor Wood asked that the positive benefits to other businesses on the Bowerhill Industrial Estate if the development was permitted, by creating room for their expansion, was highlighted.

Councillor Baines was also keen to highlight that if the application was rejected, it was likely that the site would be made available for housing.

Resolved: Members agreed that Councillor Baines should make the points he had raised plus the additional comments discussed.

Councillor Baines was reminded that he would only have four minutes in which to make all the points.

111/25 b iv Land at Old Loves Farm, Bath Road, Bowerhill

Members had met with the developers earlier in the day. The Clerk advised that although the public were aware that a planning application was planned for 50 houses at Old Loves Farm, the drawings which had been presented were confidential.

Resolved: comments made to the Developer should be formally fed back to them now.

Meeting closed at 8.24pm

Chairman, 28th July 2025

MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 21st July 2025 at Melksham Without Parish Council Offices

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

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

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

In attendance: Wiltshire Councillor Nick Holder,
Melksham Town Councillor Saffi Rabey
6 members of the public (1 from 7:00pm, 5 from 8:11pm).
Councillors Tony Hemmings, Martin Haffenden (from 8:01pm) and Anne Sullivan (from 8:01pm) joined the meeting as observers

On Zoom: There was one member of the public attending remotely via Zoom.

xxx/25 Welcome, Housekeeping and Announcements:

The Chair welcomed everyone to the meeting and read out the housekeeping message. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

xxx/25 Apologies:

There were no apologies as all members of the Planning Committee were present.

xxx/25 Declarations of Interest:

a. Declarations of Interest

Councillor Harris declared an interest in agenda item 6d (Village Hall, Bowerhill) as the named applicant and Chair of the Bowerhill Village Hall Trust. It was agreed that as his interest was non-pecuniary he would be present for the discussion but would not vote.

Councillor Franks declared an interest in agenda item 6a (Manor Farm, Sandridge Common) as he is a friend of the applicant. It was agreed that it was a non-pecuniary interest.

b. Dispensation Requests for this Meeting:

None requested.

c. Parish Council standing dispensations relating to planning applications:

None.

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

Resolved: Agenda item 11 (Planning Enforcement) and item 14 (First Port and Bowood View Management Company) to be held in closed session under the Public Bodies (Admission to Meetings) Act 1960, the public and

representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Agenda item 11: Start of legal action.

Agenda item 14: Start of legal action.

xxx/25 Public Participation:

Standing Orders were suspended to allow Public Participation.

a. The applicant for PL/2025/03423 and PL/2025/03316 (8 Blenheim Park, Bowerhill – agenda items 7a and 7b spoke to explain the revisions that had been made to the applications and how the council's previous objections had been addressed.

She noted that one of the council's concerns had been about loss of character and not keeping with the local RAF vernacular. She explained that the existing dwelling needed significant unpinning which has compromised the structure of the bricks. It has been calculated that ~40% of the bricks need to be replaced. However, the applicants have been unable to source the original type of brick or to find a suitable match. Therefore, rather than having patchwork brickwork they have chosen to create a modern design that looks distinctly different with render with timber slats. She noted that the colour of the render will be matched to the original brickwork. It was noted that the new dwellings would be built in yellow brick.

The second concern which had been raised by the council was that neither development would deliver a Biodiversity Net Gain (BNG) on site. The applicant explained that a large number of brambles had been removed in order to understand the boundaries of the plot. The applicant had been advised by an ecologist that in order to deliver the BNG on site, the brambles would have to be replaced with more brambles + 10%. These would have to be in a fenced off area, separate to the garden. The applicants felt that this would leave an undesirably small garden, therefore, they have chosen to off-set the BNG off-site. She explained that as an applicant they are responsible for finding a company who can offer BNG credits and that they are searching for companies in Wiltshire. It was clarified that there will be a planning condition that development cannot commence until the BNG plan has been agreed by Wiltshire Council.

The applicant advised that the wildlife would have been displaced to the remaining trees and ditch, and that they have allowed for a reptile home as per the biodiversity report, bird boxes, bat boxes and hedgehog holes.

b. Wiltshire Councillor Nick Holder, Bowerhill

Wiltshire Councillor Holder noted that he was recused from agenda item 8f and would step out of the room when the item was being discussed.

He noted that he was in support of the planning application for 8 Blenheim Park (agenda items 7a and 7b) and had requested that it was called in to committee if the applications were refused.

The meeting reconvened.

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

a) **PL/2025/05303** Manor Farm, Sandridge Common, Melksham, SN12 7QT**.** Full Planning Permission: Change of use of agricultural field to a camping site. Applicant: Mr G Walters

Comment: No comment

b) **PL/2025/05406** 103 Top Lane, Whitley, SN12 8QH**.** Householder Application: Internal remodelling of dwelling and annexes to form single living space, and proposed single storey front and rear extensions, and formation of a front facing dormer, and rendering of front and side elevations. Applicant: Peters

Members discussed the application. It was noted that it was a good size plot and that the new dormer window at the front of the building would not overlook any neighbours. It was noted that an objection had been raised by a neighbour, to the rear of the property, with concerns about being overlooked from the Velux windows. It was confirmed that the application increased the number of Velux windows at the rear from three to five, however members felt that the distance to the neighbouring property mitigated concerns about being overlooked.

Comment: No Objection

c) **PL/2025/05424** Whitley Golf Course, Corsham Road, Whitley, SN12 8EQ**.** Full Planning Permission: Demolition of Existing Driving Range, Replacement Driving Range to Include Shop Area, Extension of Existing Car Park Along with Minor Alterations to Existing Club House. Applicant: Whitley Golf Club

Members commented positively about the application, noting that it contributes to health and wellbeing as well as promoting Whitley.

It was noted that Policy 3 of the referendum version of the Joint Melksham Neighbourhood Plan 2, requires that development proposals in locations with known flooding issues [such as Whitley] should include appropriate mitigation and construction methods, and, where appropriate contributions towards wider catchment projects. It was suggested that if JCBs were working on site, they could also be used for some drainage works in the area of 208-209 Corsham Road as these properties are prone to regular internal property flooding. There is a current flood prevention plan drawn up by Richard Williams of the Wiltshire Council Drainage Team in February 2025 with ditch work on the boundary between the golf course and the affected properties.

Comment: Support.

d) **PL/2025/05523** Village Hall, Halifax Road, Bowerhill, SN12 6SN. Full Planning Permission: To install a Sustainable Drainage System to alleviate flooding of the village hall car park during and following periods of significant rainfall. Applicant: Mr Mark Harris

Councillor Harris explained that the drainage work was needed to mitigate problems with flooding in the carpark. He explained that the drainage system would be connected into an outlet on Halifax Road.

Comment: No Objection

e) **PL/2025/04408** Land at Studley Farm, Atworth, Melksham**.** Lawful Development Certificate for an Existing Use: Certificate of Lawfulness for the implementation of planning permission PL/2021/08690 through the completion of a Preliminary Works package granted under PL/2025/02594. Applicant: Melksham Calne Green Limited

Comments: Members noted that, apart from a cable route to Westlands Lane, this application is outside the parish. They also felt that they were not qualified to assess the application and therefore have no comments.

f) **PL/2025/05620** 42 Blenheim Park, Bowerhill, Melksham, SN12 6TA. Householder planning permission: Retrospective permission for a replacement garden fence. Applicant: Mr Terry Deakin

Councillor Harris raised concerns about the proliferation of new fences being built which don't comply with planning law.

Comments: No Objection

g) **PL/2025/05758** 44B Westlands Lane, Beanacre, Melksham, SN12 7QE. Householder planning permission: Single storey front extension, conversion of existing attached garage into reception room and addition of a detached garage**.** Applicant: Mr R Chapel

Comments: Object

Members were concerned that the proposed garage was in front of the established building line as there are no other close neighbours with garages in the front garden. It was noted that the nearest dwellings with garages in the front gardens (45E and 45F Westlands Lane) have their garages set back from the road, unlike in the application being considered.

Members were also concerned about the fate of the tree close to the proposed location of the garage. Members considered that moving the proposed garage closer to the house and ensuring that the tree was retained to shield the garage in the Streetscene, might be a more acceptable solution.

Members raised no objections about the planned changes to the house.

h) **PL/2025/05408** Land at Norrington Lane, Shaw, Wiltshire. Application for the approval of the Biodiversity Gain Plan following PL/2025/01259.

It was noted that this application does not require public consultation and no documentation was available.

xxx/25 Amended Plans/Additional Information:

a) PL/2025/03423 8 Blenheim Park, Bowerhill, Melksham, SN12 6TA Full planning permission: Conversion of existing dwelling into two dwellings with associated works. Applicant: Mr & Mrs Russell & Amy Poulsom

Members felt that having listened the comments made by the applicant, they had fewer concerns about the application. However, a concern was raised about the weathering of the timber cladding as this can visually deteriorate.

Standing orders were suspended to allow the applicant to respond.

The applicant explained that it is proposed to use natural timber cladding which can be resin treated in order to prevent weathering and to keep the cedar tone. This is the applicant's preference but will be subject to the requirements of the planning officer.

The meeting reconvened.

Comment: No objection, provided the timber cladding is resin treated to maintain the cedar colour.

b) PL/2025/03316 8 Blenheim Park, Bowerhill, Melksham, SN12 6TA Full planning permission: Demolition of existing attached garage and carport. Erection of 2No. detached four bedroom dwellings. Applicant: Mr & Mrs Russell & Amy Poulsom

Members were aware that a neighbour had mentioned restrictive covenants on the land in their objection. Although not a material reason for an objection, members asked the applicant whether they were aware of the covenants.

Standing orders were suspended to allow the applicant to respond.

The applicant explained that they were aware of the covenant and had sought legal advice. They also noted that they had still brought forward the planning application.

The meeting reconvened

Comment: No objection.

One member of the public left at 7:45pm.

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

Members noted that a large number of amended plans and additional information had been submitted for review. Initial comments were made but

they also asked that the Clerk request an extension to the consultation period to allow more time for thorough consideration.

Resolved: The Clerk to request an extension to the consultation period

The Clerk provided a summary of the draft Heads of Terms for the S106 legal agreement, and raised some points of concern. These will be documented and sent to Development Management and the Applicant.

Comments: Members welcome the developer's response to previous Melksham Without Parish Council suggestions. They ask for an extension to the consultation period to allow more time for thorough consideration of all the revised documentation. The council have reviewed the draft Heads of Terms for the S106 legal agreement and will send comments shortly. Melksham Without Parish Council request that they are involved in S106 negotiations.

d) **PL/2025/03212:** Roundponds Farm, Shurnhold, Melksham, SN12 8DF. Full planning permission: The removal of existing gas fuelled generators (retrospective) and proposed installation of battery energy storage system (BESS) and associated equipment. Applicant: HC ESS3 LIMITED

It was noted that this was a late addition to the agenda under the standing item for consultation on amended plans. Members felt that they had had insufficient time to thoroughly review the amendments.

Resolved: The Clerk to request an extension to the consultation period.

xxx/25 Current planning applications: Standing item for issues/queries arising during period of applications awaiting decision.

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

New comments from Conservation, Rights of Way, Public Protection and Wessex Water were noted.

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

New documents (site layout, drainage statement and plans for compliant bungalow and compliant maisonette) and new comment from Ecology were noted.

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

It was noted that the application had been refused on 16th July 2025. It was highlighted that one of the reasons for refusal was that it lay outside the settlement boundary and the significant weight of the advancing Joint Melksham Neighbourhood Plan 2. It was also noted that the applicant may appeal the refusal decision but that by the time of the appeal the Wiltshire Local Plan would be further advanced and therefore hold more weight.

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

No new comments or documents to date.

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

No new comments or documents to date

Resolved 1: To approve the notes from meeting with the developer (Thursday 3rd July 2025) with the following corrections:

- The title should refer to Berryfield Lane not Berryfield Road.
- In the section 'Access' reference to the east and west sections needs to be transposed

The notes are confidential until the planning application has been resubmitted and therefore will be appended to future meeting minutes.

Resolved 2: To submit the notes (with corrections) as a formal response to the planning application with following additional comments:

- Melksham Without Parish Council feel that the revised plans do not address the comments which they have submitted previously. They also strongly request that the roads associated with the canal are built at this stage to alleviate the problems of construction traffic using Berryfield Lane and Berryfield Park.

Wiltshire Councillor Nick Holder left the room at 8:07pm

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

The outcome of the Strategic Planning Committee on 1st July 2025 was noted.

The Clerk noted that there was nothing in the Planning Officer's report about bird management for the issue raised by the Wiltshire & Bath Air Ambulance about prevention measures to avoid bird strikes.

Resolved: To reiterate to Wiltshire Council that the parish council feel that their approach to the Gompels application was not consistent with the recent comments submitted by Economic Development on the Octavian planning application. The fact that one site was an extension on an existing site did not correlate with the nature of the comments that were supplied. Members felt that the comments on Octavian, equally applied to Gompels. To reiterate the request for a bird management plan to mitigate potential bird strikes for the route of the Air Ambulance.

Wiltshire Councillor Nick Holder rejoined the meeting at 8:09pm.

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

New comment from Highways was noted

xxx/25 Premises Licences applications and decisions:

No new applications to discuss.

Xxx/25 Proposed Energy Installations

a) **Halfway House Farm, Beanacre proposed Battery Energy Storage System (BESS)**

Resolved: To approve the notes from the meeting with the developer (Wednesday 9th July 2025) (attached as Appendix 1)

It was noted that the developers are now looking at setting up a public consultation event, as well as providing answers to the questions asked and considering the relevant sections in the Joint Melksham Neighbourhood Plan 2.

b) **National Grid related to the substation upgrade**

The date and time of the meeting planned with National Grid at MWPC offices on Monday 22nd July were noted.

Xxx/25 Planning Enforcement:

Discussed at the end of the meeting

Five members of the public joined the meeting at 8:11pm.

xxx/25 Planning Policy:

a) **Joint Melksham Neighbourhood Plan:**

i. **Resolved**: To approve the minutes of the Neighbourhood Plan meeting held 5th June 2025. This was approved by the parish council as the Steering Group had not stepped down.

ii. The upcoming presentation to Melksham Town Council on 22nd July 2025 by Vaughan Thompson of Place Studio (Neighbourhood Plan Consultants) was noted.
iii. The Clerk advised that she was going to attend the count on the evening of the Referendum as the official observer for the parish council and Steering Group.
iv. **Resolved**: To sign the petition calling for reinstatement of future Neighbourhood Plan funding and technical support by Central Government, and to support the comments made in parliament by the local MP in favour of reinstatement.

b) The Wiltshire Local Plan examination – Outcome following Stage 1 hearings was noted
c) The Planning Reform Working Paper – Speeding Up Build Out was noted
d) The press release on Future Homes Standard: New Homeowners to Benefit from Rooftop Solar and Cheaper Bills was noted
e) Government Consultations – to consider submitting response to:
   i. Consultation on Reforming Planning Committees
   ii. Consultation on Changes to Biodiversity Net Gain

The Clerk advised that she had not had an opportunity to read these and therefore was unable to provide any guidance.

Resolved: to consider the government consultations, if they were still open, at the next planning committee meeting.

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

a) Updates on ongoing and new S106 Agreements
   i. Land at Blackmore Farm, Sandridge Common, Melksham, SN12 7QS PL/2023/11188: Demolition of agricultural buildings and development of up to 500 dwellings, up to 5,000 square metres of employment, land for a primary school, land for mixed use hub, open space. Applicant: Tor & Co for Gleesons

   No updates

   ii. Pathfinder Place:

   No updates. It was noted that one of the signs in the play area needs to be re-covered.

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

   No updates.

   iv. To note any S106 decisions made under delegated powers

   None

b) Contact with developers:
   i. Land South of Western Way for 210 dwellings and 70 bed care home (PL/2022/08504) – reserved matters

   Resolved: To approve the notes from meeting with the developer (Monday 30th June 2025) and to submit these as a formal response to the developer.

The notes are confidential until the planning application has been submitted and therefore will be appended to future meeting minutes.

ii. **Land at Bath Road (adjacent to Melksham Oak) - pre-application**

No update

iii. **Land at Old Love's Farm, Bath Road, Bowerhill**

Resolved: To approve the notes from meeting with the developer (Monday 30th June 2025) and to submit these as a formal response to the developer (attached as appendix 2).

Xxx/25 The update on First Port & Bowood View Management Company was noted. No confidential information was discussed.

Xxx/25 **Planning Enforcement:** No confidential information was discussed.

- A new Planning Enforcement investigation for Westlands Lane, Beanacre was noted; this related to the noise from the perimeter fence posts being installed that residents reported was heard from 7.30am to 6pm and therefore outside of the conditioned working hours.
- It was noted that additional evidence had been submitted for the "Lambing Shed" Enforcement investigation on Semington Road.

Meeting closed at 8.16pm

Chairman, 28th July 2025

Appendix 1

Meeting with representative of Enray Power regarding Land Forming Part of Halfway House Farm held on Wednesday 9th July 2025 at 12.00 noon at Melksham Without Parish Council Offices at Melksham Community Campus

Present: Councillor Richard Wood (Chair of Planning)

Councillor Alan Baines (Vice Chair of Planning)

Councillor David Pafford (Vice Chair of Council)

Councillor Mark Harris (Planning Committee Member)

Councillor Peter Richarson (Planning Committee Member)

Teresa Strange, Parish Clerk

Fiona Dey, Parish Officer

Finn Blundell, Planning Manager, Enray Power

As Chair of Planning, Councillor Wood chaired the meeting and welcomed Finn to the meeting.

Finn explained that didn't have any information to present but was happy to answer any questions from Melksham Without Parish Council (MWPC).

Finn confirmed that the site would not be accessed via Chapel Lane in Beanacre. He explained that the proposal was to build access roads, on existing farm tracks, to access the site from the north. The access from the A350 would be via the existing Halfway House Farm turning.

A second access was proving difficult due to having to obtain the relevant land rights. As an alternative, Enray Power are following the National Fire Chiefs Council Guidance and have planned to have two fire water tanks, one at each end of the site. They are using a consultant, Greenfire Solutions to create the fire risk management plan and a report.

Finn advised that they are expecting to make a planning application before the end of July. Finn committed to respond to the questions submitted by Community Action Shaw and Whitley (CAWS) prior to the planning application.

MWPC felt that the consultation document was not very clear, particularly regarding access, and that the feedback form was very leading and disingenuous. It was also highlighted that the residents of Beanacre didn't feel engaged in the consultation process and didn't fully understand the proposal. It was noted that the residents are sensitive to new proposals as, due to their proximity to the Melksham National Grid substation, they are surrounded by multiple developments.

MWPC recommended that a consultation meeting should be held with the local community and suggested that St. Barnabas church room would be a good location. **The Clerk to send the details of locations suitable for a public consultation meeting to Finn**.

It was highlighted by MWPC that there are on-going concerns about construction noise from the residents of Westlands Lane. It would be expected that hours of construction would be limited in the Construction Environmental Management Plan (CEMP) and that adherence to the CEMP was monitored.

Finn explained that the consultation doesn't include the cable routing for the connection to the Melksham National Grid sub-station as this will be the subject of a separate planning application. He indicated that the route was likely to be south to the A350, along the A350 and then northwest along the verge of Westlands Lane, or across the fields (preferred) to the sub-station. It was noted that how the railway would be negotiated was yet to be decided.

MWPC challenged the need for more BESS storage capacity. Finn explained that the government are encouraging schemes as more energy from renewables is expected in the future to meet the government's 2050 net zero target.

MWPC asked whether the BESS could be connected to the overhead high voltage lines. Finn explained that the system was 132 kV which doesn't match the 400 kV of the overhead lines.

Finn confirmed that the site was approximately 2.5 ha with about half of that having infrastructure. Finn noted that there was no room for future expansion and that the capacity in the future could be increased by changing the batteries, with planning consent, to more efficient ones as the technology is developing.

Finn explained that the development was expected to be a 6-9 month build.

Councillor Richardson raised concerns about the safety of the batteries given that there have been three fires in the UK this year, with others globally.

Concerns were also raised about surface water drainage, which is already and issue for Beanacre and would be compounded by run-off from firefighting activities. Finn explained that the batteries would be installed on top of a gravel substrate under which would be a holding tank. The tank would not collect rainwater but would switch into use in the case of firefighting activities. The contaminated firefighting water could then be removed from the tank by tanker after the event. It was noted that earlier schemes would not have included this technology.

MWPC raised concerns about operating noise. Finn confirmed that an acoustic report would be included in the planning application. An acoustic barrier was planned but if this was determined to be insufficient then each battery could be surrounded by noise attenuation kit, such as that provided by Wiltech Acoustics.

Finn confirmed that the planting scheme for the site is being developed by an ecologist and landscaper to achieve the required Biodiversity new gain.

Finn confirmed that Enray Power would be happy to discuss Community Benefit from the scheme. It was suggested that mains drainage for the remainder of the village might be an option.

The Clerk highlighted that the emerging Joint Melksham Neighbourhood Plan 2 includes Policy 2 on Local Renewable and Low Carbon Energy and Associated Infrastructure which includes BESS, and Policy 3 on Flood Risk and Natural Flood Management.

The Clerk to send details regarding the Joint Melksham Neighbourhood Plan 2.

Meeting closed at 1.00pm

Appendix 2

NOTES OF MEETING WITH SILVERWOOD PARTNERSHIP

ON MONDAY 30th JUNE 2025 AT 12.45PM

RE: OLD LOVES FARM, (pre-app)

Present: Councillor Richard Wood (Chair of Planning)
Councillor Alan Baines (Vice Chair of Planning)
Councillor John Glover (Chair of Council)
Councillor David Pafford (Vice Chair of Council)
Councillor Mark Harris (Planning Committee Member)
Councillor Martin Franks (Planning Committee Member)
Teresa Strange (Parish Clerk, Melksham Without)
Kevin Bird (The Silverwood Partnership)

Kevin presented an illustrative plan for the proposed development on land south of Old Loves Farm. He explained that the plan had been developed to try to mitigate the points raised in AECOM 3345. The illustrative plan sets out the parameters for landscaping, ecology, biodiversity and access. Siting, design and internal highways will be considered at the Reserved Matters stage.

- The development will be for 50 houses with open spaces and buffer zone.
- Vehicular access will be from a new junction off the A365 (east of Bowerhill Lane).
- There will be a pedestrian/cycle access onto the A365 which will connect to the existing footpath on the southern side of the A365. There will also be a second pedestrian/cycle access in the southwest corner of the development onto Bowerhill Lane. This will be aligned to the footpath leading to Hornchurch Road.
- Two small swales are planned for surface water run-off. These discharge into the Bowerhill Lane ditches.
- A 10m wide ecology buffer is proposed along the eastern, southern and western site boundaries to maintain and enhance bat flight paths. It will also extend the distance to the neighbouring properties on the southern edge of the site. The buffer will have gated entrance points to restrict public access.
- Ecology surveys have been completed. The reports from traffic surveys, a road safety audit, landscape and heritage surveys are nearing completion. An archaeology desk-top survey was conducted. It is expected that a scheme of investigation will be needed.
- The intention is to submit the planning application in July.
- It was noted that residents had been invited to meet with Kevin earlier that morning but that only one resident had been present.

Members asked questions and raised concerns on a number of topics:

- It was highlighted that the Parish Council have significant concerns about the safety of the A365 in this area. There are already road safety concerns relating to the safety of turning into/out of Melksham Oaks Community School and Bowerhill Lane, speeding and inappropriate overtaking. There are a number of new developments, including this one, that need to be considered as part of a holistic review of the safety measures needed for the road.

- It was clarified that the would be a small LEAP and a trim trail around the site (avoiding the ecology buffer area). It was suggested that the developer could also contribute to improving and maintaining the more extensive facilities in the Hornchurch Road play area.
- Concerns were raised about the runoff of the surface water into the ditches on Bowerhill Lane, as these ditches are known to flood. Additional load could result in backflow and flooding in the Hastings Road area. Kevin explained that the swales would be used to control the flow of water and that water would only be released at the same rate as from the current greenfield site.
- It was questioned whether the development impacts on the grade II listed Old Loves Farm building. Kevin explained that the plan included open space to separate the heritage asset from the development. The Heritage assessment had concluded that the impact would be less than substantial (low).
- Questions were asked about the walking routes to primary schools. It was noted that Bowerhill Primary School would be the closest but that the shortest walking route arrived at the back of the school which cannot be accessed. As the proposed school at Pathfinder Place is currently on hold, the other primary schools are significantly further away. This may encourage parents to drive their children to school. It was also noted that there is a significant distance from the development to the nearest local amenities (shop, pub etc).
- It was clarified that 30% of the site would be affordable housing but that the type and tenure of the houses was outside the developer's control and would be directed by the Planners.
- It was noted that this development is speculative and not plan led, and that the Parish Council have a strong preference for plan led development. It was also noted that this development was outside the settlement boundary. Kevin responded that as Wiltshire does not have a 5-year land supply the settlement boundary argument is moot. Members explained that the Joint Melksham Neighbourhood Plan 2 has passed examination, is going to referendum on 31st July and therefore carries significant weight.

Kevin was keen to understand what the parish want included in an S106 agreement. The Clerk will send the list of requests for new developers to Kevin.

Meeting closed at 1:35pm

Receipts for Month 3 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**5,608.67**					**5,608.67**	
V4557-BACS	Banked: **03/06/2025**	**3.08**						
V4557-BACS	Teresa Strange	3.08			1130	110	3.08	Inv.493- Photocopying
V4558-BACS	Banked: **10/06/2025**	**11,452.22**						
V4558-	Melksham Town Council	11,452.22			1480	170	10,853.72	Inv.479 NHP 24/25 Share
					1480	170	598.50	Inv.498- NHP March 25
V4559-BACS	Banked: **16/06/2025**	**727.50**						
V4559-BACS	Future of Football FC	727.50			1210	210	727.50	Inv.502- Usage in May 25
Total Receipts for Month		12,182.80	0.00	0.00			12,182.80	
Cashbook Totals		17,791.47	0.00	0.00			17,791.47	

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Payments for Month 3 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
16/06/2025	Daisy (One bill)	V4560-DD	63.85		10.64	4190	120	53.21	Inv.803- Office WiFi & Line
16/06/2025	Daisy (One bill)	V4561-DD	72.11		12.02	4384	220	60.09	Inv.804- Pavilion line & WiFi
24/06/2025	Unity Bank	6239-CHQ	11,000.00			220		11,000.00	Transfer Lloyds to Unity
27/06/2025	Lamplight	V4556-DD	57.00		9.50	4686	170	47.50	Inv.255-MCS Database
30/06/2025	Lloyds Bank	V4563-	9.50			4140	120	9.50	Service Charge
	Total Payments for Month		11,202.46	0.00	32.16			11,170.30	
	Balance Carried Fwd		6,589.01						
	Cashbook Totals		17,791.47	0.00	32.16			17,759.31	

Receipts for Month 3 Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	10,222.95					10,222.95	
V4554-INTE	Banked: 03/06/2025	2,151.82						
V4554-INTE	CCLA Investment Management Ltd	2,151.82			1080	110	2,151.82	Interest
	Banked: 23/06/2025	21,000.00						
V4555-TRAN	CCLA	21,000.00			240		21,000.00	Transfer from CCLA TO Unity
	Banked: 24/06/2025	11,000.00						
6239-CHQ	Current Account & Instant Acc	11,000.00			200		11,000.00	Transfer Lloyds to Unity
	Total Receipts for Month	34,151.82	0.00	0.00			34,151.82	
	Cashbook Totals	44,374.77	0.00	0.00			44,374.77	

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Payments for Month 3 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/06/2025	Grist Environmental	V4549-DD	79.44		13.24	4770	220	66.20	Inv.310-B'hill waste collectio
05/06/2025	Arthur J Gallagher	V4546-BACS	549.92			4281	142	549.92	Inv.588- Cyber Security
05/06/2025	Andy Newman (Friends of Shurnh	V4547-BACS	168.00			4820	142	168.00	SHF Public liability insurance
						347	0	-168.00	SHF Public liability insurance
						6000	142	168.00	SHF Public liability insurance
05/06/2025	Age UK Wiltshire	V4548-BACS	3,090.00			4685	170	3,090.00	Inv.13459- MCS April-June 25
16/06/2025	Lloyds Corp Card	V4550-DD	236.20		38.32	4120	120	3.30	Notices and posters
						4650	170	24.97	Adobe PDF Subscription
						4175	120	73.50	Office 365- Cllrs subscription
						4190	120	36.90	Office phone charges
						4175	120	30.90	Office 365- Officers subscript
						4175	120	6.33	Website Hosting
						4200	120	12.99	Online meetings
						4686	170	5.99	MCS Phone line
						4140	120	3.00	Monthly Fee
17/06/2025	EDF Energy	V4551-DD	115.11		5.48	4302	220	109.63	Inv.08-Pavilion electricity
24/06/2025	Agilico	V4529-BACS	49.18		8.20	4130	120	40.98	Inv.611- Office photocopying
24/06/2025	Aquasafe Environmental Ltd	V4530-BACS	504.00		84.00	4212	220	140.00	Inv.604-May 25 PPM Visit
						4212	220	280.00	Inv.604-TMV Service
24/06/2025	Community Heartbeat Trust	V4531-BACS	1,170.00		195.00	4049	142	135.00	Inv.635-St Barnabas Church def
						4049	142	135.00	Bowerhill Sports Field defib
						4049	142	135.00	Pilot Pub defib
						4049	142	135.00	New Inn Pub defib
						4049	142	135.00	Shaw Village Hall defib
						4049	142	135.00	Whitley Reading Rooms defib
						4049	142	165.00	Pathfinder Way defib
24/06/2025	Complete Weed Control	V4532-BACS	2,106.00		351.00	4500	142	1,755.00	Inv.351- Parish weedspraying
24/06/2025	Jens Cleaning	V4533-BACS	226.40			4381	220	226.40	Inv.1088- Pavilion cleaning
24/06/2025	JH Jones & Sons	V4534-BACS	2,742.77		457.13	4402	320	72.94	5142- Allotment Grass Cutting
						4402	320	21.88	5142- Briansfield hedge cut
						4400	142	417.42	5142- Play Area grass cutting
						4780	142	149.86	5142- Play Area bin emptying
						4400	142	21.84	5142- Beanacre leaf clearance
						4400	142	42.03	5142- Kestrel Shrub

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Payments for Month 3 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									Maintenanc
						4400	142	25.00	5142- Grass cut outside BYF
						4409	142	198.08	5142- Hornchurch POS Maintenan
						4820	142	39.36	5142- SHF annual cut
						347	0	-39.36	5142- SHF annual cut
						6000	142	39.36	5142- SHF annual cut
						4401	220	1,150.06	5142- JSF Pitch Maintenance
						4781	220	96.50	5142- JSF Bin emptying
						4405	220	50.67	5142- JSF Hedge cut
24/06/2025	Wilts Assoc of Local Councils	V4535-BACS	84.00		14.00	4080	120	40.00	Inv.0788- Planning training
						4080	120	30.00	Inv.0788- Being successful Cha
24/06/2025	Wiltshire Publication	V4536-BACS	636.00		106.00	4240	120	530.00	Inv.815- Spring Newsletter
24/06/2025	Radcliffe Fire Protection Ltd	V4537-BACS	114.96		19.16	4212	220	95.80	Fire alarm & extingish service
24/06/2025	HM Revenue & Customs	V4538-BACS	2,691.35			4041	130	1,141.78	Period 3- June 2025
						4000	130	500.60	Period 3- June 2025-T
						4000	130	220.95	Period 3- June 2025-NI
						4010	130	241.60	Period 3- June 2025-T
						4010	130	107.79	Period 3- June 2025-NI
						4010	130	2.00	Period 3- June 2025
						4020	130	179.60	Period 3- June 2025-T
						4020	130	81.43	Period 3- June 2025-NI
						4460	142	201.80	Period 3- June 2025
						4800	320	13.80	Period 3- June 2025
24/06/2025	Wiltshire Pension Fund	V4539-BACS	2,147.23			4045	130	1,629.41	Period 3- June 2025
						4000	130	259.07	Period 3- June 2025
						4010	130	138.93	Period 3- June 2025
						4020	130	119.82	Period 3- June 2025
24/06/2025	Friends of Shurnhold Fields	V4545-BACS	200.08			4820	142	200.08	Insurance for mower
						347	0	-200.08	Insurance for mower
						6000	142	200.08	Insurance for mower
27/06/2025	Teresa Strange	V4540-BACS	[redacted]		2.64	4000	130	[redacted]	June 2025 Salary
						4190	120	4.42	Out of Hours mob- May
				Total Salaries for June 25		4190	120	4.42	Out of hours mob- June
						4190	120	4.42	Out of hours mob0 July
27/06/2025	Marianne Rossi	V4541-BACS	[redacted]	£7,233.54		4010	130	[redacted]	June 2025 salary
27/06/2025	Fiona Dey	V4542-BACS	[redacted]			4020	130	[redacted]	June 2025 Salary
27/06/2025	Terry Cole	V4543-BACS	[redacted]			4460	142	[redacted]	June 2025 salary
						4050	142	47.50	June travel allowance
						4051	142	46.35	Mileage x103 miles
27/06/2025	David Cole	V4544-BACS	[redacted]			4800	320	[redacted]	June 2025 Salary
30/06/2025	Unity Trust Bank	V4552-	0.90			4140	120	0.90	Handling Fee
30/06/2025	Unity Trust Bank	V4553-	10.95			4140	120	10.95	Service Charge

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Total Payments for Month	24,265.78	0.00	1,294.17	22,971.61
Balance Carried Fwd	20,108.99			
Cashbook Totals	44,374.77	0.00	1,294.17	43,080.60

Receipts for Month 3 Nominal Ledger Analysis

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

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Payments for Month 3

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
			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 3 — Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	2,919.11					2,919.11	
V4564-	Banked: 30/06/2025	17.07						
V4564-	Unity Trust Bank		17.07		1080	110	17.07	Interest
	Total Receipts for Month	17.07	0.00	0.00			17.07	
	Cashbook Totals	2,936.18	0.00	0.00			2,936.18	

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Payments for Month 3

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	Nominal Ledger Analysis £ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		2,936.18						
	Cashbook Totals		2,936.18	0.00	0.00			2,936.18	

Receipts for Month 3 Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	684,000.00					684,000.00	
	Banked:	0.00						
			0.00				0.00	
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	684,000.00	0.00	0.00			684,000.00	

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Payments for Month 3 Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
23/06/2025	Unity Bank	V4555-TRAN	21,000.00			220		21,000.00	Transfer from CCLA TO Unity
	Total Payments for Month		21,000.00	0.00	0.00			21,000.00	
	Balance Carried Fwd		663,000.00						
	Cashbook Totals		684,000.00	0.00	0.00			684,000.00	

			Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	110	General Account Income								
1.	1076	Precept	261,592	142,568	285,135	142,568			50.0%	
2.	1080	Bank Interest Received	21,198	6,095	15,000	8,905			40.6%	
	1100	Grants and Donations RCVD	1,500	0	18,079	18,079			0.0%	
	1120	Shaw VH and Playing Field-Rent	20	0	20	20			0.0%	
	1130	Photocopying and YE Account Sa	61	0	50	50			0.0%	
	1140	Solar Farm Community Fund	18,021	0	18,021	18,021			0.0%	
		General Account Income :- Income	302,393	148,662	336,305	187,643			44.2%	0
		Net Income	302,393	148,662	336,305	187,643				
	6001	less Transfer to EMR	18,021	0	0	0				
		Movement to/(from) Gen Reserve	284,372	148,662	336,305	187,643				
	120	Administration costs								
1.	4070	Chairs Allowance	930	93	1,000	907		907	9.3%	
	4080	Members Training	90	70	500	430		430	14.0%	
	4090	Members Expenses	0	0	80	80		80	0.0%	
2.	4100	Audit Fees	1,420	(1,365)	1,950	3,315		3,315	(70.0%)	
3.	4110	Elections	0	(767)	12,000	12,767		12,767	(6.4%)	
4.	4120	Postage	669	10	900	890		890	1.1%	
	4130	Photocopying	652	113	650	537		537	17.4%	
	4140	Bank Charges	192	94	300	206		206	31.3%	
	4150	Admin and Stationery	761	140	825	685		685	17.0%	
	4155	Refreshments Comm Events	296	0	350	350		350	0.0%	
	4160	Minute Books Binding	0	0	1,200	1,200		1,200	0.0%	
	4175	Email & Cloud hosting	1,398	359	1,350	991		991	26.6%	
	4180	IT Support	175	0	450	450		450	0.0%	
	4185	Accountancy Support	1,242	379	1,260	881		881	30.1%	
	4190	Telephone/Broadband/Line Rent	1,069	288	990	702		702	29.1%	
	4200	Room Hire/Zoom	469	39	400	361		361	9.7%	
	4210	Safety/PAT Check	87	0	100	100		100	0.0%	
	4220	Chairman's Brd/Chain of Office	0	0	300	300		300	0.0%	
5.	4230	Advertising	681	130	250	120		120	52.1%	
	4240	Quarterly Newsletter	1,364	530	2,160	1,630		1,630	24.5%	
	4250	Land Search Fee	47	0	300	300		300	0.0%	
	4351	New Equip & Furniture	0	0	1,200	1,200		1,200	0.0%	
	4370	Cleaning Materials	61	0	50	50		50	0.0%	
6.	4390	Professional Services	4,448	(3,250)	2,000	5,250		5,250	(162.5%)	
	4391	GDPR Compliance	35	0	35	35		35	0.0%	
		Administration costs :- Indirect Expenditure	16,085	(3,137)	30,600	33,737	0	33,737	(10.3%)	0
		Net Expenditure	(16,085)	3,137	(30,600)	(33,737)				
	6000	plus Transfer from EMR	4,448	0	0	0				
	6001	less Transfer to EMR	3,000	0	0	0				

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	Movement to/(from) Gen Reserve	(14,638)	3,137	(30,600)	(33,737)				
130	Staffing								
4000	Clerk's Salary	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	23.0%	
4010	Finance & Amenities Officer Sa	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	24.1%	
4020	Parish Officer Salary	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	17.1%	
4041	NI - EmployER	10,123	3,321	15,466	12,145		12,145	21.5%	
4045	Superannuation - EmployER	18,373	4,752	21,782	17,030		17,030	21.8%	
4048	Office Staff Mileage & Parking	0	0	50	50		50	0.0%	
4055	Staff Training	225	0	1,400	1,400		1,400	0.0%	
4060	Staff DBS	0	0	120	120		120	0.0%	
4065	HR & Staff Provision	525	0	0	0		0	0.0%	
	Staffing :- Indirect Expenditure	122,507	32,193	149,388	117,195	0	117,195	21.5%	0
	Net Expenditure	(122,507)	(32,193)	(149,388)	(117,195)				
6001	less Transfer to EMR	10,000	0	0	0				
	Movement to/(from) Gen Reserve	(132,507)	(32,193)	(149,388)	(117,195)				
140	Council Office Costs								
4270	Office Rent - Campus	12,039	3,093	13,040	9,947		9,947	23.7%	
	Council Office Costs :- Indirect Expenditure	12,039	3,093	13,040	9,947	0	9,947	23.7%	0
	Net Expenditure	(12,039)	(3,093)	(13,040)	(9,947)				
142	Parish Amenities								
1470	Berryfield Village Hall Reimbu	394	0	800	800			0.0%	
1490	Memorial Street Furniture	942	0	0	0			0.0%	
	Parish Amenities :- Income	1,337	0	800	800			0.0%	0
7. 4049	Defibrillator	3,724	975	1,530	555		555	63.7%	
4050	Caretaker Travel Allowance	570	143	570	428		428	25.0%	
4051	Caretaker Mileage & Parking	561	126	675	549		549	18.7%	
8. 4281	Insurance	4,296	4,159	4,350	191		191	95.6%	
4385	Play Area Safety Surface Clean	8,575	0	5,000	5,000		5,000	0.0%	
4400	Play Area - Grass Cutting	5,736	1,013	5,937	4,924		4,924	17.1%	
4409	Hornchurch Road Public Open Sp	2,264	396	2,344	1,948		1,948	16.9%	
4410	ROSPA Inspections	796	0	850	850		850	0.0%	
9. 4415	Tree Inspections and Work	0	0	2,500	2,500		2,500	0.0%	
4420	St Barnabas Annual Rent	24	0	24	24		24	0.0%	
4460	Caretaker Salary	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	23.0%	
4490	Repair & Maintenance - Parish	80	0	0	0		0	0.0%	

Continued over page

			Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
10.	4500	Weedspraying	1,619	1,755	1,700	(55)		(55)	103.2%	
	4510	LHFIG Contributions	3,205	(147)	1,000	1,147		1,147	(14.7%)	
	4540	Speed Indicator Device	4,762	386	5,200	4,814		4,814	7.4%	
	4545	New Bus Shelter	0	0	5,000	5,000		5,000	0.0%	
	4560	Shaw & Whitley Flood Resource	518	0	600	600		600	0.0%	
	4575	Play Areas	39,775	290	45,100	44,810		44,810	0.6%	
	4576	Drinking Water Fountains	840	0	0	0		0	0.0%	
	4590	Street Furniture	1,885	0	1,000	1,000		1,000	0.0%	
11.	4600	Bus Shelters Cleaning	650	(650)	940	1,590		1,590	(69.1%)	
	4780	Play Area - Bin Emptying	2,254	300	1,014	714		714	29.6%	
	4785	Replacing Wiltshire Council bi	0	0	1,500	1,500		1,500	0.0%	
	4820	Shurnhold Fields Project	1,831	477	1,750	1,273		1,273	27.2%	477
		Parish Amenities :- Indirect Expenditure	95,501	12,107	101,124	89,017	0	89,017	12.0%	477
		Net Income over Expenditure	(94,165)	(12,107)	(100,324)	(88,217)				
	6000	plus Transfer from EMR	56,738	477	0	(477)				
	6001	less Transfer to EMR	3,800	0	0	0				
		Movement to/(from) Gen Reserve	(41,227)	(11,630)	(100,324)	(88,694)				
	170	Community Support								
	1480	Neighbourhood Plan Income	13,405	0	1,400	1,400			0.0%	
		Community Support :- Income	13,405	0	1,400	1,400			0.0%	0
	4610	Section 137 Grant	37,625	500	20,000	19,500		19,500	2.5%	
12.	4620	Village Hall Grants	25,750	9,250	22,000	12,750		12,750	42.0%	
	4630	Other Grants (TIC - Section 14	6,200	0	700	700		700	0.0%	
13.	4650	Subscriptions	1,397	1,757	2,000	243		243	87.9%	
	4670	Melks Public Toilets Contrib	5,000	0	5,000	5,000		5,000	0.0%	
14.	4675	Real Time Information- Bus She	0	(2,868)	63,684	66,552		66,552	(4.5%)	
15.	4680	Neighbourhood Plan	21,718	(285)	2,248	2,533		2,533	(12.7%)	
	4685	Melksham Community Support	12,000	3,090	12,300	9,210		9,210	25.1%	
	4686	Melksham Emergency Support	933	160	900	740		740	17.8%	
		Community Support :- Indirect Expenditure	110,623	11,605	128,832	117,227	0	117,227	9.0%	0
		Net Income over Expenditure	(97,219)	(11,605)	(127,432)	(115,827)				
	6000	plus Transfer from EMR	13,246	0	0	0				
		Movement to/(from) Gen Reserve	(83,972)	(11,605)	(127,432)	(115,827)				

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210	Jubilee Sports Field Income								
1210	Football Bookings	10,875	2,666	10,465	7,800			25.5%	
1260	Hire of Lounge/Kitchen Area un	93	0	920	920			0.0%	
1270	Pavilion & Field Grants	14,452	0	16,552	16,552			0.0%	
	Jubilee Sports Field Income :- Income	25,419	2,666	27,937	25,272			9.5%	0
	Net Income	25,419	2,666	27,937	25,272				
6001	less Transfer to EMR	14,452	0	0	0				
	Movement to/(from) Gen Reserve	10,967	2,666	27,937	25,272				
220	Jubilee Sports Field Expenditu								
4212	Safety/PAT Check - % JSF Use	6,190	891	4,000	3,109		3,109	22.3%	
16. 4282	Insurance - % JSF Use	603	508	603	95		95	84.2%	
4302	Electricity - % JSF Use	1,673	224	2,000	1,776		1,776	11.2%	
17. 4312	Gas - % JSF Use	2,200	(3,000)	2,200	5,200		5,200	(136.4%)	
4322	Water and Sewage - % JSF Use	508	0	550	550		550	0.0%	
4381	Cleaning Contractor - % JSF Us	2,158	241	3,100	2,859		2,859	7.8%	
18. 4384	WiFi & Line- Pavilion	493	180	500	320		320	36.1%	
4401	JSF Grass Cutting/Line Marking	10,282	2,300	10,642	8,342		8,342	21.6%	
4405	JSF Hedge Maintenance	593	101	614	513		513	16.5%	
4430	Rates - % JSF Use	0	0	835	835		835	0.0%	
19. 4721	Repairs & Maintennce - JSF	1,128	1,750	1,000	(750)		(750)	175.0%	
4740	Pitch & Pavilion Improvements	4,371	1,683	21,052	19,370		19,370	8.0%	1,683
4750	Deep Clean	350	0	375	375		375	0.0%	
4770	Waste Collection - %JSF Use	1,104	66	1,100	1,034		1,034	6.0%	
4772	Cold Water Pump Service	0	0	450	450		450	0.0%	
4781	JSF Bin Emptying	1,103	193	1,142	949		949	16.9%	
20. 4791	Boiler Servicing - % JSF Use	400	400	450	50		50	88.9%	
	Jubilee Sports Field Expenditu :- Indirect Expenditure	33,156	5,538	50,613	45,075	0	45,075	10.9%	1,683
	Net Expenditure	(33,156)	(5,538)	(50,613)	(45,075)				
6000	plus Transfer from EMR	5,846	1,683	0	(1,683)				
	Movement to/(from) Gen Reserve	(27,310)	(3,855)	(50,613)	(46,758)				
310	Allotment Income								
1310	Berryfield Allotment Rents - C	1,591	1,671	1,670	(1)			100.1%	
1320	Briansfield Allotment Rent - C	1,508	1,508	1,640	133			91.9%	
	Allotment Income :- Income	3,099	3,179	3,310	131			96.0%	0
	Net Income	3,099	3,179	3,310	131				

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
320	Allotment Expenditure								
4323	Water - Allotments	228	0	550	550		550	0.0%	
4402	Allotment Grass Cutting	1,084	190	864	674		674	21.9%	
4722	Repairs & Maintenance - Allotm	510	0	100	100		100	0.0%	
4800	Allotment Warden Salary	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	27.5%	
	Allotment Expenditure :- Indirect Expenditure	2,559	382	2,214	1,832	0	1,832	17.3%	0
	Net Expenditure	(2,559)	(382)	(2,214)	(1,832)				
350	CIL								
1420	Community Infrastructure Levy	101,963	0	96,048	96,048			0.0%	
	CIL :- Income	101,963	0	96,048	96,048			0.0%	0
	Net Income	101,963	0	96,048	96,048				
6001	less Transfer to EMR	101,963	0	0	0				
	Movement to/(from) Gen Reserve	0	0	96,048	96,048				
400	S106								
1170	Wiltshire Council Contribution	64,764	0	11,800	11,800			0.0%	
1175	David Wilson Homes Contributio	0	0	20,000	20,000			0.0%	
	S106 :- Income	64,764	0	31,800	31,800			0.0%	0
	Net Income	64,764	0	31,800	31,800				
6001	less Transfer to EMR	64,764	0	0	0				
	Movement to/(from) Gen Reserve	0	0	31,800	31,800				
	Grand Totals:- Income	512,379	154,506	497,600	343,094			31.1%	
	Expenditure	392,471	61,780	475,811	414,031	0	414,031	13.0%	
	Net Income over Expenditure	119,908	92,726	21,789	(70,937)				
	plus Transfer from EMR	80,277	2,159	0	(2,159)				
	less Transfer to EMR	216,000	0	0	0				
	Movement to/(from) Gen Reserve	(15,815)	94,885	21,789	(73,096)				

Total Staff Salaries

Actual Last Year	Actual Year to date	Budgeted
£105,534	£27,196	£123,974

Quarterly income and expenditure report analysis for Qtr1

April, May & June 2025

Income:

1. **(1076) Precept-** To note that we have received our first half of the precept and will receive the other half in September time.

2. **(1080) Bank Interest-** It's obviously always difficult to budget how much interest we might receive on our funds, as it depends on the interest rate, etc. You will see that we have received more interest than we were expecting at the time of the year.

Expenditure:

1. **(4070) Chairs allowance**- This is lower than anticipated at this stage of the year, which is because the Chair has asked for this not to be paid to him, and instead he will claim expenses where appropriate.

2. **(4100) Audit**- You will see that there is a minus under this cost code. This is because there was an accrual made at year end for the external audit fees that relate to 2024/25; the audit is still being undertaken, so no invoice has been raised yet.

3. **(4110) Elections**- There is a minus under this code, which was for the uncontested Bowerhill election in the last financial year, which we haven't been invoiced for. There was also £12k budgeted for the May 25 elections; however, for the parish there were no elections; therefore, this has not been spent.

4. **(4120) Postage**- We only really send out the notices and posters for the noticeboards and the odd allotment letter, so the cost of postage has reduced.

5. **(4230) Advertising**- Spend under this heading is higher than anticipated for this stage of the year, but the only spending to date was for the co-option advert. There will be more spend to come for the grant adverts and potentially the annual parish meeting depending on when it is being held.

6. **(4390) Professional Services**- There is a minus under this code which is due to an accrual which was made at year end. This was for the Berryfield Village Hall and Whitworth Play Area legal fees, which still haven't been invoiced.

7. **(4049) Defibrillator-** All spend so far under this heading is the annual support fee for the parish defibrillators, so even though the spend at this point in the year looks high, most of the expenditure for the financial year has been made.

8. **(4281) Parish Insurance**- This is for the parish annual insurance; the Bowerhill Sports Field insurance is under the sports field cost centre. This heading also includes cyber insurance and the Berryfield Village Hall element, which is charged back to the Trust. The only other expenditure that will come out of this heading is if, during the year, the council purchases a new asset that needs to be insured.
9. **(4415) Tree inspections**- This is due December/ January time.

10. **(4500) Weedspraying-** You only budgeted to undertake one application of weed spraying during the financial year, which was done in June. This is coming from solar farm funding, so should you wish to do another application during the year, it could come from this funding.

11. **(4600) Bus shelter cleaning-** There is a minus under this cost code because we were not invoiced for bus shelter cleaning at all in the last financial year despite several attempts to obtain an invoice from the contractor. You will see in the asset minutes for approval this evening that the committee has made a recommendation for bus shelter cleaning.

12. **(4610, 4620 & 4630) Grants**- As per the recommendations at year end, the spend for the 25/26 financial year grants are included in the accounts for 24/25 due to when the expenditure was made. There is some spend under s137, which was for the VE Day event, and the spending under village hall grants is the grant paid to Shaw Village Hall in April. (they asked to be paid by BACS rather than CHQ)

13. **(4650) Subscriptions**- A lot of subscriptions are invoiced at the start of the financial year, which is why a lot of the budget has been spent. There are a few more subscriptions due as per the list agreed at the Finance Committee meeting.

14. **(4675) Real Time Information**- We still haven't been invoiced for the installation at Mitchell Drive yet, which is why there is a minus in this code. The council has budgeted to move ahead with this project in the current financial year, with a meeting arranged with the Clerk and Wiltshire Council to hopefully move this along. The chosen sites are awaiting their site surveys.

15. **(4680) Neighbourhood Plan**- The minus under this heading is for the Neighbourhood Plan consultants work undertaken in March which hasn't been invoiced yet. MTC as lead council have been invoiced but they haven't invoiced us for our 30% share yet.

16. **(4282) Sports field insurance**- This is for the Bowerhill Sports Pavilion building insurance. It is not expected that we will have any other expenditures under this heading this year.

17. **(4312) Gas**- We are still waiting for the issue with the gas invoices to be resolved by SSE. The parish council has received a final invoice, but it isn't right, so we haven't paid. Utility Aid, who are our brokers, are looking into this on our behalf.

18. **(4384) Wi-Fi & Line**- This is a little bit higher than budgeted, which is because we are currently out of contract and on a variable rate. Quotes are being sought.

19. **(4721) Repairs and maintenance**- This is over budget, but this is because the paint from the pavilion doors was stripped off following issues with the paint coming off, which will come from the maintenance reserve.

20. **(4791) Boiler service- Pavilion**- The service for the boiler is something that we do annually, which has already been undertaken this year, so we are not expecting any more expenditure under this heading in this financial year.

Melksham without Parish Council Current Year

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - Current Account & Instant Acc

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account 02027655	30/06/2025		6,589.01
			6,589.01

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		6,589.01

Unpresented Receipts (Plus)		
	0.00	
		0.00
		6,589.01

Balance per Cash Book is :-	**6,589.01**
Difference is :-	**0.00**

Councillor 1:

Name .....Signed .....Date .....

Councillor 2:

Name .....Signed .....Date .....

Clerk & RFO:

Name .....Signed .....Date .....

LLOYDS BANK

Melksham Without Parish Council
First Floor Melksham Community Campus
Market Place
Melksham
United Kingdom
SN12 6ES

Your Account

Sort Code 30-98-75
Account Number 02027655

BUSINESS ACCOUNT

01 June 2025 to 30 June 2025

Money In	£12,182.80	**Balance on 01 June 2025**	£5,608.67
Money Out	£11,202.46	**Balance on 30 June 2025**	£6,589.01

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Jun 25	TERESA STRANGE INV 493-MR250225	FPI -U4557	3.08		5,611.75
10 Jun 25	MELKSHAM TOWN COUN 479/498 29093643626099000N	FPI-U4558	11,452.22		17,063.97
16 Jun 25	DAISY 4736739 3257445	DD-U4560		63.85	17,000.12
16 Jun 25	DAISY 4736742 3257446	DD-U4561		72.11	16,928.01
16 Jun 25	FUTURE OF FOOTBALL 502-MR020625	FPI-U4559	727.50		17,655.51
24 Jun 25	006239	CHQ -U4556		11,000.00	6,655.51
27 Jun 25	GOCARDLESS LAMPLIGHTDB-4WNJM2	DD-U4562		57.00	6,598.51
30 Jun 25	SERVICE CHARGES REF : 459375128	PAY-U4563		9.50	6,589.01

Transaction types

BGC	Bank Giro Credit	**BP**	Bill Payments	**CHG**	Charge	**CHQ**	Cheque
COR	Correction	**CPT**	Cashpoint	**DD**	Direct Debit	**DEB**	Debit Card
DEP	Deposit	**FEE**	Fixed Service	**FPI**	Faster Payment In	**FPO**	Faster Payment Out
MPI	Mobile Payment In	**MPO**	Mobile Payment Out	**PAY**	Payment	**SO**	Standing Order
TFR	Transfer						

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Bank Reconciliation Statement as at 30/06/2025
for Cashbook 2 - Unity Bank

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity	30/06/2025	141	20,108.99
			20,108.99

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		20,108.99

Unpresented Receipts (Plus)		
	0.00	
		0.00
		20,108.99

Balance per Cash Book is :-	**20,108.99**
Difference is :-	**0.00**

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Clerk & RFO:

Name .....Signed .....Date .....

Your Account Statement

unity trust bank

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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Teresa Strange
First Floor Melksham Community Campus
Market Place
MELKSHAM
Wilts
SN12 6ES

Date: 30/06/2025

Account Name: Melksham Without Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20371502

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us

Call us: **0345 140 1000**
Email us: **us@unity.co.uk**
Visit us: **unity.co.uk**

Your Current T2 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
31/05/2025		Balance brought forward	£0.00	£0.00	£10,222.95
02/06/2025	Direct Debit	Direct Debit (ST ENVIRONMENTAWM0) U4549	£79.44	£0.00	£10,143.51
03/06/2025	Credit	CCLA Investment Management Limited U4554	£0.00	£2,151.82	£12,295.33
05/06/2025	Faster Payment Debit	B/P to: Wiltshire Age UK U4548	£3,090.00	£0.00	£9,205.33

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Your Current T2 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
05/06/2025	Faster Payment Debit	B/P to: Andy Newman U4547	£168.00	£0.00	£9,037.33
05/06/2025	Faster Payment Debit	B/P to: Arthur J Gallagher U4546	£549.92	£0.00	£8,487.41
16/06/2025	Direct Debit	Direct Debit (LLOYDS CORP CARD) U4550	£236.20	£0.00	£8,251.21
17/06/2025	Direct Debit	Direct Debit (EDF ENERGY) U4551	£115.11	£0.00	£8,136.10
23/06/2025	Credit	CCLA Investment Management Limited U4555	£0.00	£21,000.00	£29,136.10
24/06/2025	Faster Payment Debit	B/P to: Agilico U4529	£49.18	£0.00	£29,086.92
24/06/2025	Faster Payment Debit	B/P to: Aquasafe U4530	£504.00	£0.00	£28,582.92
24/06/2025	Faster Payment Debit	B/P to: Community Heartbea U4531	£1,170.00	£0.00	£27,412.92
24/06/2025	Faster Payment Debit	B/P to: Complete Weed Cont U4532	£2,106.00	£0.00	£25,306.92
24/06/2025	Faster Payment Debit	B/P to: Jens Cleaning U4533	£226.40	£0.00	£25,080.52
24/06/2025	Faster Payment Debit	B/P to: JH Jones Sons U4534	£2,742.77	£0.00	£22,337.75
24/06/2025	Faster Payment Debit	B/P to: WALC U4535	£84.00	£0.00	£22,253.75
24/06/2025	Faster Payment Debit	B/P to: Wiltshire Publicat U4536	£636.00	£0.00	£21,617.75
24/06/2025	Faster Payment Debit	B/P to: Radcliffe Fire U4537	£114.96	£0.00	£21,502.79
24/06/2025	Faster Payment Debit	B/P to: HMRC Cumbernauld U4538	£2,691.35	£0.00	£18,811.44
24/06/2025	Faster Payment Debit	B/P to: Wiltshire Pension U4539	£2,147.23	£0.00	£16,664.21
24/06/2025	Faster Payment Debit	B/P to: Friends of Shurnho U4545	£200.08	£0.00	£16,464.13
24/06/2025	Credit	Credit 000045 - U4556	£0.00	£11,000.00	£27,464.13
27/06/2025	Faster Payment Debit	B/P to: DAVID COLE U4544	[redacted]	£0.00	[redacted]
27/06/2025	Faster Payment Debit	B/P to: MARIANNE ROSSI U4541	[redacted]	£0.00	[redacted]
27/06/2025	Faster Payment Debit	B/P to: Fiona Dey U4542	£[redacted]	£0.00	[redacted]
27/06/2025	Faster Payment Debit	B/P to: TERRY COLE U4543	[redacted]	£0.00	[redacted]
27/06/2025	Faster Payment Debit	B/P to: TERESA STRANGE U4540	[redacted]	£0.00	[redacted]
30/06/2025	Fee	Manual Credit Handling Charge U4552	£0.90	£0.00	£20,119.94

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Your Current T2 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
30/06/2025	Fee	Service Charge U4553	£10.95	£0.00	£20,108.99

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Melksham without Parish Council Current Year

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 3 - Fixed Term Deposit

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Fixed Term Deposit- Lloyds	30/06/2025		0.00
			0.00

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		0.00

Unpresented Receipts (Plus)		
	0.00	
		0.00
		0.00

Balance per Cash Book is :-	**0.00**
Difference is :-	**0.00**

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Melksham without Parish Council 2024/25

Bank - Cash and Investment Reconciliation as at 31 March 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2025	Current Account 02027655	90,154.47	
31/03/2025	Unity	8,517.50	
31/03/2025	Fixed Term Deposit	0.00	
31/03/2025	Unity Instant access account	2,919.11	
31/03/2025	Public Sector Deposit Fund	522,000.00	
			623,591.08
Unpresented Payments			
			2,020.00
			621,571.08
Receipts not on Bank Statement			
			0.00
Closing Balance			621,571.08

All Cash & Bank Accounts

1	Current Account 02027655	88,134.47
2	Unity Bank	8,517.50
3	Fixed Term Deposit	0.00
4	Instant Access Unity 20476339	2,919.11
5	CCLA	522,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	621,571.08

Please note that there is no statement to accompany the Bank Reconciliation for Cashbook 3 (Fixed Term Deposit) as it isn't a bank account it was previously used to sweep money in and out between meetings etc. Now that we have the CCLA account we don't use it. You will see that our year end accounts shows that there was £0 in the account as at 31st March 25.

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 4 - Instant Access Unity 20476339

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Instant access account	30/06/2025	27	2,936.18
			2,936.18

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		2,936.18

Unpresented Receipts (Plus)		
	0.00	
		0.00
		2,936.18

Balance per Cash Book is :-	**2,936.18**
Difference is :-	**0.00**

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Clerk & RFO:

Name .....Signed .....Date .....

Your Account Statement

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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Teresa Strange
First Floor Melksham Community Campus
Market Place
MELKSHAM
Wilts
SN12 6ES

Date: 30/06/2025

Account Name: Melksham Without Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20476339

The credit interest rate is 2.25% AER as of your statement date.

Contact Us

Call us: **0345 140 1000**
Email us: **us@unity.co.uk**
Visit us: **unity.co.uk**

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Your Instant Access account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
31/05/2025		Balance brought forward	£0.00	£0.00	£2,919.11
30/06/2025	Credit Interest	Credit Interest U4564	£0.00	£17.07	£2,936.18

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INVESTORS IN PEOPLE We invest in people Gold

WINNER

Melksham without Parish Council Current Year

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 5 - CCLA

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Public Sector Deposit Fund	30/06/2025		663,000.00
			663,000.00

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		663,000.00

Unpresented Receipts (Plus)		
	0.00	
		0.00
		663,000.00
	Balance per Cash Book is :-	**663,000.00**
	Difference is :-	**0.00**

Councillor 1:

Name .....Signed .....Date .....

Councillor 2:

Name .....Signed .....Date .....

Clerk & RFO:

Name .....Signed .....Date .....

CCLA

GOOD INVESTMENT

Statement of Account

Mrs Teresa G Strange
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES

5 July 2025

Account name: **MELKSHAM WITHOUT PARISH COUNCIL**
Account number: **PS1007177-001**
Statement period: **31/05/2025 to 30/06/2025**

Account summary

Total valuation as at 30 June 2025	**£663,000.00**
Total valuation as at last statement at 31 May 2025	**£684,000.00**

Holdings as at 30 June 2025

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	663,000.0000	£1.00	£663,000.00

Total value
£663,000.00

Transactions for the period from 31 May 2025 to 30 June 2025

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
23/06/2025	Withdrawal -U4555.	-21,000.0000	£1.0000	-£21,000.00

Spend over £500 for QTR 1-April, May & June 2025				
Cheque Ref	**Payee Name**	**Transaction Detail**	**Date Paid**	**Net**
V4467-BACS	JH Jones & Sons	Inv.4934- Safety surfacing cleaning	15/04/2025	£4,025.00
V4468-BACS	Shaw Village Hall	Grant 2025/26	15/04/2025	£9,250.00
V4454-BACS	JH Jones & Sons	5002-Parish Maintenance March 25	25/04/2025	£1,980.47
V4457-BACS	Melksham Town Council	150-Market Place Toilets 24/25	25/04/2025	£5,000.00
V4459-BACS	WALC	Inv.0594- WALC & NALC subscription	25/04/2025	£1,224.35
V4496-BACS	JH Jones & Sons	Inv.5017-Pavilion doors-Paint removal	23/05/2025	£1,678.00
V4497-BACS	JH Jones & Sons	Inv.5098-April parish maintenance	23/05/2025	£2,285.64
V4498-BACS	JH Jones & Sons	Inv.5089-Pitch Fertilising	23/05/2025	£1,682.50
V4499-BACS	JH Jones & Sons	Inv.5031-SID Deployment	23/05/2025	£772.00
V4500-BACS	Melksham Town Council	Inv.TH158-VE Day contribution	23/05/2025	£500.00
V4501-BACS	Rialtas Business Solutions Ltd	Inv.762- Year end closedown	23/05/2025	£885.00
V4502-BACS	Wiltshire Council	Inv.166-Office rent-1.4-30.6.2025	23/05/2025	£3,093.25
V4504-BACS	Wiltshire Council	Inv.423-LHFIG-Beanacre gateway sign	23/05/2025	£2,731.52
V4507-BACS	Zurich Municipal	Inv.334- Parish, pavilion & Berryfield Village Hall insurance	23/05/2025	£4,117.15
V4546-BACS	Arthur J Gallagher	Inv.588- Cyber Security insurance	05/06/2025	£549.92
V4548-BACS	Age UK Wiltshire	Inv.13459- MCS April- June 25	05/06/2025	£3,090.00
V4530-BACS	Aquasafe Environmental Ltd	Inv.604-TMV Service and May PPM Visit	24/06/2025	£420.00
V4531-BACS	Community Heartbeat Trust	Defibrillator annual maintenance	24/06/2025	£975.00
V4532-BACS	Complete Weed Control	Inv.351- Parish weedspraying	24/06/2025	£1,755.00
V4534-BACS	JH Jones & Sons	May parish maintenance	24/06/2025	£2,285.64
V4536-BACS	Wiltshire Publication	Inv.815- Spring Newsletter	24/06/2025	£530.00

AGENDA

Melksham Without Parish Council and Melksham Town Council's

CIL Sharing Working Party

Wednesday 23rd July 2025 at 6pm

Venue: Melksham Without Parish Council, 1st Floor, Melksham Community Campus

Zoom Link:
https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=88411548223

Meeting ID: 279 181 5985
Passcode: 070920

Attendees:

Melksham Without Parish Council	Melksham Town Council
Cllr John Glover	Cllr Adrienne Westbrook
Cllr David Pafford	Cllr Phil Alford
Cllr Alan Baines	Cllr Jenny Crossley
Teresa Strange, Clerk	Tracy Predeth, Locum Clerk by Zoom

1. **To appoint Chair of Meeting**
2. **To note previous Terms of Reference & Joint Melksham Neighbourhood Plan Priority Statement:**
    - 3 reps from each council
    - Rotating Chair (MWPC & MTC taking alternate turns), with no casting vote
    - Majority vote needed to agree recommendations to both respective councils
3. **To note what MWPC & MTC have respectively in their CIL Shared Reserves**:
   NB: Following the increase in CIL being received by both the town and parish council following the adoption of the Joint Melksham Neighbourhood Plan 1 in July 2021 (an increase from 15 to 25% of CIL) this to be put into respective Shared CIL reserves for joint agreement on the use of the funding. To be clear, this is 25% of the 100% that Wiltshire Council receive from developers related to market value housing. It's the increase of 10% that goes into the "shared pot"; which is 2/5 of the amount of CIL received by the parish or town council.
4. **To note previous projects and agreed spend to date**
   NB: I can find no minutes from the meeting held on 19th July 2022, but have email correspondence between the two councils around that period
5. **To note CIL guidance from Wiltshire Council (on what CIL can be spent on).**
6. **To consider potential projects from joint CIL reserves and make recommendations to respective councils and/or agree next steps**

AGENDA ITEM 09g

To consider submitting comments to the Government's current Council Tax consultation

Deadline for comments: 12th September

Clerk's Note:

You may not feel that it's for the parish council to comment on the individual questions, but I felt it important that you were aware of the changes proposed as your parish council precept is collected through the Council Tax mechanism.

I have also reviewed it, as when there was a change by the Government in the past to give a discount on council tax rather than as a benefit through Universal Credit it made an impact on the tax base numbers for parish councils and significantly affected the precept calculations for the parish council with a large deficit in funding if the precept level had been kept at the same level. There doesn't seem to be anything in here that would affect this.

I am aware that the bit about disproportionate enforcement measures has been a Martin Lewis (Money Saving Expert on the TV) campaign for some time.

Perhaps just to note, or give broad support (or not) for the new approach, but not individual answers (but councillors could do individually?)

Full Consultation here:

https://www.gov.uk/government/consultations/modernising-and-improving-the-administration-of-council-tax/modernising-and-improving-the-administration-of-council-tax

Summary of the government's proposed approach

1. The way council tax is administered has not been updated in decades. This consultation sets out how the government intends to modernise the administration of council tax to deliver a fairer and more efficient system for taxpayers and local government.
2. The government proposes changing council tax billing from 10-months to 12-months by default. This will assist households in managing their finances. It proposes maintaining the ability for households to pay over 10 months where this is preferable.

3. The government is seeking views on ways it can improve the transparency of council tax information. This change will help taxpayers understand what their council tax is spent on and help them connect their council tax to local services. The change is also intended to provide taxpayers with information on the support available to them and how to access it.
4. The government is seeking views on how it can modernise council tax disregards to ensure they continue to support those they were intended to support. The criteria for disregards have not been reviewed in decades.
5. The government also proposes changing the outdated and alienating name of the ‘severe mental impairment’ disregard, and amending its definition to encourage more eligible people to make use of the disregard.
6. The government is interested in views on how could improve efficiency in billing for councils. The requirements for how councils communicate council tax information is still much the same as when council tax was introduced. This consultation seeks views on how this may be modernised to deliver value for money for councils and taxpayers.
7. The government is seeking views on whether there is anything the government can do to remove barriers to effectively challenging bandings, recognising that some households could be paying more than they should and do not have a straightforward mechanism to check and challenge their council tax band.
8. Finally, the government is proposing changes to processes for collecting and enforcing council tax charges. It is right that councils have the power to recover debts owed to them and to tackle cases of avoidance. However, the government believes households should be free from concerns of disproportionate enforcement action. The government is proposing increasing the time before councils can request a full-bill from households and capping the costs charged on households in seeking liability orders for debts.

Teresa Strange

From: Lee Jagger <Lee.Jagger@ccla.co.uk>
Sent: 10 July 2025 08:57
To: Teresa Strange
Subject: CCLA News

Dear Mrs Strange

I hope you are keeping well.

You will have received an email this morning from CCLA's Chief Executive, Peter Hugh Smith, regarding a change to our corporate ownership. If you haven't received the email, please check your junk mail folder. For ease, I have also copied Peter's email below along with some questions we anticipate clients may ask clients initially.

This is the conclusion of a process that has taken many months and has been undertaken to position CCLA for the future so that as a company we can continue to offer our clients the best possible investment products, services and support.

It is incredibly important to all at CCLA that it remains business as usual and we do not expect this news to affect our clients or staff in a negative way. Quite to the contrary, we believe this will be a very positive move forward for the business.

I appreciate that this is a significant change to CCLA and that you may have some questions. If you would like to discuss this news further, please contact either myself or Jamie.

Kind regards

Lee Jagger
Relationship Manager
CCLA
One Angel Lane, London EC4R 3AB
+44 (0)207489 6077
www.ccla.co.uk

Jamie Charters
Relationship Manager
CCLA
One Angel Lane, London EC4R 3AB
+44 (0)207489 6147
www.ccla.co.uk

Against the backdrop of greater regulation, CCLA has for some time been considering the governance implications of its shares being majority-owned by the funds it manages and how we can continue to best serve our clients.

Having reviewed the full range of possibilities and options available to us, that process is now concluded. We are very pleased to share with you that, subject to regulatory approval, CCLA is being acquired by Jupiter Investment Management Group Limited (Jupiter), a leading European investment manager.

We believe that this partnership delivers the best outcome for CCLA's clients. CCLA will become part of Jupiter, retaining the CCLA branding, investment, and client service approach. CCLA's teams will continue to focus on delivering investment returns and outstanding client service to all CCLA clients regardless of their size. CCLA also retains its mission, its stewardship activities, and its drive to build a better world.

At the same time, we stand to benefit from Jupiter's strength and resources. Its market-leading investment capabilities, including its 100-plus investment professionals, will add support to CCLA's existing investment team and product range. Jupiter's extensive distribution capacity both within the UK and abroad will help to facilitate CCLA's future growth, paving the way for us to expand into new markets.

We are excited about becoming a part of Jupiter as it secures our ability to serve the sectors we were established to support and to extend the reach of CCLA's responsible investment approach to a wider audience both in the UK and overseas. We are also pleased to be joining a company that shares our culture and puts the wellbeing of its staff at the centre of its business.

We recognise that many of our clients and supporters will have questions about what this means for their investments and for CCLA. To help address these queries, we would like to invite you to a webinar we plan to hold in September where Peter Hugh Smith, CCLA's CEO, and Matt Beesley, Jupiter's CEO, will discuss the new partnership and what this means for our clients, our staff and the sectors we serve. An invitation will be sent to you in due course.

At CCLA, we have always been proud of our origins in serving churches, charities and local authorities. Serving those who serve others is both humbling and rewarding. We cherish the trust our clients have placed in us and while we look back with gratitude at the last six decades, we look forward with heightened ambition and renewed confidence to all that we will help our clients achieve in the years to come.

Peter Hugh Smith
Chief Executive

Q&A

We have anticipated some immediate questions from our clients and provided answers to these below:

1. **What is the effect for clients? Will there be changes for clients?**

You should expect no change. Behind the scenes there will be more resources and support to better serve you. CCLA's teams will continue to focus on delivering investment returns and outstanding client service to all of our clients regardless of their size.

2. **Do I need to do anything differently? Will I see any changes to my reporting?**

You do not need to do anything differently. There will be no changes to your reporting.

3. **Will CCLA's structure change?**

Yes, this will change CCLA's ownership structure. Once FCA approval is granted, CCLA's shares will be acquired by Jupiter Asset management.

4. **Will my account number change?**

No, there will be no change to account numbers.

5. **Will there be any change to how my funds are managed?**

No, these will be managed by the same team that currently manages them.

6. **Will CCLA change its name?**

No, CCLA will retain its identity.

7. **Does the change in ownership change the investment style?**

No, there will be no change to our investment team, approach or philosophy. Your fund will be managed by the same team as currently.

8. **Will there be any change to the fees I pay?**

No. Your fees will remain the same.

9. **Will there be any changes to the service I have access to currently? E.g. Client Services team available by phone and email?**

There will be no change to your client services.

10. Will there be any changes to the senior management at CCLA?

There are no plans for change in the senior management.

11. Is CCLA still taking on new clients?

Yes! CCLA continues to grow, and we remain excited about the future growth of the business.

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CCLA
GOOD INVESTMENT

T: 0800 022 3505

2 July 2025

Dear investor,

The Public Sector Deposit Fund, a sub-fund of CCLA Public Sector Investment Fund

This letter is for your information. There is no need to take any action.

We are writing to notify you of changes that we are making to the Public Sector Deposit Fund (the fund). These changes will take effect on 1 September 2025.

Changes to charges

After careful consideration, we are making changes to the fees and charges following a review of the fund against similar funds available and money market rates. We believe that once these changes are implemented, the resulting fees and charges remain competitive.

You are invested in share class 4 of the fund which has an annual management charge (AMC) of 0.10%. This had been temporarily reduced to 0.08%. CCLA currently pays other charges, which covers the operating expenses of the fund, from the AMC it receives.

With effect from 1 September, the temporary AMC reduction will be removed and the other charges will be borne by the fund.

The table below shows the updated charges and the impact on the fund's ongoing charges figure (OCF). The OCF includes the AMC and other charges and is deducted from income before declaring the fund's yield. An administrative change to the share class name to denote investor eligibility is also shown.

	Share class name	AMC	Other charges	OCF
Before 1 Sep 25	Class 4 Shares	0.08%	0.00%	0.08%
From 1 Sep 25	SC 4 – Public Sector	0.10%	0.01%	0.11%

The prospectus currently includes a statement whereby if the fund's size reached £3 billion the AMC would be reduced by 10%, with a further 10% reduction if it reached £4.5 billion. Following a review of the fund and the AMC of other similar funds, we are removing these potential reductions in the AMC of the fund. Please note, as at 31 May 2025, the fund has yet to achieve this level and the fund's size is £1.84bn.

Change to minimum initial investment/holding

The minimum initial investment and holding requirement for share class 4 was originally set at £15 million, but has generally been waived. We are revising this minimum to £1 million. As an existing investor in this share class, this minimum will not apply to you, as long as you continue to be an investor in the fund.

CCLA Investment Management Limited (Registered in England No. 2183088) and CCLA Fund Managers Limited (Registered in England No. 8735639), whose registered address is: One Angel Lane, London EC4R 3AB, are authorised and regulated by the Financial Conduct Authority.

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Removal of the advisory board

In recent years, the fund has received interest from a range of organisations that fall outside of the public sector definition. To help the fund continue to grow, we are opening separate share classes for investors outside of the public sector.

The fund currently has an advisory board (the Local Authorities' Mutual Investment Trust) made up of public sector professionals to represent the sector and monitor certain aspects of the fund's operation. As the fund is opening to a wider group of investors, including those outside of the public sector, the decision has been made to remove the advisory board from the fund with effect from 1 September. The fund will continue to be regulated by the FCA, and subject to oversight from its depositary, HSBC.

We are also removing the reference to the Local Authorities' Mutual Investment Trust's contribution to the expenses of the fund. There have been no contributions made and no intention to do so in the future.

Other changes

- We have added text to the prospectus to explain that if investors do not maintain the minimum investment requirements for the share class in which they are invested that we will have the ability to redeem investors or move them to a different share class.
- To ensure investors do not lose any distributions that are unclaimed, we are introducing the ability to reinvest distributions that are unclaimed after a period of three years following the financial accounting period (1 April to 31 March) in which the distribution was initially paid.

Do I need to take any action?

No action is required. All of the changes detailed in this letter will be effective on 1 September 2025.

Should you have any queries or require further assistance, please contact our Client Services team at clientservices@ccla.co.uk or 0800 022 3505 between the hours of 8:30am-5:30pm Monday to Friday.

Yours sincerely

Alison Jermey

Head of Client Services

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Teresa Strange

From: CCLA Investment Management <goodinvestment@ccla.co.uk>
Sent: 10 July 2025 08:25
To: Teresa Strange
Subject: CCLA joins Jupiter IM Group

View this email in your browser



Against the backdrop of greater regulation, CCLA has for some time been considering the governance implications of its shares being majority-owned by the funds it manages and how we can continue to best serve our clients.

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Chief Executive

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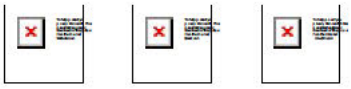

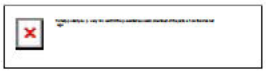

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You can unsubscribe.

Teresa Strange

From: Tony Jones <tony.jones@jonesdevelopments.co.uk>
Sent: 23 July 2025 13:55
To: Marianne Rossi
Cc: Teresa Strange
Subject: Re: Damaged bench at The Spa

Hi

The bench here needs all the wood replaced it is in rather poor condition, the iron frame is rusty and needs treatment too. if you wanted all the timber replaced and iron work painted we are looking at about £ 875.00 + VAT, cheaper than a new one I guess but let me know if you wish to proceed.

Michelle Turner-Bayly
Operations Manager
J H Jones & Sons Limited

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 10 July 2025 12:27:52
To: Tony Jones
Cc: Teresa Strange
Subject: Damaged bench at The Spa

Hi Michelle,

Unfortunately, the bench at The Spa has been damaged, (photo attached), Terry has been this morning to make it safe and has taken the top wooden panel off. He has moved the wooden panel and put it in the bush behind the bench, I wonder whether you could attend and:

1. Collect the wooden panel and dispose of it, please.
2. Would you be able to fix the bench by replacing the wooden panel that has been removed, please?

The bench is fine structurally so it just needs to be repaired.

Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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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Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found **HERE**.
We do not guarantee that any email is free of viruses or other malware.

Marianne Rossi

From: Tony Jones <tony.jones@jonesdevelopments.co.uk>
Sent: 02 July 2025 10:27
To: Marianne Rossi
Cc: Teresa Strange
Subject: Re: Quotes for various items

HI Marianne

Will chase up on a cost for the bench now for you. To install and anchor the new bench at Falcon way on an existing plinth would be a cost of £ 210.00 + VAT

Michelle Turner-Bayly
Operations Manager
J H Jones & Sons Limited

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 02 July 2025 09:37:50
To: Tony Jones
Cc: Teresa Strange
Subject: RE: Quotes for various items

Hi Michelle,

I hope all is well with you?

I wonder whether you had the quote available for the refurbishment of the bench opposite Shaw School on Corsham Road?





Contract Payment terms

For the provision and installation of additional equipment ordered, the *Employer* will pay to the *Contractor* the following percentages of the value of the work ordered as determined from the Prices in Sections 5 of the Price List:
• 25% on order
• 25% on installation
• 50% on successful completion of acceptance testing

PAPERCAST®

PRODUCT INFORMATION

13" Outdoor E-paper Display

Ruggedized IK09 and IP67 rated outdoor e-paper displays are supplied in an aluminium enclosure with toughened front glass, optimized for pole mount or to any other fixed surface. With wireless, battery and solar capabilities as standard, all models come with optional illumination, interactive functions and text-to-speech modules



GENERAL

Dimension (L x H x W)	274 x 511 x 59 mm
Weight	6.7 kg (14.8 lb)
Mounting type	Custom pole / wall clamp with security fixing
Colour	RAL 9006 Custom colours also available

DISPLAY

Display resolution	1200 x 1600 pixels
Active display area	203 x 270 mm
Pigment	Greyscale (16 levels of grey)
Display type	Reflective
Illumination	Embedded LED front illumination, adjustable
Ambient light sensor	Optional

ENVIRONMENT

Operating temperature	Grayscale: -20°C to +70°C (-4°F to +158°F)
Protection	IK09 and IP67

CONNECTIVITY

Communication	Mobile network / WiFi / Ethernet
Mobile network	3G or optional 4G/LTE
Mobile network antenna	Internal (external antenna optional)
WiFi (optional)	Dual band (2.4/5 GHz) 802.11 ac/b/g/n
WiFi antenna (optional)	External
Ethernet (optional)	10/100/1000 Mbps

ELECTRICAL

Power supply	12 V DC (from AC mains via power supply) or 12 V DC solar panel
Power consumption (1 min data update)	50 mA (without illumination) 60 mA (illuminated)
Power consumption (Text-to-speech)	60 mA (without illumination) 70 mA (illuminated)
Power consumption (User interaction)	70 mA (without illumination) 80 mA (illuminated) Support for full shutdown with timer
Power supply connector	Male 5 pin circular waterproof

CERTIFICATIONS

Certificate of Conformity, Environmental, Electromagnetic Compatibility (EMC), Radio Equipment Directive (RED), Ingress Protection Rating (min IP67), Impact Protection Rating (min IK09).

Teresa Strange

From: Evans, Debbie <Debbie.Evans@wiltshire.gov.uk>
Sent: 14 October 2022 11:59
To: Teresa Strange
Cc: 'linda.roberts@melksham-tc.gov.uk'
Subject: FW: Real Time Information in bus shelters in Melksham Without

Good morning Teresa,

Thank you for your email.

I have discussed with Jane Herridge and we both agree the CIL receipts can be used for the Real Time Passenger Information. This falls under the criteria "*supporting infrastructure as a result of the development"*

Kind Regards

Debbie Evans
S106 & Community Infrastructure Levy Monitoring Officer
Planning

Wiltshire Council

Tel: 01225 716766
Email: debbie.evans@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
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From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 14 October 2022 11:14
To: Evans, Debbie <Debbie.Evans@wiltshire.gov.uk>
Cc: Linda Roberts (linda.roberts@melksham-tc.gov.uk) <linda.roberts@melksham-tc.gov.uk>
Subject: FW: Real Time Information in bus shelters in Melksham Without

Hi Debbie
I wonder if I can double check with you the use of CIL for putting Real Time Information in bus shelters etc, as outlined below. This is a joint project that Melksham Town Council and Melksham Without Parish Council are working on and think its an excellent candidate for CIL to use across our joint Neighbourhood Plan area. Its been queried by one of our Wiltshire Councillors which is why I am double checking; the query is because some of the cost is for maintenance rather than all capital expense.
We look forward to hearing from you in due course.
Kind regards,
Teresa

Teresa Strange
Clerk
PLEASE NOTE THE NEW ADDRESS:
Melksham Without Parish Council

First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700

From: Groocock, Phil <phil.groocock@wiltshire.gov.uk>
Sent: 12 October 2022 15:12
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Cc: Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Gosling, Laura <Laura.Gosling@wiltshire.gov.uk>
Subject: FW: Real Time Information in bus shelters in Melksham Without

Hi Teresa

Further to our telephone conversation during the summer about RTPI in Melksham without, our new RTPI contractor has now been given an indicative price for installing RTPI displays at bus shelter that do not currently have them.

If an RTPI display can be easily fitted to an existing bus shelter that already has an electricity supply to it, a basic LED display will cost approximately **£6,020 per unit**. However this price could double if a separate power supply has to be provided as well.

The above price includes 54 months of maintenance, but maintenance will be a compulsory extra charge after that period. There will also be an additional cost if there is no bus shelter at the stop, as a special pole would need to be erected at that location to carry the sign.

Based on this information, I wonder therefore if you could give us an indication as to how many signs your Council would be interested in paying for initially and provide us with a provisional indication of which existing stops you would like to see those signs fitted to. This is purely to enable the RTPI contractor to go out and evaluate those locations and provide you with a more accurate indication on feasibility and cost, so that your Council can then decide on which stops (if any) it would like to progress.

I look forward to receiving this information from you.

Many thanks

Phil Groocock
Bus Network Manager

Wiltshire Council

Wiltshire Council's Passenger Transport Unit, County Hall, Trowbridge. BA14 8JN
Tel: 01225 713454 Email: phil.groocock@wiltshire.gov.uk

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: Friday, August 26, 2022 5:17:43 PM
To: Groocock, Phil <phil.groocock@wiltshire.gov.uk>
Cc: Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>; Holder, Nick

<Nick.Holder@wiltshire.gov.uk>; John Glover <john.glover@melkshamwithout.co.uk>
Subject: Real Time Information in bus shelters in Melksham Without

Dear Phil

I am very disappointed to read the latest news published today by Wiltshire Council about the installation of 188 new Real Time Passenger Information digital signs across the county.

As you know, Melksham Without Parish Council have been asking for this for many years, of Wiltshire Council. We have also asked for them as planning conditions and S106 contributions for new bus shelters, and these requests have not been backed up by Wiltshire Council as there are not any already in Melksham/Melksham Without. We also asked for it to be added to the CIL 123 list. You will also be aware that we canvassed the opinion of the other parishes and the town council between Bath and Devizes on the 272 route for example, who all supported the request, and also cannot understand why the information is provided at either end of the journey but not as it travels through the Melksham area.

As you are aware the Parish Council have been trying to purchase our own signs and as per your advice in the email below, were strongly advised not to as you would be unable to supply us with the up to date data if we did not buy the same ones as Wiltshire Council. I have discussed this with you several times over the last couple of years, as we have asked for the tender specification for your procurement so that the parish council could buy the same type; we have heard nothing from you, and in fact the last time we discussed it you advised that they were "old hat" and that residents now have mobile phones and can access the information themselves directly. The parish council do not agree with this, as stereotypically it's the more elderly population who use the bus service and don't all have that type of technology to hand.
Hence my surprise to see that the tender exercise has obviously taken place, and as the statement below indicates, the digital signs are only being supplied to replace existing ones, and the requests of the parish council for the same in Melksham Without has been ignored.

We look forward to hearing from you with either the good news that these are being supplied in the parish, or if not, at the very least, the tender specification of the ones that Wiltshire Council have clearly purchased so that the parish council can consider purchasing their own; as we have been requesting since 2019. In fact, the request for them as part of s106 agreements goes back to 2016.
Regards, Teresa

https://www.wiltshire.gov.uk/news/real-time-passenger-information-signs

New Real Time Passenger Information signs to be installed at bus stops throughout Wiltshire

Wiltshire Council is installing 188 new Real Time Passenger Information (RTPI) digital signs at bus stops across the county to give bus users access to up-to-the-minute journey information.

Published 26 August 2022

The new signs, which will cost around £600,000, will be installed during October and November, and will replace the current outdated signage, which has been in place for many years and has reached the end of its life.

In order to make the switch over to the new signs, the old signs will be switched off on 31 August, and there will be no RTPI signs in service at Wiltshire bus stops during September. This is because the computer system that controls the new signs is incompatible with the old versions.

Cllr Richard Clewer, Leader of Wiltshire Council, said: "This is a significant investment into Wiltshire's public transport system that will improve the experience for bus users throughout the county.

"The new digital signs will be rolled out in phases during October and November and will become operational soon after that.

"Unfortunately, because the old signs are at the end of their life, we will have to turn them off on 31 August and there won't be any real-time digital signs in use at Wiltshire bus stops until the rollout of the new signage has been completed.

"We apologise for any inconvenience caused by this short break in the RTPI service, but we're confident that the wait will be worth it, and soon people can enjoy greatly improved digital and real-time signage at bus stops throughout the county."

To find out more about buses in Wiltshire, including timetables, maps and tickets, people should go to www.connectingwiltshire.co.uk

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From: Groocock, Phil <phil.groocock@wiltshire.gov.uk>
Sent: 09 September 2020 12:59
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: Real Time Information in bus shelters in Melksham Without

Hi Teresa

There are several different RTPI methods and systems and they all work differently, depending on where the data is coming from.

Our tender was going to enable us to decide which system to go for (it is very unlikely that we could carry on with the existing method).

I would strongly advise your Council against going for a separate system as there would be no guarantee that the data it uses would always be up-to-date. We only have capacity to keep one system up to date and that would obviously need to be ours.

Is there a way that this decision could be deferred by a year as there is a legislation change regarding bus service data that comes into effect in January which might help to simplify things.

Many thanks

Phil Groocock
Bus Network Manager

Wiltshire Council

Wiltshire Council's Passenger Transport Unit, County Hall, Trowbridge. BA14 8JN
Tel: 01225 713454 Email: phil.groocock@wiltshire.gov.uk

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 09 September 2020 12:20
To: Groocock, Phil <phil.groocock@wiltshire.gov.uk>
Subject: RE: Real Time Information in bus shelters in Melksham Without

Thanks for coming back to me Phil, did you get any way down the line with the specification? We are keen to do ourselves, with CIL funding, and when we talked about it, we were going to take the spec you at Wiltshire Council were using so we could obtain our own costs?
Kind regards, Teresa

From: Groocock, Phil <phil.groocock@wiltshire.gov.uk>
Sent: 08 September 2020 21:32
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: Real Time Information in bus shelters in Melksham Without

Hi Theresa – unfortunately our RTPI re-procurement was stalled by Covid and now there may not be money for it at all !

I can't see us having any positive news on this before the new year, as all our efforts have to concentrate on finding extra school buses at the moment.

Many thanks

Phil Groocock
Bus Network Manager

Wiltshire Council

Wiltshire Council's Passenger Transport Unit, County Hall, Trowbridge. BA14 8JN
Tel: 01225 713454 Email: phil.groocock@wiltshire.gov.uk

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 08 September 2020 14:20
To: Groocock, Phil <phil.groocock@wiltshire.gov.uk>
Subject: RE: Real Time Information in bus shelters in Melksham Without

Hi Phil
Hope all well with you…….

For ease, I have put below the extract of the minutes of the parish council's Highway committee following our conversation regarding Real Time Information in bus shelters.
Are you able to provide an update please ……. Did you proceed or were you hampered by covid?
With kind regards,
Teresa

To note verbal update on real-time information in bus shelters in the parish

The Clerk informed the meeting she had spoken to Phil Grocock, Wiltshire Council Bus Network Manager, regarding the possibility of installing real-time information in bus shelters in the parish. Phil Grocock had stated Wiltshire Council were about to go out to tender to replace the existing system they had in various parts of the County and were in the process of getting prices for new Real Time Information, therefore later in the Summer would have an idea of costs associated with installing the latest system which he would forward on.

It was noted that any system would need to have access to a power supply nearby, most Bowerhill shelters had an electric supply, however, it was noted some in Shaw may not.

The Clerk asked and Members agreed that the new shelters to be installed on Pathfinder Way and Semington Road had an electricity supply to enable Real-time Information to be installed.

Teresa Strange
Clerk
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill, Melksham
Wiltshire, SN12 6TL
01225 705700
clerk@melkshamwithout.co.uk
www.melkshamwithout.co.uk

Want to keep in touch?
Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news
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From: Groocock, Phil <phil.groocock@wiltshire.gov.uk>
Sent: 11 February 2020 18:20
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: Real Time Information in bus shelters in Melksham Without

Hi Theresa - I am here now if you want to ring me, or alternatively between 10 & midday on Wednesday & Thursday.

Many thanks

Phil Groocock
Wiltshire Council Bus Network Manager

Passenger Transport Unit, County Hall, Trowbridge. BA14 8JN
Tel: 01225 713454 Email: phil.groocock@wiltshire.gov.uk

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 11 February 2020 18:17
To: Groocock, Phil <phil.groocock@wiltshire.gov.uk>
Subject: Real Time Information in bus shelters in Melksham Without

Dear Phil
I wonder if it would be possible for us to discuss the provision of Real Time Information in bus shelters and stops in Melksham Without (and the neighbouring villages and Town). You will see the conversation below, highlighted bits. The parish council is very keen on getting this done, especially with the changes to the service, provider and possible less frequency in the future. How would the parish council go about pursuing this, and financing with the CIL funding it is receiving from housing development in the parish.
Please feel free to give me a call tomorrow.....
with many thanks,
Teresa

Teresa Strange
Clerk
Melksham Without Parish Council
01225 705700

From: Francis, Luke <Luke.Francis@wiltshire.gov.uk>
Sent: 24 May 2019 15:30
To: Jo Eccleston <office@melkshamwithout.co.uk>
Cc: Clampitt-dix, Georgina <georgina.clampitt-dix@wiltshire.gov.uk>; Way, David <David.Way@wiltshire.gov.uk>; Roe, Christopher <Christopher.Roe@wiltshire.gov.uk>
Subject: FW: Infrastructure requests for Wiltshire Councils CIL123 List/IDP

Dear Jo,

First of all, allow me to apologise for the delay in replying. Georgina has now asked me to reply to you directly on this matter.

In response to your questions:

1. Ongoing drainage maintenance:

Currently, as you know, ongoing drainage maintenance is normally funded from the commuted sum agreed as part of the highway adoption. The commuted sum covers the road and drainage maintenance for the agreed period (about 20 years) and beyond that the maintenance is funded from revenue income e.g. council tax. If you need further information, you may wish to contact my colleagues in the Drainage Team directly. I would suggest Carli Van Niekerk (Tel: 01225 713273; Email: Carli.VanNiekerk@wiltshire.gov.uk).

The emerging Local Plan Review will be looking at new infrastructure to support growth up to 2036 and this will involve consideration by Wiltshire Council and partners, such as the Environment Agency, of flood risk schemes to accommodate development. Necessary infrastructure will be included in an updated Infrastructure Delivery Plan, which will accompany the Local Plan Review, and the appropriate delivery mechanism will be considered at that time, e.g. CIL, Section 106 agreements, etc., and balanced against other spending priorities, e.g. education, transport and environmental projects.

2. Real Time Information (RTI) at bus stops/shelters:

It is my understanding that this type of infrastructure is normally requested through Section 106 or planning conditions attached to the development. However, it is not the normal practice to seek funding for the same infrastructure item through both CIL and Section 106. If you need further information, you may wish to contact my colleagues in the Passenger Transport team directly. I would suggest Jason Salter (Tel: 01225 713334; Email: Jason.salter@wiltshire.gov.uk) or Phil Groocock (Tel: 01225 713454; Email: phil.groocock@wiltshire.gov.uk).

3. The Melksham Campus:

The campus programmes are being funded by means other than CIL or Section 106. See below for information about the agreed CIL spending protocol.

On 11th December 2018, Cabinet agreed the first allocation of CIL funding, in relation to projects needed to support growth and ensure compliance with the Habitats Regulations, from the strategic fund. Previously, Cabinet had approved the process for the review of the Regulation 123 List and prioritisation of spending of strategic funds raised through the CIL at its meeting on 14th March 2017.

It was recognised at Cabinet that only a small amount of funding would be raised by CIL for the Council, and that there would be competing demand for limited resources. The purpose of the strategic fund is to help fund infrastructure that is considered strategic for the county as a whole by the Wiltshire Core Strategy/ Local Plan.

However, town and parish councils receive a proportion of CIL (15%) from development in their area. They also have the ability to develop neighbourhood plans that would benefit them with a greater 25% contribution from any CIL payments. A discussion may therefore need to be had about how town and parish councils could collaborate in a community area in order to benefit from joint resources.

It is worth also noting that the current CIL Regulations 2010 (as amended) prohibit the same item or type of infrastructure being funded through both CIL and Section 106 agreements/ planning obligations; so-called 'double-dipping'. While infrastructure items or categories included on the Regulation 123 List may or may not be funded through CIL, in whole or in part, they cannot be funded through Section 106 agreements.

4. Melksham Bypass:

As previously mentioned, we will be reviewing new infrastructure to support growth as part of the Local Plan Review process and thus be considering the appropriate funding mechanism at that time.

One of the key messages from recent work undertaken on the Local Plan Review, such as the town-based workshops, was that growth should be supported by appropriate infrastructure. In certain places, specific infrastructure was discussed, such as a bypass in relation to Melksham.

Subsequent stages of the Local Plan Review will need to test alternative development strategies to accommodate future growth. In doing so, consideration will be given to, among other things, infrastructure requirements through, for example, transport assessments and discussions with service and infrastructure providers.

The need to review the CIL Charging Schedule and update the Regulation 123 list and Infrastructure Delivery Plan will also be considered through the Local Plan Review process.

Please see attached for an update note on progress regarding the Melksham Bypass. If you need further information, you may wish to contact my colleagues in the Highways team directly. I would suggest Robert Murphy (Tel: 01225 713458; Email: robert.murphy@wiltshire.gov.uk).

I trust that this information is helpful to you. Please let me know if I can be of any further help.

Kind regards,

Luke

Luke Francis
Senior Planning Policy Officer
Spatial Planning, Economic Development & Planning
Wiltshire Council
Tel: 01225 718457
Email: luke.francis@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
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From: Jo Eccleston <office@melkshamwithout.co.uk>
Sent: 16 April 2019 12:07
To: Clampitt-dix, Georgina <georgina.clampitt-dix@wiltshire.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout.co.uk>; While, Roy <Roy.While@wiltshire.gov.uk>; Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Locum Support <clerk@melkshamtown.co.uk>
Subject: FW: Infrastructure requests for Wiltshire Councils CIL123 List/IDP

Dear Georgina,

The Parish Council would like to ask Wiltshire Council to add several infrastructure requests to their CIL123 list or Infrastructure Delivery Plan (IDP), for funding from the Wiltshire Council allocation as follows. The Parish Council wish to highlight that development in Melksham Without alone will generate £1.2m of income for Wiltshire Council (at 85% of the total receipts of £1.4m *as per the Wiltshire Council Con 29 list at Nov 18*), and thus wish to see that this income is spent to benefit parish residents.

1. **Ongoing Drainage Maintenance:** The Parish Council representative on the Northern Operational Flood Working Group reported that it had been raised at one of the meetings that once a developer has provided the necessary drainage for their development that there is no on-going financial maintenance support. This then falls to Wiltshire Council or Parish Councils to fund when issues arise from drainage or repairs need to be made. The Parish Council therefore request that on-going drainage maintenance and drainage assets are added to your CIL123 List, as with highways and transport issues.

   Policy 165 of the NPPF states that major developments should incorporate sustainable drainage systems and have maintenance arrangements in place to ensure an acceptable standard of operation for the lifetime of the development. As well as existing drainage assets and maintenance assets being added to the CIL123 List, can Wiltshire Council therefore include drainage maintenance contributions in S106 Agreements, similar to that of play areas and public open space contributions?

- **Real Time Information (RTI) at bus stops/shelters:** The Parish Council requested that RTI bus stops were installed as part of the Pathfinder Way development (16/01123/OUT). However, Phil Groocock (Wiltshire Council Service Manager Public Transport) felt that it was not appropriate to ask the developer for a contribution towards this as there is currently no RTI system operating anywhere in the Melksham Area. The Parish Council feels strongly that RTI bus stops should at the very least be on the route of the D3 service into Bath (as the buses on this route are all enabled with this facility), and asked for support for this idea in principle from neighbouring parishes; Seend PC, Atworth PC and Melksham Town Council are all in support of this idea in principle, as is Wiltshire Cllr. Phil Alford (Melksham Without North). Again, the Parish Council requests that the provision of RTI at bus stops is added to the CIL123 List, but also that developers are required to include as part of their S106 contributions. There appears to be a bit of a chicken and egg situation here! If Wiltshire Council do not request that developers install RTI (or support the Parish Council when they request this) because there is no RTI already in Melksham then it will never be achieved unless installed retrospectively by either Wiltshire Council or the parishes themselves, with the cost being met by these councils?!

3. **The Melksham Campus:**. It has been reported by Wiltshire Council that lack of funding has meant that the plans have had to be scaled back, and therefore to prevent any further occurrence of this the Parish Council wish to see funds generated in the area spent in the area and in particular to address any shortfalls in the development of the new Melksham Campus.

4. **Melksham Bypass:** The Parish Council has previously requested (29th July 2016) that a future Melksham Bypass was added to the CIL123 List, and would like to know if this was done and whether there was a progress update you could provide – either for the Bypass itself or the feasibility study/business case. In August 2016 you said that it was premature to add this to the IDP, however, Wiltshire Council has subsequently made presentations to the Parish Council with regard to the business case and potential routes, providing evidence of why an (Eastern) Bypass is required.

The Parish Council look forward to your thoughts and response on these requests.

With kind regards,

Jo Eccleston
Parish Officer
office@melkshamwithout.co.uk
01225 705700
www.melkshamwithout.co.uk

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MINUTES of the Highway, Footpaths & Streetscene Committee of Melksham Without Parish Council held on Monday 21st July 2025 at Melksham Without Parish Council Offices, (First Floor), Melksham Community Campus, Market Place, SN12 6ES at 8:22pm

Present: Councillors Alan Baines, John Glover (Council Chair), David Pafford (Council Vice-Chair), Martin Haffenden, Mark Harris and Anne Sullivan.

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

In attendance: Wiltshire Councillor Nick Holder,
Melksham Town Councillor Saffi Rabey
5 members of the public

On Zoom: Councillor Chris Griffiths – it was noted that this councillor was unable to vote at the meeting as he is not classed as being present under current legislation.
1 member of the public

xxx/25 Welcome, Housekeeping and Announcements:

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

xxx/25 Apologies:

Apologies were received from Chris Griffiths as he was working away from home.

Resolved: To approve and accept the reasons for absence

Xxx/25 Chair & Vice-Chair Highways, Footpaths and Streetscene Committee for 2025/26

a) Councillor Griffiths was nominated as Chair of the Highways, Footpaths and Streetscene Committee. He confirmed that he was willing to stand. There were no further nominations.

Resolved: Councillor Griffiths elected as Chair of the Highways, Footpaths and Streetscene Committee for the ensuing year.

b) Councillor Baines was nominated as Vice-Chair of the Highways, Footpaths and Streetscene Committee. There were no further nominations.

Resolved: Councillor Baines elected as Vice-Chair of the Highways, Footpaths and Streetscene Committee for the ensuing year.

In the absence of Councillor Griffiths, Councillor Baines chaired the meeting.

c) The scheme of delegation and terms of reference for the Highways, Footpaths and Streetscene Committee was noted.

xxx/25 Declarations of Interest:

Councillor Haffenden expressed a non-pecuniary interest in agenda item 15: To receive feedback on progress of holistic reviews of Semington Road and A365 Bath Road (Bowerhill) as he lived on Semington Road.

xxx/25 Dispensation Requests for this Meeting:

None requested.

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

Resolved: Agenda item 17 (Feedback on discussions regarding Falcon Way) to be held in closed session under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
Agenda item 17: Start of legal negotiations.

It was noted that Agenda item 13 would be held in public but that the company name would be kept confidential.

xxx/25 Public Participation:
The Council suspended Standing Orders for a period of public participation.

Two members of the public (MP1 & MP2) wished to speak on agenda item 9aiii with regard to a request for bollards on Kittyhawk Close. She provided a written statement of the problem and photos. MP1 explained that Kittyhawk Close was built in 2003 and was originally designed as a no-through-road, intended for use by those dwellings directly accessed off the shared use paved road. As such, it was designed as a shared surface road used by pedestrians and vehicles. At some point the design has been changed to allow through movement of traffic - this has resulted in a significant number of vehicles using this route – either residents who cannot be bothered to turn within the dedicated turning head, delivery vans or visitors. The route is also used by children walking to the local school, both secondary and primary, by dog walkers and also for children to play out in.
MP1 expressed concerns that the road has limited forward visibility, due to being narrow and surrounded by highwalls, and therefore believes there is the risk of a serious incident occurring. She is already aware of 2 minor collisions between residents and other vehicles.

The solution MP1 is seeking is funding for removable or overridable bollards (for emergency access only) to be installed to the rear/side of number 8 and number 9 Kittyhawk Close. She has spoken informally with Martin Rose (Wiltshire Council Highways Engineer) who is in agreement with the proposal.

MP2 commented that he regularly sees vehicles speeding down the road and is waiting for an accident to happen.

One member of the public (MP3) wished to speak on agenda item 9ai with regard to parking on Beverley Close. MP3 explained that there is a row of 4 terraced houses at the end of Beverley Close, but that the roadway only extends past the first two (numbers 21 and 23), with the others (numbers 25 and 27) accessed by footpath from a grassed area. MP3 reported that at times 5 cars can be trying to park at the end of the road outside numbers 21 and 23. The number of cars trying to park makes getting in and out of the road frustrating and difficult. He noted that his family won't visit due to arguments with other residents about parking.

The solution MP3 is seeking is funding to extend the roadway over the grassed area to the footpath running past the end of the road. This would provide more room for parking and also offer the opportunity to drop the kerb outside his house and create off street parking in his front garden.

One member of the public (MP4) wished to speak on agenda item 8civ with regard to the A365 Bath Road. He had previously raised concerns about speeding on the A365 Bath Road/Bowerhill Lane. It had been agreed (MIN 514/24ai) that the parish council would submit a request to Wiltshire Council for a T junction sign to be installed on the A265 Bath Road for the Bowerhill Lane turning. MP4 had been invited to the meeting to comment of the scheme proposed by Wiltshire Council for the junction. Following clarification of the signage, MP4 commented that he was happy with the proposal.

Wiltshire Councillor Nick Holder commented that he had had pre-meetings with the residents and supported their requests for action.

One member of the public (MP5 – online) wished to speak on agenda items 9avi and 9avii with regards to dropped kerbs in Bowerhill. She explained that she had fairly recently started using a mobility scooter and found negotiating Bowerhill where she lives difficult due to the lack of dropped kerbs. She commented that she often has to use the roadway (which she noted was illegal, to get between her home and the bus stops. She also commented that the industrial area of Bowerhill was impossible for her.

The meeting reconvened, and it was agreed to bring the following agenda items forward for discussion: 9aiii, 9ai, 8civ, 9avi and 9avii.

xxx/25 Highways, Footpaths and Streetscene meeting minutes 7th April 2025
Noted

xxx/25 Local Highways & Footpath Improvement Group (LHFIG)

a) The Melksham Area Board agreement to amend the funding arrangement for LHFIG projects so that town or parish councils would provide 1/3 of the funding was noted.

b) Minutes and Action Log of Local Highways & Footpath Improvement Group (LHFIG) meeting held on 29th May 2025 were noted
It was also noted that:
- the 50% cut to the LHFIG budget for 2025/2026 had been overturned.
- the consultation period for the proposed traffic regulation order (for waiting restrictions/double yellow line) had concluded on 9th June 2025

c) To consider items arising from Action Log:

i. Issue 9-24-12 A365 Bath Road/Hornchurch Road:

The report from CCTV survey undertaken 7th-13th March 2025 was discussed. It was highlighted that there had been 79 overtaking manoeuvres through the ghost islands during the one week period of the survey.

It was noted that these data will be shared with LHFIG by Highways. It was also noted that these data will feed into the planned holistic review of the A365 bath Road from the Bowerhill Roundabout to the east of Turnpike Garage (Min514/24ai), together with speed indicator device data, review of speed limit change locations and assessment of the impact of proposed new developments.

ii. Issue 9-24-24 Playing field, Shaw (aka Chicken Alley):

LHFIG notes show “Agreed - Allocate £2500 for improvements at Shaw playing field including kissing gate, vegetation clearance and hardstanding. Agreement required with Alison Rasey Countryside Access Officer.”

The Clerk explained that she had spoken to the relevant Countryside Access Officer who advised that kissing gates are not their preferred solution as they can be difficult to use from an accessibility perspective. The preference from the Countryside Access Officer is to leave the gap open, provided no livestock are present, or to use a self-closing gate.

Recommendation: Members agreed, that as there are no livestock on the proposed route, there would be less maintenance and capital cost associated with leaving the gap open – so this would be their preferred option.

iii. Issue 9-24-26 Lower Woodrow Road:

It was noted that the LHFIG notes recommend that an initial evaluation to check the feasibility of a 40mph limit is performed by Martin Rose (Principal Highways Engineer) and only if the proposal is feasible will a full speed limit assessment would be required.

Recommendation: The parish council agree to the cost (~£1084) for a speed limit assessment on Lower Woodrow on the proviso that Martin Rose (Principal Highways Engineer) has confirmed the feasibility of a 40mph limit.

iv. Issue 9-24-27 A365 Bath Road Bowerhill:

LHFIG notes show "Agreed - Allocate £2000 for sign and road marking improvements on the A365 Bath Road on both approaches to Bowerhill lane junction."

Members noted the sign and road marking scheme proposed by Wiltshire Council for the junction. They also noted that this wasn't part of the planned holistic review of the A365 Bath Road from the Bowerhill Roundabout to the east of Turnpike Garage (Min514/24ai) but addressed an immediate safety concern.

Recommendation 1: The parish council agree to the proposed sign and road marking scheme
Recommendation 2: The parish council agree the cost (~£667) for implementation of the proposed sign and road marking scheme for the A365 Bath Road.

d) It was noted that the location of the proposed finger post at Bowerhill had been confirmed as within the parish and the LHFIG request 09-24-13 for finger post at Bowerhill resubmitted.

xxx/25 Requests for support by the Parish Council including requests for the Local Highways & Footpath Improvement Group (LHFIG) next meeting on 14th August 2025 (deadline 31st July):

a) Bowerhill:

(i) Parking concerns on Beverley Close

Members noted that the proposal would not cause a significant loss of green space.

Recommendation: The Parish Council support the resident's request to extend the Beverley Close roadway past the end of the terraced houses (numbers 21 – 27 Beverley Close) and send on to LHFIG for consideration.

(ii) Waiting restrictions (double yellow lines)

- Opposite the junction of St Athan Close
- Opposite the junction of Locking Close
- The corners of Falcon Way/Brabazon Way and Brabazon Way/Bader Park.

It was confirmed that this was a new request and not an extension of a previous request (LHFIG issue 9-24-28)

Recommendation 1: The Parish Council support the resident's request for waiting restrictions (double yellow lines) in the locations detailed above and send on to LHFIG for consideration.

Recommendation 2: The Parish Council create a log of all waiting restriction requests to be included in the next Traffic Consultation Order.

(iii) Bollards on Kittyhawk Close
Recommendation: The Parish Council support the resident's request for removable bollards (for emergency access only) to be installed to the rear/side of number 8 and number 9 Kittyhawk Close and send on to LHFIG for consideration.

(iv) Waiting restrictions (double yellow lines) outside DA Archive entrance on Lysander Road
It was noted that this request was similar to that agreed in the previous meeting for the neighbouring business (MIN515/24bii). Members raised concerns about the under provision of parking in the industrial area of Bowerhill.
Recommendation: The Parish Council support the DA Archive's request for waiting restrictions (double yellow lines) and send on to LHFIG for consideration.

(v) Overnight parking close to Brabazon Road
The Clerk had sought advice about which issues can be reported and which cannot. The advice was noted.

(vi) Dropped kerbs from Tangmere Close to Beaufort Close bus stop
(vii) Dropped kerbs from Dowding Court/Kestrel Court to Kestrel Court bus stop

Both requests (avi and avii) for dropped kerbs were discussed together. It was noted that 11 pairs of dropped kerbs would be needed to implement each request and that the cost was approximately £1000 per pair.

It was also suggested that the council take a holistic look at Bowerhill to identify all the routes, particularly to bus stops, that should be accessible.

Recommendation 1: The Parish Council submit a request to Wiltshire Council for dropped kerbs between Tangmere Close to Beaufort Close bus stop.
Recommendation 2: The Parish Council submit a request for a holistic review of Bowerhill to identify other locations where dropped kerbs are required for accessibility.
Recommendation 3: The request for dropped kerbs from Dowding Court/Kestrel Court to Kestrel Court bus stop is considered at a later date.

Xxx/25 Road Safety Working Group:

a) Update on actions from Road Safety Working Party 22nd April 2025
The Parish Officer provided an update:

- Work to assemble Speed Indicator Device data into a format for review is in progress. Summaries have been created for the latest two sets of data. The aim is to create summaries of all data from the beginning of 2025 onwards.

- Fatal and Serious accident reports in the parish have been downloaded. Analysis is in progress.

b) Items/projects for review by the Road Safety Working Group (standing item).

Councillor Harris raised concerns from a resident about inconsiderate and dangerous parking outside Bowerhill School during pick up and drop off times. Members expressed frustration that there was no school travel plan which Councillor Harris advised was delayed due to the Headteacher being too busy.

Recommendation: The Parish Council request a walk around of Bowerhill with a Wiltshire Council Highways Engineer to identify potential road safety improvements.

xxx/25 Speed Indicator Device (SID)

a) Review of SID deployment schedule:
Members reviewed the SID schedule, noting that the lamp post on the A350 (near the last bus stop heading out of Beanacre towards Lacock) had been demolished and therefore the location (For SID 2) was being skipped until the lamp post was replaced. It was also noted that the corresponding deployment of SID 1 (Corsham Road, Whitley) was skipped to keep the deployments in sync.
It was agreed that the deployment schedule did not need to be revised.

Recommendation: The parish council do not make any amendments to the SID schedule.

Councillor Glover raised a concern that the SID deployed outside Melksham Oak Community School, facing traffic coming from Devizes, displays the speed prior to the change of speed limit.

Resolved: Officers to investigate the issue raised.

xxx/25 Rights of Way and Footpaths:

a) BRAG (Bowerhill Residents Action Group) intention to reinstate the full width of Bridleway SEEN13 was noted

b) Planters on the Shared Use Path (SUP) (MELW18) to the rear of Melksham Oak Community School

Recommendation: the Parish Council do not take responsibility for the planters being installed on the Shared Use Path (SUP) but support the suggestion that that Melksham Oak students provide maintenance.

c) Upgrade of MELK40 Western Way to Burnet Close from s106 funding from Taylor Wimpey Pathfinder Place development

It was noted that the Clerk had chased for an update on the commencement of this scheme, as the pre application work had been conducted over a year ago now.

Xxx/25 Roundabout sponsorship

The council have been approached by a Bowerhill company to potentially sponsor the Milk Churn roundabout. Information has been provided on what will be required and indicative costs. The Parish Council would need to take out a section 96 license with Wiltshire Council, accept the indemnities within the license and agree to the cost of potential upkeep of the roundabout for up to 10 years if the sponsorship stopped. It was noted that previous roundabout sponsorship has left the Parish Council to cover the financial costs.

Recommendation: the Parish Council do not take a section 96 license and do not support commercial sponsorship their roundabouts.

Xxx/25 Whitley and Shaw maintenance site visit

Councillor Alford was not present to provide an update.

Post Meeting Note from Wiltshire Councillor Alford: the proposed maintenance site visit has been postponed to late July/early August.

Xxx/25 Holistic reviews of Semington Road and A365 Bath Road (Bowerhill)

The Clerk advised that Martin Rose will help write the specification for the work to be conducted. The Semington Road request was ready to submit to the Highways Officer, however the Bowerhill one is more complicated in terms of timing due to the site allocations, pre applications and current planning applications awaiting decision. This had been raised informally with the Director Of Highways, Samantha Howell who agreed to meet with Wiltshire Councillor Nick Holder to discuss this further.

Xxx/25 National Highway improvements

a) That the Melksham and Beanacre bypass is "under consideration" by the government under their road and rail investment spending review announced on the 8th of July 2025 was noted.
b) The Lorry Driver Facilities 12-month action plan June 2025 was noted.

Xxx/25 Meeting with MWPC, Wiltshire Council Highways and Landowner of Falcon way on 10th July 2025

The Clerk explained that a meeting had been held with the following attendees:
Chris Clark, Head of Highways, Wiltshire Council
Samantha Howell, Director of Highways, Wiltshire Council
Wiltshire Councillor Nick Holder, Bowerhill Ward
Teresa Strange, Clerk, Melksham Without Parish Council
Representative from Heron Homes was on the phone

It was noted that Falcon Way has still not been adopted by Wiltshire Council. Heron Homes are happy for Wilshire Council to progress the adoption. Wiltshire Council

will require Heron Homes to complete remediation work, prior to transfer. Wiltshire Council will provide feedback to Heron Homes on the work that is required.

Meeting closed at 10.02 pm.

Chairman, 28th July 2025

Attending

Melinda Adcock, Bob Brownrigg, Fiona Dey, Graham Hackwell (chair), Bill Harrison, Peter Harrison, Cllr Tony Hemmings (Beanacre), Kevin McLaren, Cllr Peter Richardson, Jonathan Rumens, Gary Sibbald, Teresa Strange

Apologies: John Branston, Sam Carter, Maureen Hibbott, Richard Hibbott

Abbreviations

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

The Chair opened the meeting, and welcomed new attenders

The minutes of the 25th Feb meeting were approved.

Lime Down and other proposed green power developments - PR

- The Lime Down consultation ended on 19Mar, the team put in a 50-page submission
- One week later (!) another proposal was announced - Brockleaze
  - Neston Park land, behind Park Lane quarry
  - For 432 battery containers
  - It's outside Shaw and Whitley, so we're indirectly affected
    - Formal response made and have received decent answers
    - Planning Application will go to WC
- There have been 4 recent battery fires around UK
- At Beanacre, Wickes Farm solar farm is under construction
- "The Cotswolds VIP project" by the National Grid plans to re-route 7km of the pylon network underground in the vicinity of Cheltenham. Mentioned here as it connects to Beanacre. Document pack available at the Campus

Melksham Neighbourhood Plan 2 - TS

Referendum to be scheduled – Melksham and Melksham without. (Was expected to be 1st May with local elections).

Planning-in-Principle application for 6 houses – Top Lane – ref 2025 / 03513

- MwPC planning committee considering, Monday 19 May
- Outside settlement boundary
- Comments to be submitted to WC by 23 May
- Since this meeting, **JRR** has submitted a CEG response

DRAFT

1. **Incidents** – there were several named storms last winter:

- Householders (E of Corsham Road): Richard Williams (WC) sent them a report (27Feb2025) suggesting 3 ditched/piped options. It has been made clear to them that it's their responsibility. The householders have applied for government "named storm" funding.
    - The discretionary gully service are keeping roadside gullies clear
    - And CEG pump to be reclaimed – **JR/GH**
- Top Lane trash screens.
    - The upper screen: access can be slippery and risky.
        - TS has spoken with Neston Park and David Giddings. They're not prepared to fund a railing (might create legal responsibility.)
        - Stuart Renfrew's common sense advice is
            - Always work with a buddy
            - CEG to purchase a safety harness
        - GH suggests the trash screen could be improved by changing to horizontal bars. **TS** to ask J H Jones for a quote, w.a.v. to a CEG grant application
- First Lane, just above Ashley Close, problem with surface water, major source is D Giddings farmland.
    - David Giddings had agreed to dig out
    - **MwPC (FD)** to write second chase-up letters
- For Connect, a reminder that YOU are responsible for flood protection for your property – **MwPC**

2. Catchment Area

- Ashley Close/Kennedy Avenue – Riparian Ownership letters: **FD**
- Shaw School – Phil Alford tasked, getting no response. **TS**
- 5a Bath Road, Shaw – pipe was jetted by WC. The Parish Steward swept out the gullies. WW have done work on the non-return valve, and plan a new pipe across the field
- BH has observed – during heavy rainfall in the summer – that it appears that Octavian pump out yellow contaminated water. Action – **ALL** – watch for this happening again, get photographic evidence (and a sample of the yellow water?).

3. **Equipment & Plan**

- Scottish & Southern Electricity grant (£1489):
    - Fixed antenna for Shaw Village Hall **- JRR & GH**
    - Upgrading earthing of generators - **GH & KMcL**
    - Further first aid course - 21 May – **MA**
    - Racking for equipment store - **PH & JB**
      (Draper Expert Heavy Duty Shelving - 5 Shelves - 1220 x 450 x 1830mm)
- Re-ordering of the store:
    - **PH** and **JB** to take the lead in this

DRAFT

    - To include restacking salt and sand-bag stocks against rear wall, on half pallets.
- MwPC grant – **RH** applied and was successful (£189):
    - Purchase pumps
    - Purchase drain rods
    - Cleaning kit. Anti-bac spray. "Now wash your hands" signage.

4. Safeguarding, General Data Protection Regulation, and Training

- Teresa continues to push for us to have DBS checks & photo ID for as many volunteers as possible. The next to need refreshing will be BH, PH soon.
- JRR – nothing further from Chris Manuel re training exercises

5. **Any Other Business:**

1. Age UK / Melksham Emergency Support: Melksham Town Council seem to be very slow in engaging with this proposal - **TS**
2. There is to be a MwPC resilience working party. CEG to provide a rep **- JR**
3. We have the FloodLock devices sourced by JB; to be shown to potentially interested householders (might include West Hill bungalows, Top Lane dip bungalow, Spindles) and others (Shaw School) **– JR**
4. The team are concerned about sewage discharges: there's an opportunity to visit a pumping plant; **TS** will find out potential dates.
5. TS – government "named storms" financial support schemes have been ended.
6. PR reported on the public meeting (yesterday) about the flood prevention scheme at the Shurnhold Fields country park. Surprisingly, this attracted a lot of objections, and now may not go ahead as planned
7. A note of thanks recorded to MwPC for hosting this meeting.

Date of Next Meeting: – Tuesday 22nd July 2025, at 10:30 at MwPC at the Campus.

DRAFT

Notes:

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

Reading Rooms lock box code is 9261

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

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

Financial – CEG funds were £160 funds at July 2024.

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

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

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

We must always work with a buddy!

Appendix:

Some **First Aid** requirements:

- Eye bath and saline
- Cotton wool

Shopping list

- Whiteboards & pens – one for inside store door, for recording kit out/in
- Head torches
- Glow sticks
- Hurricane lamp
- Strip light
- Power bricks
- CO monitor for RR's / storage unit
- Battery powered equipment – check state of batteries, replace
- Camping gas stove/kettle/gas cylinders

DRAFT

AGENDA ITEM 13b

To consider response to consultation by central Government on changes to funding for flood alleviation works

There is a very detailed, technical consultation on the future of funding, but very relevant to parts of the parish that regular suffer from internal property flooding; Whitley, Shaw, Beanacre, Woodrow, Berryfield and I think Bowerhill Lane on occasion too.

Consultation description

We want your views on our proposals for changing the way flood and coastal erosion projects are funded.

We are proposing to stop using the current funding formula entirely and replace it with a simple 2-step process. We would like to mainstream investment in natural flood management and make better use of property flood resilience measures. Most projects in delivery from April 2026 will use the new funding rules.

We are also calling for evidence on 2 wider areas:

- how we can secure more funding contributions
- how English devolution could support flood risk management in England

https://www.gov.uk/government/consultations/flood-and-coastal-erosion-funding-reform

https://consult.defra.gov.uk/floods-and-water/reforming-our-approach-to-floods-funding/consultation/subpage.2025-05-16.5563295816/

I think it's too technical to respond to, and yet it is for individuals and local flood groups to respond too. I have sent through to the Wiltshire Council drainage team and the local Flood Warden group.

What we do know is that the funding for "named storms" from the previous government that was administered by Wiltshire Council has completely disappeared, so there was no funding available for the flooding when Melksham flooded before Christmas.

You can read what was available here:
https://www.wiltshire.gov.uk/article/10610/Storm-grants-and-support

And Wiltshire Council's press release about the ceasing of funding here
https://www.wiltshire.gov.uk/news/wiltshire-council-shared-disappointment-at-lack-of-government-support-for-those-affected-by-flooding

Suggested response

Perhaps a general response that you wish to see funding mechanisms to help those properties that have experienced internal property flooding in terms of both getting back on their feet, and also to then put in property defence/resilience mechanisms, as well as wider community schemes. This should be for all internal flooding, and near misses – there was previously nothing for those that took proactive action either individually or with community flood warden groups and prevented flooding, that would have happened if they had not intervened with pumps etc. – and not just for Named Storms, for any weather event.

Teresa Strange

From: Teresa Strange
Sent: 11 July 2025 19:33
To: Alford, Phil (Phil.Alford@wiltshire.gov.uk); saffi.rabey@melksham-tc.gov.uk; pat.aves (pat.aves@melksham-tc.gov.uk); David Pafford; Mark Harris; John Glover
Cc: CEO; Marianne Rossi
Subject: Friends of Shurnhold Fields update
Attachments: 20250711193108.pdf; WhatsApp Image 2025-07-11 at 13.34.11_a7c4d74b.jpg; WhatsApp Image 2025-07-11 at 13.34.11_426a9e01.jpg; WhatsApp Image 2025-07-11 at 13.34.12_dc613fb8.jpg

Dear Shurnhold Fields Working Party
Just to let you know that Andy Newman of the "Friends" popped into the office this afternoon, with the size of the shed they would like to accommodate their mowers and equipment. He had measured a parking space in the Campus car park and thinks that it will fit in just one space.

The Friends only want one shed, as it will be cheaper for the councils, and in the position we identified to replace a car parking space (they still would prefer at the other end of the field, but accept this is where its going).

They propose the space where the shed was originally going to go can house their Friends noticeboard, they would like the tap to be off their shed in the new position (marked with an asterix but not a precise position for the tap), and we can put the art work map there too. We originally had a bike rack costed up and in the package, and that could go here too.

I took Andy down to the identical sheds down at Melksham Cricket Club, had a good look at them, and said I would contact Tim at the Cricket Club to put them in touch as both grasscutting public space. We had a look at the access/lip of the shed for getting the mowers in.
He seemed a bit happier! Especially with the secure nature of the shed.

Kind regards, 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

Advanced Notice of Leave:
w/c 14th July
w/c 4th August
Thurs 14th & 15th August

Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?
Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news
On X: @melkshamwithout
On Instagram: melkshamwithoutpc
On LinkedIn: Melksham Without Parish Council

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N

Approximate position of gas main and 20' easement (line of gas main to verified on site)

Existing meado bund

Right of Way maintained

New pedestrian gate

New timber bollards at 1.5m centres, Refer to Sk02

New access trackand parking of porous Netlon Netpave 50 or PERFO - AK.

New flood bund to run out at higher ground adjacent to Dunch Lane

Ground adjacent to works reinstated with grass seeded topsoil

New 3.60m gate for maintenance access

Accessible parking space

Bin relocated

Approximate position of foul manhole

Drainage ditch

12 x 8' shed

Notice board fixed to shed wall

Goal post height restriction and gate

New porous crushed stone footpath and hardstanding, Refer to Sk02

New Pedestrian gate

Existing culvert

Hedge extended/ reinforced

New drop kerb

Existing telegraph poles

Dunch Lane

New 100 duct with polypropylene draw cord and sealed ends, at minimum 900 depth for future water service. Terminated at back of pavement and with easy bend rise/entry to shed

New access over existing footpath in matching tarmacadam construction level of back edge of footpath maintained using 125x150mmkerbs with mass concrete bed and surround

FOSF suggest gate opens onto back of shed.

SHED HERE

DOORS OPENING HERE

mower TS148 with doors 2132.

FOSF don't want this shed. Suggest bike rack (in original scheme) + FOSF noticeboard + map to area goes here.

* They would like on new shed site

SHURNHOLD FIELDS PARKING AREA: SKETCH PLAN AS PROPOSED

SK01 July 2024

Extracted from bta architects sketch 220042/SK01A

OS NORTH

E 389497.58
N 165303.69

0.57m

1.29m

E 389499.66
N 165302.50

E 389502.50
N 165302.63

Pedestrian gate

E 389501.75
N 165301.31

E 389504.06
N 165301.74

E 389503.26
N 165300.34

Ground protection matting
(see image A)

20" dia. main easement. To be verified on site before commencement of works.

Approx gas main aligment. Position to be verified on site before commencement of works.

Concrete shed base
2.4 x 4.8m

Car parking space 2.4 x 4.8m

1.8m

E 389495.20
N 165299.52

E 389493.57
N 165297.96

E 389497.29
N 165298.33

E 389494.13
N 165297.64

3.6m wide gate for maintenance access

Accessible car parking space

E 389499.37
N 165297.14

Timber bollards at
1.5m centres

E 389500.87
N 165296.14

E 389491.79
N 165294.83

E 389492.34
N 165294.51

Radius 21.7m

E 389496.50
N 165292.11

Car parking space 2.4 x 4.8m

E 389497.97
N 165291.07

Radius 16.9m

1.8m

E 389489.96
N 165290.40

E 389497.02
N 165289.42

Radius 11m

Radius 10.4m

E 389494.13
N 165288.02

E 389496.30
N 165287.40

E 389494.55
N 165287.79

Radius 10.4m

1.8m

Radius 8.6m

E 389501.27
N 165286.29

E 389496.12
N 165285.10

E 389499.98
N 165284.99

E 389496.14
N 165284.66

Radius 16.5m

E 389494.32
N 165285.01

Car parking space 2.4 x 4.8m

E 389512.38
N 165284.30

E 389501.90
N 165283.64

E 389506.80
N 165282.89

E 389507.60
N 165283.92

New porous crushed stone
footpath and hardstanding

Porous Netlon Netpave
50 or similar

1.5m

Radius 67.3m

E 389494.50
N 165281.54

E 389502.22
N 165280.92

Radius 3m

E 389494.30
N 165280.45

E 389507.07
N 165280.16

Timber bollards at
1.5m centres

E 389502.34
N 165279.69

Goalpost height restriction
& gate

1.8m

E 389495.69
N 165279.04

Indicative area of drop curb access. New access over existing footpath in matching tarmacadam construction level of back edge of footpath maintained using bullnosed 125 x 150mm kerbstones with mass concrete bed.

Footpath

E 389493.24
N 165277.67

Pedestrian gate

E 389494.92
N 165277.03

Dunch Lane

0 1 2 3 4 5
Metres

Surface areas	
Description	Area m²
Shed base (concrete)	11.5
Car parking & access (Porous Netlon Netpave 50 or similar)	240.0
Pedestrian access & pathways (porous crushed stone)	72.0

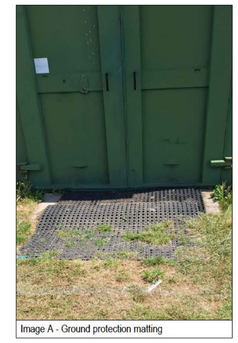

Image A - Ground protection matting

Legend

- Existing bund
- Footpath/pedestrian access
- Car parking/vehicular access
- Setting out point

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DO NOT SCALE THIS DRAWING

Notes:
See drawing No. S-SP-XX-XX-DR-W-0006 for proposed bund setting out.

Car park & access layout taken from bta architects sketch No. 220042/SK01A, July 2024.

Rev	Date	Description	By	Ckd
A	17.07.25	Issued for costing & construction	NG	AC

PURCELL SOLUTIONS

28 Roundstone Street, Trowbridge, BA14 8DL, UK. T: 07516461894

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Client
Wiltshire Council

Project
Dunch Lane, Shurnhold
FRM Scheme

Title
Proposed Car Park & Access
Setting Out

Drawn	Checked	Scale at A1	Date
NG	AC	1:50	17.07.25

Drawing status
CONSTRUCTION

Drawing No.	Revision
S-PS-XX-XX-DR-W-0007	A

Melksham Town Council

Minutes of the Cemeteries Task & Finish Group

on Tuesday 8th July 2025

PRESENT:	Councillor P Alford (MTC)
	Councillor M Blackham (MWPC)
	Councillor J Glover (MWPC)
	Councillor A Griffin (MTC)
	Councillor M Harris (MWPC

IN ATTENDANCE

OFFICERS	Hayley Bell	Acting CEO/Town Clerk (MTC)
	Teresa Strange	Clerk (MWPC)
	Andrew Meacham	Committee Clerk (MTC)

1/25 Chair

Councillor Alford was appointed Chair of the meeting.

It was agreed that the chair would alternate each meeting and that the first Chair would be Melksham Town Council as they were hosting the meeting.

2/25 Apologies

There were no apologies

3/25 Declaration of Interest

There were no declarations of interest.

4/25 Parameters

Melksham Without Parish Council had suggested amendments to the Terms of Reference, namely:-

Section 5: Membership:
• The number of councillors should be is defined e.g. three (not 'up to three')
• "Council Officers may attend…" to be changed to "One council officer from each council should attend…"
Section 6. Chairing and Meetings:
• The chair will rotate each meeting. The chair has no casting vote
• A majority vote is carried however, in the event that this cannot be achieved a counter proposal would be required.

Terms of Reference were agreed with these amendments and the amendments suggested by Councillor Alford contained in the agenda pack.

5/25 Next Steps

It was agreed to obtain definitive confirmation of Wiltshire Council's position.

It was agreed to explore the options for burials and ashes in the Town, the Greater Melksham Area and further afield.

Officers will

- Contact Wiltshire Council about their future policy on burial provision and the possibility of land adjacent to the existing cemetery being used for internment of ashes. To ascertain current costs of running/maintaining the Melksham facility. To check if cemetery is classed as "community use" for any land designated as such in planning permissions and s106 agreements. This is to include Wiltshire Councillor Cabinet members Cllr Adrian Foster (Strategic Planning re the CIL Infrastructure List funding), Cllr Martin Smith (Highways – as Cemetery under this remit) and Cllr Helen Belcher (Assets)
- Explore other options for burials and ashes in the area (including natural burials, differing religions and crematorium)
- Contact other local persons and organisations involved in burials for their experience/future thoughts (Funeral Directors/Grave Diggers)
- Collate all relevant information for the next meeting including current and future mortality rates and any trends in burials/ashes

The next meeting was set for 17:30 on Tuesday 2nd September 2025 at the offices of Melksham Without Parish Council.

Meeting closed at:

Signed …….. Dated ……

Village Hall and Community Centre Meeting

Thurs 10th July 2025

Present:

Richard Clark	Atworth Village Hall
Brian Bennett	Melksham Town Council - Facilities
Chris Broom	Bowerhill Village Hall
Mark Harris	Bowerhill Village Hall
Paddy Hunt	Shaw Village Hall and Playing Field
Rob Lloyd	Queensway
Richard Wood	Berryfield Village Hall
Sheila Pickett	Riverside Centre
Chris Pickett	Riverside Centre
Teresa Strange	Melksham Without Parish Council

Apologies

Myles Pilling	@ that meeting space
Shona Holt	Berryfield Village Hall

Waste

- Impact of change in waste rules – Grist to come to speak to group
- Concerns of cost and policing waste distribution
- Govt guidance states that you can't demand that users take rubbish home
- Coming into legislation 2027 for village halls etc but need to get ready
- Food waste bags rather than just bins may be available
- Could include in booking conditions and hire costs to absorb costs and actions

https://www.gov.uk/guidance/simpler-recycling-workplace-recycling-in-england

Hall bookings

- All aware of PRS (Performing Right Society) licence and annual reporting https://www.gov.uk/licence-to-play-live-or-recorded-music

Fire /Martyns Law

- Brian experienced with Security/Risk Assessment and able to offer advice
- General awareness when holding events with large attendance
- Ramifications of large attendance on playing fields unannounced – seek clarity
- Info to be published on Protect UK or Gov UK
  https://www.protectuk.police.uk/martyns-law/martyns-law-overview-and-what-you-need-know
  https://homeofficemedia.blog.gov.uk/2025/04/03/martyns-law-factsheet/
- Fire Risk Assessments – need to be reviewed and documented every 6 months

Energy Certification

- Brian to talk to energy certificate providers to see if interest in providing support and/or services
- Richard at Atworth has booked a "heat gun" through Trowbridge library

Office 365

- Microsoft offer non profit organisations free office 365 accounts
- Parish Council to consider holding it on behalf of organisations

Health and Safety

- Table stacking on trolleys etc – not stacked correctly and then fell off, just missing user
- What advice for others?
- Bowerhill have notices with stacking instructions/pictures
- Shaw – the cleaner checks that they are put back properly
- Issue usually arises from party bookings rather than from regular users
- Bowerhill have issue with chairs not being put back on rack properly – not safety issue, but they don't all fit

Group feedback

- Thanks from Rob (Queensway) for speedy response when nitrous oxide gas cannisters outside premises – had discussion with police straight away
- Thanks from Shona (Berryfield) as now setting up PHS for waste disposal/collection of nappies and sanitary products as not aware of the requirement without this group

Trustees/Governance

- Constitution – varying ones amongst the group
- Mix of trustees and committee members - you don't have to be both (unless stipulated in constitution)
- Bowerhill offer reduced hire rate if trustees and committee members
- Other groups don't have users on the committee or do but not as trustees
- ACRE/WVHA may have template constitution

- Charity Commission are helpful if you looking for trustee numbers/responsibilities queries
- Query on if indemnity insurance required for trustees
- Please share your constitutions with Bowerhill

Next meeting:

- Thursday 16th October at 6pm
- Members to approach those who run other local public buildings such as village halls and community centres, to see if they would like to attend and/or join the whatsapp group.

Teresa Strange

From: John Glover
Sent: 18 June 2025 17:55
To: BLACKWELL, Sam; MATHEW, Brian (MP)
Cc: Teresa Strange
Subject: RE: Invitation to MetroWest Bath + Wiltshire Stakeholder Meeting, 11 AM on 14th July 2025

Thank you for the invitation.
I intend to attend, but in the event that I am away I would welcome a zoom link.
Thank you.
John Glover
Chair MWPC.

From: BLACKWELL, Sam <sam.blackwell@parliament.uk>
Sent: 12 June 2025 13:44
To: John Glover <john.glover@melkshamwithout-pc.gov.uk>
Subject: Invitation to MetroWest Bath + Wiltshire Stakeholder Meeting, 11 AM on 14th July 2025

Dear John,

As discussed at last week Elblag Twinning Meeting, please see attached invitation from Brian Mathew MP to attend a meeting of stakeholders for MetroWest Bath + Wiltshire, a strategic rail initiative which aims to transform train travel in Wiltshire.

I also attach the agenda.

Brian would be delighted to welcome leaders of the town and parish councils along the route to join representatives from the rail industry, campaigning groups and Wiltshire Council.

The meeting will be held at Melksham Assembly Hall, SN12 6ES at 11 AM on Monday 14th July.

We hope very much to see you there.

Best wishes,

Sam

Sam Blackwell
Senior Policy Researcher
Dr Brian Mathew MP | Melksham & Devizes

You can follow Brian on Facebook here, and sign up for his regular email newsletter here.

If you would like to speak with Brian at a surgery please email and we will book you in for the next available session you can attend. You can also call Brian's constituency office on 01225 434216.

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Information available from Melksham Without Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Reviewed at Finance Committee 2nd June 2025 (min.057/25h) and adopted by Full Council 16th June 2025.

Information to be published	**How the information can be obtained**	**Cost**
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	(hard copy or website)	
List of Council members and their responsibilities as well a list of Council	Hard copy "Year Card" with details of the Committees that Members sit on, and the organisational representatives.	Free of charge

Assets register, including details of public land and building assets	A summary of the assets register is detailed in the annual Supporting Statement to the Statement of Accounts with a list of the land and buildings the parish council own as well as those they are a tenant for, and landlord for. The annual report that details the compliance to the Transparency Act includes a list of buildings and land owned, as well as car park spaces. Included in the agenda pack for the Finance Committee in May/June when they review the final figure for the Annual Return and also with the agenda pack for the Asset Management Committee in the Spring/Early Summer when the condition of each item is reviewed.	sheet plus postage
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Disclosure log to be added to the website, with hard copies available, moving forward.	
Register of members' interests	The parish council's website has a link to the local authority Wiltshire Council's website where the Register of Interests is published. At the beginning of every Council and Committee meeting members declare any interest and this is recorded in the minutes of the meeting. Hard copy available	10p per A4 sheet plus postage
Register of gifts and hospitality	Hard copy available To display on website moving forward.	10p per A4 sheet plus

AGENDA ITEM 15 a & 15b

Clerk's Note

Whilst I have put on the agenda for you to approve the publication of the FOI requests, I now note that you approved that in general as part of the Model Publication Scheme approved at the June Full Council meeting, following review and recommendation by the Finance Committee. Its considered good practice by the ICO (Information Commissioner's Office). These are therefore to Note, and not Approve for publication and not confidential in the public agenda pack.

Apologies for the incorrect wording on the published agenda.

AGENDA ITEM 15a & 15b

Draft Example to upload to website

What is Freedom of Information?

The Freedom of Information Act 2000 (FOI) gives people a general right of access to information held by public authorities. Information held by public authorities should be available and accessible to everyone.

The act was introduced to help bring about a culture of openness within the public sector and give the public a better understanding of how authorities carry out their duties; why they make the decisions they do; and how they spend public money.

Every public authority has two main duties under the FOI act:

- to adopt and maintain a publication scheme, overseen by an independent Information Commissioner, which sets out:
  – details of information it will routinely make available;
  – how the information can be obtained;
  – whether there is any charge for it.
- to comply with all requests for the information, unless there is an exemption from disclosure. The authority normally has a maximum of 20 working days to respond to the request; however there are circumstances when this time limit can be extended.

How do I make an FOI request?

If there is something you would like to know about the Council's activities, take the following steps:

- Search the disclosure log below to see answers to previous requests for information – what you're looking for might already be here
- If you can't find the information you are seeking on the log, you can submit your request via email or via post at: clerk@melkshamwithout-pc.gov.uk Melksham Without Parish Council, First Floor, Melksham Community Campus, Melksham, Wiltshire, SN12 6ES

All requests must provide a valid email or postal address for us to reply to.

When you submit your request, give as much detail as possible to help us correctly identify the information you are seeking. If we do need more detail from you to identify the information, we will contact you.

Before you submit your request, we recommend that you read visit the Information Commissioners Office website.

How long does it take?

We will have 20 working days to respond. We will advise you if we are likely to need to extend the time.

Exceptions and exemptions

There are legal reasons why information may not be released to you. These are known as exceptions/exemptions. If we do not release information to you because an exception/exemptions applies we will explain why.

Requests under FIO may be refused because:

- it is a matter covered by data protection legislation
- it is available under our publication scheme
- it might be considered prejudicial to the effective conduct of public affairs.

Freedom of Information (FOI) disclosure log

This page details our responses to requests made to us under the Freedom of Information Act 2000 and Environmental Information Regulations 2004 that might be in the wider public interest, **beginning from May 2025.**

Responses and requests have been edited to remove personal information. Where that is not possible, we will not publish the response.

We try to include all of the supporting documents that we supplied in response to each request. In some cases these documents might be too large or held in a format that makes them unsuitable for publication on the website - in which case this will be noted in the response. Contact us if you want to see such supporting information.

Reference	Request Summary	Received	Response	Resolution Description
001/25	Under a FOI request I would like to see any email communication between Sam Gompel, any of the Gompels family or representatives of any Gompels business, and MWPC in relation to identifying available	09/06/25	15/06/25	Email correspondence for last 2 years provided.

	land or buildings for Gompels expansion. If this request is too broad then please narrow down to the last two years.			
002/25	Under a FOI request I would like to see any email communication between Sam Gompel, any of the Gompels family or representatives of any Gompels business, and all MWPC councillors. This should include the recent initial invitation to visit the Gompels site and any follow up mails between all parties up to the current date.	09/06/25	Interim response 15/06/25 Final response 26/06/25	No email communication with individual councillors. Minutes provided when invitation passed on in Full Council meeting.

Teresa Strange

From: Teresa Strange
Sent: 15 June 2025 13:54
To: [redacted]
Subject: RE: Freedom of information request No1
Attachments: MWPC response to FOI request 1.pdf

Hi [redacted]
Please find attached the response from Melksham Without Parish Council to your request (No. 1).
Any email in my system is automatically archived at 2 years old, so I have restricted the search to that time period, as you have indicated.
I have put into one pdf for you, in chronological order. You can click on any item on the contents page and you can jump to that item, likewise I have book marked each email so that you can use book marks to jump between the emails.
This I have done just to hopefully make it easier for you to review.
Can you please confirm receipt.
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

Advanced Notice of Leave:
Tues 17th June to Thurs 26th June

Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?
Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news
On X: @melkshamwithout
On Instagram: melkshamwithoutpc
On LinkedIn: Melksham Without Parish Council

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From: [redacted]
Sent: 11 June 2025 20:06
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Re: Freedom of information request No1

Hi Teresa thanks for getting back to me. My full name is [redacted]

Best wishes

[redacted]

Sent from Yahoo Mail for iPhone

On Wednesday, June 11, 2025, 19:11, Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote:

> Dear [redacted]
> Thank you for your request for information under the Freedom of Information Act. As per the requirements of the Act, can you just please confirm to me your Full Name. Whilst we are able to send you the information via the email address you have provided, I do need to confirm your full name.
> I confirm receipt of that request and will be replying to you on behalf of Melksham Without Parish Council.
> Your request was received on Monday 9th June 2025. The parish council will try to act promptly in responding to you, but please be aware that I am on holiday for most of next week and the following week. We have 20 working days to reply, and so that will need to be done by Monday 7th July.
> With kind regards,
> 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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> w/c Tues 17th June to Thurs 26th June
>
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-----Original Message-----
From: [redacted]
Sent: 09 June 2025 09:30
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Freedom of information request No1

Dear Teresa,
Under a FOI request I would like to see any email communication between Sam Gompel, any of the Gompels family or representatives of any Gompels business, and MWPC in relation to identifying available land or buildings for Gompels expansion.
If this request is too broad then please narrow down to the last two years.
Many thanks,
[redacted]
Sent from my iPhone

1. Email correspondence re site option review 2
2. Follow up email day after meeting 6
3. Comment submitted to NHP re Green wedge 10
4. Feb 24 warehouse next to leekes 11
5. July 24 - search for sites 14
6. October 24 - Focus on Turnpike site_Redacted 18
7. Nov 24 moving to pre app on the turnpike site 20
8a. Copy of letter to MP correspondence 22
8b. Letter to Brian Mathew MP 23

Teresa Strange

From: Sam Gompels <sam@gompels.co.uk>
Sent: 23 January 2024 17:56
To: Teresa Strange; Sasha A'court
Subject: Re: Next Meeting

Follow Up Flag: Follow up
Flag Status: Flagged

Teresa
That sounds great. How about Wednesday 31st January at 4pm ? If that does not work for you then I can do most times on 31st and 1st Feb
Things are all up in the air but as you say, some early engagement is helpful
Thanks
Sam

On Tue, 23 Jan 2024 at 17:34, Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote:

> Hi Sam
>
> Yes, of course, but might be more practical to hold a “pre app” meeting in closed session, without the public present.
>
> We do present back to the notes from any such meetings in the public domain at the Planning meeting, but we have found it’s a better way to have a more frank discussion.
>
> This can be during the day too…. as a matter of protocol we invite a member of the neighbouring town council and the Wiltshire Councillor too.
>
> A link to our Pre-app Engagement Protocol is here
> https://www.melkshamneighbourhoodplan.org/developers
>
> Would you like to suggest some dates?
>
> If next week, we could do Tues am, any time Weds, any time Thurs?
>
> All the best, Teresa
>
> Teresa Strange
>
> Clerk & Responsible Financial Officer
>
> Melksham Without Parish Council
>
> First Floor
>
> Melksham Community Campus

Market Place, Melksham

Wiltshire, SN12 6ES

01225 705700

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From: Sam Gompels <sam@gompels.co.uk>
Sent: 23 January 2024 17:28
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Sasha A'court

<sasha.acourt@gompels.co.uk>
Subject: Next Meeting

Teresa

I wonder if it would be possible to have a wee slot at your next meeting?

We have a few sites that we are looking at and the planners were keen that we had early engagement with the Parish. Unfortunately, it looks like the Air ambulance site is dead in the water so we are madly exploring other options around Melksham.

There is some debate as to whether it should be wedged into the Local plan or done under CP34.

Thanks

Sam

--

Sam Gompels

Gompels HealthCare Ltd

Gompels HealthCare Ltd

www.gompels.co.uk

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--
Sam Gompels
Gompels HealthCare Ltd

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Teresa Strange

From: Sasha A'court <sasha.acourt@gompels.co.uk>
Sent: 01 February 2024 13:35
To: Teresa Strange
Subject: Re: FW: Notice of the Regulation 14 consultation on the draft Semington Parish Neighbourhood Development Plan

Thanks Teresa.

Great to see you yesterday and thank you for arranging the meeting. Hopefully it was helpful for everyone in their understanding of the issues for local businesses and great to hear the support for expansion... wherever that may end up! I will send you over a rep for the NP shortly regarding the green wedge.

We will contact Semington to try and arrange a similar meeting if plans for the AA progress.

See you soon
Sasha

On Thu, 1 Feb 2024 at 13:04, Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote:

> Hi Sasha
>
> Thankyou for your and Sam's time yesterday; the brownies have got us through an otherwise boring finance meeting this morning ☺
>
> Please find below details of the Semington Neighbourhood Plan consultation which started today.
>
> Other contacts are Roger Colman, the Clerk, and Bill Scott who is one of their councillors who particularly deals with Planning and their NHP.
>
> William Scott wsws@me.com
>
> Roger.coleman@semington-village.co.uk
>
> With kind regards,
>
> 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: reg14@semington.org.uk <reg14@semington.org.uk>
Sent: 01 February 2024 09:43
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Notice of the Regulation 14 consultation on the draft Semington Parish Neighbourhood Development Plan

Semington Parish Council

Notice of the Regulation 14 consultation on the draft Semington Parish Neighbourhood Development Plan

Dear Statutory Consultee,

In accordance with the requirements of Paragraph 1 of schedule 1 of the Neighbourhood Planning (General) Regulations 2012, we are writing to let you know that the Semington Neighbourhood Development Plan will be out for Regulation 14 Consultation for a period of 6 weeks from February 1st 2024 to March 15th 2024.

The draft Plan and associated material is available at: semington.org.uk/np

All representations must be received by Semington Parish Council no later than midnight on March 15th. All representations will be publicly available* and will be considered by Semington Parish Council in producing the final Plan which will then be submitted to Wiltshire Council for Regulation 16 consultation and Independent Examination. We will share information of who was contacted with Wiltshire Council to enable contact again at the Regulation 16 stage.

(*With personal information redacted).

We look forward to hearing from you. Please address all correspondence to reg14@semington.org.uk

Yours sincerely.

Semington Neighbourhood Development Plan Steering Group

on behalf of the Qualifying Body: Semington Parish Council

GDPR

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--
Sasha A'court
Operations Manager
07879 576727

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www.gompels.co.uk
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Teresa Strange

From: Sasha A'court <sasha.acourt@gompels.co.uk>
Sent: 01 February 2024 13:39
To: Teresa Strange; contact@melkshamneighbourhoodplan.org
Subject: NP2 consultation representation Green Wedges

The draft Neighbourhood Plan 2 identifies a number of green wedge areas to support the separate identity of the town and adjoining villages.

The extent of the Berryfield and Semington green wedge is of concern due to its proximity to the Hampton Park Industrial Estate. There are a number of large local employers located within the Hampton Park and Bowerhill Industrial Estates who are desperate for room to expand to secure their growth, the jobs of their employees, and provide additional local employment.

The area to the south of the Hampton Park Estate and Air Ambulance Base would be an ideal location for the expansion of the Industrial area of Melksham. The green wedge would prohibit this and further constrain the options of local businesses looking for room to expand.

A reduced green wedge area, possibly following the track to Newtown Farm, would leave sufficient space for the expansion of the industrial estates and in turn protect jobs and provide additional local employment opportunities, but still protect the distinct identities of Melksham and Semington.

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Teresa Strange

From: Sasha A'court <sasha.acourt@gompels.co.uk>
Sent: 05 February 2024 15:00
To: Teresa Strange
Subject: Re: Leeks warehouse for sale

HIiTeresa

Yes, we've seen that thanks.

Its the warehouse to the left of the main Leekes buildings.

Its probably about the same size of the extension we will put on our existing building, so not really enough to scratch the surface unfortunately.

Sasha

On Mon, 5 Feb 2024 at 14:50, Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote:

> Hi Sasha
>
> One of our councillors spotted a sign at Leekes, for a warehouse for sale, that said “not Leekes”
>
> I know nothing more than that, and you may be already aware. Might be useful in the mix as a potential site? Or temporary solution.
>
> Sorry I don’t know more than that, they were driving at the time.
>
> All the best, 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?
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On twitter: @melkshamwithout

On Instagram: melkshamwithoutpc

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--
Sasha A'court
Operations Manager
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Teresa Strange

From: Sasha A'court <sasha.acourt@gompels.co.uk>
Sent: 25 July 2024 16:55
To: Teresa Strange
Cc: Sam Gompels; Holder, Nick; Alford, Phil; Seed, Jonathon; Roger.coleman@semington-village.co.uk
Subject: Re: Building work at Swift Way Bowerhill and on the railway down to the A350
Attachments: 20240708 Letter to residents builders starting.pdf

Hi Teresa

Just so you know, we did letter drop our nearest neighbours a couple of weeks ago. Those on the ends of Bader Park and Duxford Close that back onto us.
Copy attached if there is anyone else you want to share it with.

Thanks
Sasha

On Thu, 25 Jul 2024 at 16:47, Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote:

> Hi Sam
>
> Thanks for the update..... it's appreciated.
>
> We ran a Neighbourhood Plan drop in session on Tuesday evening at Bowerhill Village hall and that is the first time I heard that you had started work and the resident said it was the first they had heard of it (I explained it was a planning application and publicised in the usual way via the parish council networks).
>
> Your feedback on the lack of available employment sites in the area has been fed back to the Neighbourhood Plan steering group.
>
> Good luck with it all,
>
> Kind regards, 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

Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Upcoming leave: 9th to 16th August returning to work Monday 19th August 024

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From: Sam Gompels <sam@gompels.co.uk>
Sent: 25 July 2024 15:25
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Holder, Nick

<Nick.Holder@wiltshire.gov.uk>; Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Sasha A'court <sasha.acourt@gompels.co.uk>; Seed, Jonathon <Jonathon.Seed@wiltshire.gov.uk>; Roger.coleman@semington-village.co.uk
Subject: Building work at Swift Way Bowerhill and on the railway down to the A350

Just a little hello and to let you know that we have commenced building work, with associated earthworks on the old railway line to the East of the A350.

There has been quite a lot of camera use around the site so we are expecting some "feedback" to bounce around and possibly come your way.

At the moment we are just doing the reduce level dig and should start putting in concrete pads and erecting steel in August.

We are always very happy to see what we can do to keep everyone on side whilst accepting that anything new is not necessarily welcome.

As an aside, we have completely failed in our efforts to find a new site for the business after a 5 year search. We had hoped to avoid this extension as it is an expensive sticky plaster to tide us over.

Many thanks for all your help and support

Sam

--

Sam Gompels

Gompels HealthCare Ltd

Gompels HealthCare Ltd

www.gompels.co.uk

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--
Sasha A'court
Operations Manager
07879 576727

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Teresa Strange

From: Teresa Strange
Sent: 16 October 2024 10:02
To: Sam Gompels
Cc: Holder, Nick; Sasha A'court
Subject: RE: Gompels Update

Thanks for the update Sam, I will update the parish council, confidentially, when they meet as a Planning Committee on Monday.
All the best, Teresa

PS: I am sad [redacted] has left too!

From: Sam Gompels <sam@gompels.co.uk>
Sent: 09 October 2024 11:02
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Holder, Nick <Nick.Holder@wiltshire.gov.uk>; Sasha A'court <sasha.acourt@gompels.co.uk>
Subject: Gompels Update

Teresa
Just in case you are wondering what is happening at this end of the Parish.....

New site - all the focus is now on our 21 acres near Turnpike and we have a meeting with Nic Thomas and Parvis in December to try and flush out the issues. All the other options have returned a blank. On Tuesday night I met and had a positive meeting with Seend Parish to bring them up to speed.

Building works - probably about half way there. No complaints yet have come our way. We did at the request of one neighbour ([redacted]) clear some of the Southern end of the bund so that the sun would shine in [redacted] garden. The other neighbour then complained that they could see the building. Might not come your way, but we tried and failed miserably !

I think that is all, although we are sad to be losing [redacted] from the warehouse.

Hope all is well with you

Sam

--
Sam Gompels
Gompels HealthCare Ltd

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Teresa Strange

From: Sasha A'court <sasha.acourt@gompels.co.uk>
Sent: 14 November 2024 12:27
To: Teresa Strange
Subject: Fwd: NP2 consultation representation Green Wedges

Thanks Teresa! Yes, I saw this, really appreciate the support and flexibility of the NPSG on that one.

The issue of lack of space for business expansion seems to be growing, we keep hearing of more businesses who want expansion space. Us, KB, HM, C&P, only last week we spoke to Broughton Transport who are in a similar boat, and thats just the ones we know of!

Hopefully the AA site will come back to life, as it provides the most potential to resolve issues for more of us, but in the meantime, we continue to work towards putting in an Outline Application for the turnpike site, and we have a meeting with Councillors and WC officers, including Parvis Khansari and Nic Thomas in early Dec to further highlight the plight for all of us.

On a separate note, looks like Lime Down are on track for a 2nd consultation in Feb / March - they have tried to book the village hall for their consultation event.

Sasha

On Wed, 13 Nov 2024 at 18:07, JMNP 2
<contact@melkshamneighbourhoodplan.org> wrote:
>
> Hi Sasha
> To save you wading through the documentation to find the comments that you submitted, and the response, the Green Wedge policy has been updated to say that proposals for development in a Green Wedge will be supported where they:
> b. demonstrate deliver of economic, community and/or environmental benefits which outweighs any harm to the role or function of the Green Wedge (individually or cumulatively) as set out in section 1 of this policy.....
> This is in response to the comments that you submitted.
> Kind regards, Teresa
>
> On Thu, Feb 1, 2024 at 1:39 PM Sasha A'court <sasha.acourt@gompels.co.uk> wrote:
>>
>> The draft Neighbourhood Plan 2 identifies a number of green wedge areas to support the separate identity of the town and adjoining villages.
>>
>> The extent of the Berryfield and Semington green wedge is of concern due to its proximity to the Hampton Park Industrial Estate. There are a number of large local employers located within the Hampton Park and Bowerhill Industrial Estates who are desperate for room to expand to secure their growth, the jobs of their employees, and provide additional local employment.
>>
>> The area to the south of the Hampton Park Estate and Air Ambulance Base would be an ideal location for the expansion of the Industrial area of Melksham. The green wedge would prohibit this and further constrain the options of local businesses looking for room to expand.
>>
>> A reduced green wedge area, possibly following the track to Newtown Farm, would leave sufficient space for the expansion of the industrial estates and in turn protect jobs and provide additional local employment opportunities, but still protect the distinct identities of Melksham and Semington.

>>
>> --
>> Sasha A'court
>> Operations Manager
>> 07879 576727
>>
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>>

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Sasha A'court
Operations Manager
07879 576727

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Teresa Strange

From: Sasha A'court <sasha.acourt@gompels.co.uk>
Sent: 27 November 2024 17:01
To: Teresa Strange
Subject: Letter to MP
Attachments: Letter to Brian Mathew MP.pdf

Hi Teresa

Here is a copy of the letter we have just sent to Brian Mathew MP.

Sasha

--
Sasha A'court
Operations Manager
07879 576727

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Sam Gompels
Gompels Healthcare Ltd
1 Swift Way
Bowerhill Industrial Estate
Melksham
Wiltshire
SN12 6GX

Brian Mathew MP
House of Commons
London
SW1A 0AA

27th November 2024

Dear Brian Mathew MP

Gompels Healthcare Ltd has proudly served Melksham for over 50 years. Originally established as D&M Gompels, we began as a pharmacy—still a fixture on the High Street today. Twenty-five years ago, Gompels Healthcare Ltd branched out from the pharmacy to become a leading supplier of care home and early years essentials across the country. We are a proud family business, employing over 100 staff locally, and have even had the privilege of employing three generations from the same families.

Our current distribution centre, located on Swift Way in the Bowerhill Industrial Estate, has grown through four phases of expansion since 2005. However, our site has now reached full capacity, with the latest extension using up all remaining available space. Since 2019, we have been actively searching for a new location in Melksham to accommodate our continued growth. The pandemic significantly accelerated our expansion, doubling our turnover almost overnight—a turnover that has been sustained post-Covid and continues to grow at around 20% a year. This success, while welcome, has created a pressing challenge: we are running out of space, with no clear options for further expansion.

Over the past five years, we have engaged in numerous discussions with Wiltshire Council to explore potential new sites, but each effort has met with obstacles. The most obvious option, land south of our current site, is tied up in an option agreement with Gladman Developments Ltd for residential development, making it unavailable despite several discussions. We have identified and proposed 5–6 alternative sites around Melksham that appear viable and could be delivered within a short timeframe. However, all were promptly ruled out by Wiltshire Council planners. One particularly promising site, for which we invested thousands of pounds in progressing a pre-application and initially received positive feedback, is no longer available due to an unresolved family dispute.

A move to an industrial area near the motorway or one of the industrial hubs in the Midlands might seem like a straightforward solution at first glance. However, we estimate that such a relocation would result in the loss of 98% of our current employees. This would strip us of our competitive

advantage, as we would lose the dedicated team who have been instrumental in building and growing the business over the past decade. Their expertise and deep understanding of our operations are critical to sustaining our growth and ensuring the ongoing success of Gompels Healthcare Ltd.

We do own a site on the outskirts of Melksham that could accommodate our expansion needs. However, this land comes with challenges, with part of it earmarked for the Melksham Bypass. Despite its potential, planners at Wiltshire Council have expressed strong opposition to commercial development on this site, deeming it unsuitable. Yet, this truly represents a last-chance opportunity to secure hundreds of local jobs. It is the only immediately deliverable option for our expansion and, without it, our growth—and the livelihoods of our employees—are at risk.

This issue extends beyond our business. There is substantial demand for additional commercial land from other businesses on the Bowerhill Industrial Estate. Many, like us, face restricted growth and risk job losses due to the lack of space. For instance, our neighbours Knorr-Bremse, who employ over 500 people, have expressed interest in expanding onto our site if we relocate. In a survey of the larger employers on the Bowerhill Industrial Estate, there was an immediate need for 60 acres + of commercial land. This is just for existing businesses looking to expand. The total number of direct jobs will be over 1000 and many more if you include indirect jobs. Given the current and expected house building and the desire to not let Melksham and Devizes be dormitory towns, local businesses really need some support to bring local jobs to the area.

Unfortunately, the Wiltshire Local Plan review, soon to be submitted to the Planning Inspectorate, allocates just 4 acres of employment land in a mixed-use site east of Melksham. This allocation is entirely inadequate in size and poorly located for the needs of businesses on Bowerhill desperate for expansion opportunities.

We would like to invite you to visit our current site on Bowerhill to witness our challenges first-hand and discuss what can be done to support not just our business but the many others in similar positions locally. We sincerely hope you can assist in lobbying Wiltshire Council, the government, and developers tied up in restrictive land option agreements to unlock a solution. Together, we can save thousands of jobs and ensure the continued prosperity of Melksham.

Yours Sincerely

Sam Gompels
Managing Director

Gompels HealthCare Ltd 1 Swift Way, Bowerhill Ind. Est. Melksham, Wilts, SN12 6GX
Registered in England No. 4416138
[illegible] | [illegible]els.co.uk | www.gompels.co.uk

Teresa Strange

From: Teresa Strange
Sent: 26 June 2025 15:59
To: [redacted]
Subject: RE: Freedom of information request No2

Hi [redacted]
I am just back from holiday today, but my colleagues chased the outstanding councillors in my absence. There are no emails to send to you, all 13 current councillors have confirmed that they have no email correspondence as per your request.

With regard to the invites to the councillors to visit the Gompels warehouse, there were no emails from Gompels to MWPC councillors, which is what you requested under your FOI request.
I have sent you the correspondence with Gompels (Sam Gompels and Sasha A'Court) about the visit, but there were no emails with councillors regarding the visit, just with myself.

That request was then asked in the Full Council meeting of 27th January 2025 (see page 6) https://www.melkshamwithout-pc.gov.uk/assets/minutes/2025/FULL%20COUNCIL%20MINUTES%2027th%20January%202025%20APPROV.pdf That information is in the public domain, and so not relevant as an FOI request, but I have put a link to it here, for your ease so you don't have to go looking for it.

I hope that helps,
With kind regards,
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

Advanced Notice of Leave:
Thurs 3rd & Fri 4th July
w/c 14th July
w/c 4th August
Thurs 14th & 15th August

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On LinkedIn: Melksham Without Parish Council

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From: [redacted]
Sent: 26 June 2025 15:43
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Re: Freedom of information request No2

Hi Teresa just checking when you might be in a position to let us have a response as we really need to have it or at the least the information to hand before the Strategic Planning Committee meeting.
Also in relation to FOI 1, I could not see anything in relation to invites to the councillors to visit the Gompels warehouses.

Kind regards

[redacted]

On 15 Jun 2025, at 19:09, [redacted] > wrote:

Thank you for the clarification.

Kind regards

[redacted]

Sent from Yahoo Mail for iPhone

On Sunday, June 15, 2025, 14:04, Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote:

Hi [redacted]
Just to confirm that I am looking to make a prompt reply to you on this request too, but this one is for the councillors to search their email inboxes.

To date, 8 of the 13 councillors have replied to say that they have no emails that fit the request below. The remainder are yet to reply, with several of them on holiday last week. I will remind them when I see them

at the council meeting tomorrow evening but note that I am then on holiday until Thursday 26th June.

The email accounts of those councillors that stood down at the 1st May 2025 elections were suspended when their term of office ended on the evening of Monday 5th May, and after a grace period, they are closed, and then the account transferred to the name of a replacement councillor; as a paid account.
The same for any other councillor that stood down in the last 2 years. We have no way of accessing those email accounts.

Regards, 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

Advanced Notice of Leave:
Tues 17th June to Thurs 26th June

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-----Original Message-----
From: [redacted]
Sent: 09 June 2025 09:32
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Freedom of information request No2

Dear Teresa,
Under a FOI request I would like to see any email communication between Sam Gompel, any of the Gompels family or representatives of any Gompels business, and all MWPC councillors.
This should include the recent initial invitation to visit the Gompels site and any follow up mails between all parties up to the current date.
Many thanks,
[redacted]
Sent from my iPhone