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MELKSHAM WITHOUT PARISH COUNCIL
Clerk: Mrs Teresa Strange

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

Email: clerk@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

Tuesday 2nd September 2025

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 8th September 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=83196291861

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 WALC conference on Wednesday 10th September and reminder of councillor training opportunities

2. **To receive apologies and consider approval of reasons given**.
   a) To approve leave of absence of Councillor John Glover, Chair
   b) To appoint acting Vice Chair
   c) To appoint temporary representative for the Cemeteries Working Party
   d) To consider paying Chair's allowance to acting Chair during leave of absence

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 28th July 2025.
   b) To approve updated meeting schedule up to end of 2025

8. **Planning**
   a) To approve the **Planning Committee Minutes** of 11th August & 1st September 2025.
   b) To formally approve the **Planning Committee** recommendations of 11th August & 1st September 2025.

9. **Finance**
   a) To note **Receipts & Payments** reports for July and August.
   b) To seek **cheque signatories/online authority** for September payments.
   c) To approve Bank Account and Fund Transfers.
   c) To approve CIL (Community Infrastructure Levy) meeting minutes and consider ideas for consideration by the Joint CIL Working Party with the town council.
   d) To approve the Christmas Lights invoice from the town council
   e) To note new scale point increase for staff which was backdated and implemented from 1st April 2025
   f) To consider Fair Trade proposal for Melksham Without
   g) To approve additional insurance for Berryfield village hall solar battery

10. Asset Management:

a) To note the progress with the Shaw Village Hall lease and to receive an update on the disposal process from your legal advisers following query raised by the Internal Audit
b) To note initial stages of car park extension at Shaw Village Hall and give initial approval in principle as landowner
c) To note successful grant for football pitches at Shaw Village Hall and Playing Field
d) To consider approving payment for renovation of bench opposite Shaw Church
e) To note feedback from East of Melksham Community Centre "initial thoughts" meeting with the Melksham Town Council on 1st September
f) To approve any tweaks to Shurnhold Fields car park project following Friends of Shurnhold Fields requests
g) To consider request for removal of obsolete Bus shelter on Halifax Road (outside Ludlow Hewitt)

11. Document Retention/Disposal:

a) To note updated Document Retention and Disposal document following August paperwork audit

12. Wiltshire Council Plan 2025 - 2035

a) To note Wiltshire Council Plan 2025 – 2035
b) To note Engagement Event on Wednesday 10 September, 1pm-3pm at Melksham Community Campus, Market Place, Melksham SN12 6ES
c) To consider whether the Council would like to submit a response to the plan.

13. Partnership Working:

a) To consider Age UK Quarter 1 report on Melksham Community Support service
b) To consider suggestions for celebrating the upcoming CPRE (Campaign for Protection of Rural England) Centenary
c) To note update on hosting Office 365 for local community groups/venues

14. Health Facilities

a) To receive feedback from recent meeting on Melksham Hospital with variety of stakeholders and agree next steps by the parish council
b) To note information event on New Integrated Care Centre in Trowbridge

Teresa Strange

From: Wiltshire Association of Local Councils <WALCenquiries@communityfirst.org.uk>
Sent: 01 September 2025 14:17
To: Teresa Strange
Subject: WALC 2025 Conference

View this email in your browser

Wiltshire Association of Local Councils

01380 732808
walcenquiries@communityfirst.org.uk
www.wiltshire-alc.org.uk

WALC 2025 Conference

Please see below for information relating to the 2025 WALC Conference



Building on the success of last years Conference, the 2025 Conference is scheduled for the 10th September, at the Civic Centre, St Stephen's Place, Trowbridge BA14 8AH.

The key themes for the Conference will be Digital & Data Compliance for Councils, the Councils role as an employer and a keynote address from James Wilkinson, Strategic Policy Adviser at the Charity Commission, on the role of

local councils acting as a trustee.

There will be the opportunity to attend two sets of breakout sessions, held before and after lunch.

Session one

1. What Councils can do to become more Environmentally Friendly
2. Lobbying Government for the Local Councils Sector by NALC
3. Preparing for Local Elections

Session two

1. Preparing your Budget
2. A Place At the Table, making Local Council more Accessible
3. The Changing Planning Landscape

Additional information is available on our **website**.

Secure your place today

Attendance is **FREE** for WALC Member Councils. Limited places are available, so anyone interested in booking a place should do so quickly, by emailing the following information:

- Name
- Email
- Phone
- Council name
- Session One choice
- Session Two choice
- Dietary requirements

To Ian Nockolds at **walcenquiries@communityfirst.org.uk**

Teresa Strange

Subject: RE: Absence of Chair of MWPC

AGENDA ITEM 2: Request for leave of absence by Cllr John Glover

Clerk's Note:

To approve the Chair's request for leave, effectively removing the need for giving apologies etc

Extract of Standing Order 3: Meetings Generally:

3. O

Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).

3. P

The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

Whilst there are Standing Orders in place for the absence of the Chair, and the role is automatically taken up by the Vice Chair, there are a number of other Standing Orders that are for the Clerk in conjunction with the Chair and/or Vice Chair and it would be useful to have an Acting Vice Chair for the 3 month absence.

The Chair and Vice Chair are automatically on every Committee, and so the acting Vice Chair will replace the Chair at those Committee Meetings, but there are a couple of roles that Cllr Glover undertakes separately (not at Chair), and so it would be useful to arrange a substitute/temporary representative.

- Shurnhold Fields Working Party
- CIL sharing Working Party
- Cemetery Working Party – next meeting scheduled for 23rd September at 5.30pm
- Bowerhill, Redstocks and The Spa footpath representative

In addition, when this has happened in the past, the council agreed to pay the monthly Chair's Allowance to the Acting Chair for the 3 months, when in the role as Acting Chair; this may be something you wish to consider.

Please note and approve the start date of Cllr David Pafford as Acting Chair for the purposes of the NALC submission that was made on Fri 29th August.

From: John Glover <john.glover@melkshamwithout-pc.gov.uk>
Sent: 28 August 2025 20:44

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: David Pafford <david.pafford@melkshamwithout-pc.gov.uk>
Subject: Absence of Chair of MWPC

Teresa,
As discussed, I wish to apply for Leave of Absence whilst I take an extended 3 month holiday from 15 Sept to 9 December 2025 inclusive.
I believe that as the Vice-Chair of the council automatically takes my position, as Acting Chair, this will commence on 15 September.
However, specifically for the current staff award submission to NALC, there is a requirement for continuity to address any issues which may arise in relation to this during my absence.
Accordingly, I believe that David Pafford should be seen to act as Acting Chair for this submission from today.
Would you please advise councillors of my wishes and seek their agreement.
Thank you.
John Glover
Chair
Melksham Without Parish Council.

MINUTES of the Full Council Meeting of Melksham Without Parish Council held on Monday 28th July 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, Chris Griffiths, Mark Harris, Martin Haffenden, Tony Hemmings, Peter Richarson, Anne Sullivan and Richard Wood.

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

In attendance: Wiltshire Councillors Phil Alford and Nick Holder.

On Zoom: No attendees on zoom

180/25 Welcome, Announcements & 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. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting but deleted once the minutes were approved.

It was noted that the Referendum for the Joint Melksham Neighbourhood Plan 2 was on Thursday 31st July 2025.

181/25 To receive Apologies and approval of reasons given

None as all Councillors were present.

182/25 Invited Guests

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

a) Wiltshire Councillor Phil Alford

Wiltshire Councillor Alford reported that he had attended a Full Council meeting of Wiltshire Council the previous week. He noted that he had proposed an amendment to the final point of the motion related to Lime Down Solar. It had previously stated that "the Council agrees to continue close co-operation with the representatives of Stop Lime Down (SLD), their consultants and advisors", but he had suggested a change to express that the Council would co-operate with all parties (not just SLD). He felt that, although Wiltshire Council has a position to oppose the scheme, it would add credibility for Council Officers to be seen to be working equitably with all parties.

He also noted that it had been agreed to approve the Trowbridge & Westbury Bat Mitigation Strategy, although Wiltshire Councillors were not particularly happy and believed that it needed more refinement. It had been approved, as is, as it is needed to sit alongside the Local Plan.

Wiltshire Councillor Alford also reported that his meeting with Dean Baker (Highway Engineer) to review the roadways, especially potholes, in Whitley and Shaw had been completed today. He noted that some of the issues identified

were already in a programme of work, but other new issues had also been identified. He also commented that he had not covered Westlands Lane, as had been requested by Councillor Hemmings, but that a separate walk-around would be scheduled soon.

b) Wiltshire Councillor Nick Holder

Wiltshire Councillor Holder noted that the Public Open Space (POS) at Pathfinder Place has still not been handed over from Taylor Wimpey to Remus. Taylor Wimpey has a programme of work to complete in August, but outstanding planting will not be completed until the planting season in October. Following inspection, Remus may accept the site with the planting outstanding on provision of a letter of comfort from Taylor Wimpey. If not, it is unlikely that handover will take place before November or December.

It was noted that the POS is already being used by the public and Councillor Pafford commented that there is no signage to indicate that the space is not open to the public. Wiltshire Councillor Holder also commented that the residents of Pathfinder Place are not yet being changed a management fee as the handover has not been completed.

Following a question from Councillor Baines, Wiltshire Councillor Holder confirmed that the site allocated for the primary school on Pathfinder Way is owned by Wiltshire Council and therefore they will be providing maintenance by mowing the area twice a year.

Wiltshire Councillor Holder explained that a meeting had been held between Chris Clark (Head of Highways, Wiltshire Council), Samantha Howell (Director of Highways, Wiltshire Council), Teresa Strange (Clerk, Melksham Without Parish Council) and himself, with a representative from Heron Homes on the phone to discuss Falcon Way.

It was noted that Falcon Way has still not been adopted by Wiltshire Council and was still owned by Heron Homes (which Heron Homes accept). 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. Wiltshire Councillor Holder expected to have a further update in about 4 weeks. The Clerk explained that the delays were frustrating to the parish council as they had been unable to provide a bus shelter, Real Time Information or to replace the damaged bench.

Wiltshire Councillor Holder also noted that the planning application for Gompels (PL/2024/11426 Land to the South of A365 Bath Road and West of Turnpike Garage, Melksham) was likely to be discussed again by the Strategic Planning Committee in December.

Also, the Land South of Snarlton Farm (PL/2024/07097) would be discussed at the next but one Strategic Planning Committee (scheduled for Tuesday 5th August 2025).

The meeting reconvened.

183/25 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.

It was noted that the Parish Officer would leave the room for agenda item on Staffing due to the potentially confidential nature of the discussions.

184/25 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 **(9f and 11)** as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

9(f) CIL shared working group – start of negotiations with Melksham Town Council

11 Staffing – confidential discussions

Resolved: For items 9(f) and 11 to be held in closed session for the reasons given.

185/25 Public Participation

No members of the public were present.

186/25 Full Council

a) **Resolved**: The Minutes of the Full Council Meeting held on Monday 16th June 2025, were formally approved by the council and for the Chair to sign them as a correct record.
b) Councillors **noted** the responses on Air Quality Monitors. The majority of the proposed locations don't meet the criteria for hosting an Air Quality Monitor (available power source and internet) however Melksham Oak Community School expressed an interest and will consider it further.
c) Councillors **noted** the Government response to consultation about parish councils' request for remote attendance to meetings to be legalised

187/25 Planning

a) Planning Committee Minutes from 30th June 2025

Resolved 1: The Minutes of the Planning Committee Meeting held on Monday 30th June 2025 were formally approved by the council and for the Chair to sign them as a correct record.

Planning Committee Minutes from 21st July 2025

Councillor Franks questioned whether the 'No Comment' comment on PL/2025/05303 (Min 152/25a - camping site at Manor Farm, Sandridge Common) was correct. Officers explained that although the sentiment in the room seemed to be positive, the proposal made was for 'No Comment' and the subsequent vote approved the proposal. Therefore, the minutes are correct.

Councillor Harris questioned why his objection to the render on PL/2025/03423 (Min 153/a – conversion of 8 Blenheim Park) had not been recorded. Councillor Glover explained that the minutes provide a summary of the discussion including comments relevant to the motion proposed – they are not intended to be a verbatim record of the discussion. No changes were made to the minutes.

Councillor Haffenden expressed concerns related to application PL/2024/11665 (Land at Semington Road – rear of Townsend Farm). He commented that the proposed relocated entrance had been marked on the roadway and had concerns about the impact on adjacent hedgerow and trees. Councillor Wood explained that this had been questioned when the Planning Committee met with the developer, Living Spaces, on 16th June 2025 and members had been assured that the hedgerow and trees would not be impacted.

Resolved 2: The Clerk to raise the concern with the Planning Officers and to seek reassurance that the tree and hedgerow will not be removed.

Resolved 3: The Minutes of the Planning Committee Meeting held on Monday 21st July 2025 were formally approved by the council and for the Chair to sign them as a correct record.

Wiltshire Councillors Alford and Holder left at 7:26pm.

b) There were no confidential notes to accompany the Planning Committee Minutes of 30th June and 21st July 2025.

c) There were no recommendations from the Planning Committee Meeting of 30th June and 21st July 2025.

d) S106 requests for New Road Farm (PL/2024/10345 land north of the A3102)

The Clerk explained that agreeing the s106 requests to be made to the developer was outside the remit of the Planning Committee, so had been brought to the Full Council for consideration. The Clerk had circulated a paper with proposed s106 requests, prior to the meeting, as a late paper. These were reviewed and the following points clarified:

- Affordable rent and shared ownership eligibility and First Homes eligibility should require a connection to Melksham Community Area.
- The parish council suggest the following Right of Way improvements as alternatives.
    - Improvement to MELK46 & MELW60 from Savernake Avenue to New Road, as this currently goes through a garden at Kites Stile at New Road; a small diversion might be appropriate here.
    - General upgrade to stiles/kissing gates in the vicinity.

Councillors commended the Clerk's work to produce the proposed s106 requests paper.

Resolved: The Clerk to submit the proposed s106 requests to planning application PL/2024/10345.

e) Land South of Snarlton Farm (PL/2024/07097) will be discussed at the next but one Strategic Planning Committee on Tuesday 5th August 2025. It was discussed that the council object to this application as it is speculative and is

not allocated in the advancing Joint Melksham Neighbourhood Plan 2 or Wiltshire Council's draft Local Plan.

Resolved: The Clerk to speak on behalf of the Melksham Without Parish Council at the Strategic Planning committee meeting, and Councillor Pafford to speak in opposition to the application as Chair of the Joint Melksham Neighbourhood Plan 2 committee.

It was noted that Wiltshire Council planning officers appear to have different approaches towards the Joint Melksham Neighbourhood Plan 2 as it has not been utilised consistently in recent planning decisions.

188/25 Finance

a) **Resolved**: To note Receipts & Payments reports for June 2025.

b) **Resolved:** For Councillors Glover and Pafford as cheque signatories/online authority for August.

c) **Resolved:** To transfer £7,000 from the Lloyds current account to the Unity current account and to transfer £23,000 from the CCLA account to the Unity current account. Councillors Glover and Doel to sign cheques and bank transfer paperwork straight after the meeting.

d) **Quarterly Reports** for Quarter 1 April, May, June
   i) **Resolved**: To note the Budget vs Actual Quarter 1 Report for April, May and June.
   ii) **Resolved**: To note the Bank Reconciliation report
   iii) **Resolved**: To note a £4,939.70 VAT reclaim has been received
   iv) **Resolved**: To note spend over £500.

e) To date no members of the public have exercised their right to inspect accounts. Close of public rights 7th August 2025.

f) As no members of the public were present, the meeting went into closed session at 7:52pm

The Clerk provided an update on the meeting of the joint CIL (Community Infrastructure Levy) working party on 23rd July. The following points were discussed:

- Melksham Town Council (MTC) are still unable to provide a figure for monies held in their CIL shared reserve (the additional 10% received from Wiltshire Council for having an adopted Neighbourhood Plan). Melksham Without Parish Council is currently holding c£71,000. The Clerk has provided guidance to MTC, on multiple occasions, on how to calculate what they have. Councillor Glover directed the Clerk to provide no additional support to MTC with their calculations.
- It was noted that if the CIL has not been spent within 5 years it reverts to Wiltshire Council. It was proposed by the working party that if the shared CIL is not spent within 3 years, it would revert to the individual councils and no longer needs to be reserved for joint projects.
- The following potential projects to be funded from joint CIL reserves were proposed as "initial thoughts" for future consideration

- 3no. railway station improvements in the Neighbourhood Plan 2
- Western Way pavement to improve pedestrian access for pupils from Berryfield to Melksham Oak school
- Opening up the river bank for Adventure Centre access
- BMX Pump Track
- 2no. 3G pitches
- Making the public toilets more accessible (and possibly for cleaning)
- Dropped kerbs (LHFIG[1] contributions)
- Improving bus stops that don't have raised kerbs for access
- Replacement of bus shelters to give more protection from the weather

- Members to bring ideas for potential projects to the next Full Council meeting on Monday 8th September 2025.
- The Clerk suggested that the cost of additional Real Time Information (RTI) for bus stops, the c£71k, should not come from the shared CIL reserves but from the parish council's CIL funding

Resolved: To agree the recommendation of the Working Party that shared CIL not spent on joint projects within 3 years, will revert to the individual councils.

Resolved: The cost of additional Real Time Information (RTI) for bus stops should not come from the shared CIL reserves.

g) Members considered submitting comments to the Governments' current Council Tax consultation.

Resolved: Members to respond individually as residents to the consultation about Council Tax rather than responding as a parish council.

h) The parish council invest their funds in the Public Sector Deposit account of CCLA (Churches, Charities & Local Authorities) and the members noted the paperwork concerning the change of ownership of CCLA. Subject to regulatory approval, CCLA is being acquired by Jupiter Investment Management Group Limited.

189/25 Asset Management

a) **Resolved**: The Minutes of the Asset Management Committee Meeting held on Monday 7th July 2025 with the following correction were formally approved by the council and for the Chair to sign them as a correct record:
- Min129/25b incorrectly stated that Councillor Sullivan had been elected as Chair of the Asset Management Committee. This was corrected to Vice-Chair.

Further to the recommendation of the Asset Committee Min 137/25f:" Officers investigate the possibility of installing mirrors at the exit of Briansfield allotment car park and bring back to a future meeting." The Clerk had followed this up with a Highways Officer ahead of the recommendation being approved as was in a conversation with them about other highway matters. The advice was that they have concerns over the use of mirrors as often

[1] LHFIG Local Highways & Footpath Improvement Group

drivers concentrate on looking at the mirror only and are distracted from checking the traffic on the road. It would also need the permission of the private landowner to install, believed to be those with the planning application for North of Berryfield Lane. Concerns of the potential of glass on the highway as they are often broken.
Resolved: The parish council to review the provision of a mirror once the hedgerow had been cut back to improve visibility on exiting the roundabout.

b) There were no confidential notes to accompany the Asset Management Committee Minutes of 7th July 2025.

Resolved: The recommendations contained in the Asset Management Committee minutes of 7th July 2025, were formally approved.

c) The recommendations contained in the minutes of the Asset Management Committee Meeting of 7th July 2025 were formally approved.

d) Replacement of damaged bench at The Spa.
A quote had been sought to repair the bench at The Spa, which had a back support missing, which was £875 excluding VAT by groundwork contractor J H Jones as all the wood was rotten and would need replacing, and the iron frame treated. An alternative quote for replacement was obtained.

Resolved: To replace the bench at The Spa with a new one from TDP in the parish council standard at £403.17 and £210 for J H Jones to install, both costs excluding VAT.

e) The item to consider free use of Bowerhill Sports Field facilities for free access football sessions for children in the summer holidays fell, as the request was no longer relevant as now holding the planned sessions at Melksham Oak Community School.

f) Real Time Information

The Clerk provided feedback on a meeting with Wiltshire Council passenger transport team regarding Real Time Information (RTI) for bus stops in the parish. A quote has been received from Wiltshire Council for £76,684.

Councillor Baines noted that the photo at Beaufort Close was the eastbound bus stop, but RTI is required on the westbound bus stop (heading into Melksham). It was noted that the westbound bus stop has a bus shelter and provision of electricity which should reduce the cost by c£2000 (to be a similar cost to the bus stop on Lancaster Road).

It was noted that the bus stop on Pathfinder Way had not yet been adopted by Wiltshire Council.

The Clerk explained that the cost for the RTI could come from CIL (Community Infrastructure Levy), this had been clarified with Wiltshire Council as part of the RTI package was for ongoing support and maintenance and not all capital expense.

Further clarity was still to be obtained from Wiltshire Council in terms of how the procurement process would be operate, whether this would be direct with the provider or through Wiltshire Council. It was noted that Wiltshire

Council had undertaken their own procurement process and appointed their supplier, and that the parish council had to use the same supplier and product for it to be compatible with the Wiltshire Council scheme in other parts of the county and with the software from the bus operators and Wiltshire Council. Therefore, the financial regulations relating to seeking alternative quotations were not appropriate for this procurement exercise.

Resolved: The parish council approve the cost of the RTI package at c£76,684 with the amendments to be made to the Beaufort Close item in line with a survey of the correct side of the road. Further clarity to be obtained from Wiltshire Council of the procurement process and any tweaks to the specification.

190/25 Staffing

This item was moved to the end of the agenda to be held in closed session. The Parish Officer left the meeting.

a) **Resolved**: The Minutes of the Staffing Committee Meeting held on Monday 30th June 2025 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 Staffing Committee Meeting held on Monday 30th June 2025.

c) **Resolved:** The recommendations contained in the minutes of the Staffing Committee Meeting of 30th June 2025 were formally approved.

Councillor Mark Harris requested that officers have fire training to be able to act in the event of a fire at the Campus. The Clerk explained that the Building Evacuation Plan was for everyone to leave the building immediately, and that it was for the Campus staff to tackle any fire if appropriate.

191/25 Highways, Footpaths and Streetscene

a) **Resolved**: The Minutes of the Highways, Footpaths and Streetscene Committee Meeting held on Monday 21st July 2025 with the following correction were formally approved by the council and for the Chair to sign them as a correct record:
   - Min171/25avi and vii incorrectly stated that 11 pairs of dropped kerbs would be needed to implement <u>each</u> request. This was corrected to state that 11 pairs of dropped kerbs would be needed to implement <u>both</u> requests.

b) There were no confidential notes to accompany the Highways, Footpaths and Streetscene Committee Minutes of 21st July 2025.

c) The recommendations contained in the minutes of the Highways, Footpaths and Streetscene Committee Meeting of 21st July 2025 were formally approved.

192/25 Flood Management

a) The latest update from the CAWS CEG (Community Action Whitley & Shaw Community Emergency Volunteers) meeting was noted.

b) The Clerk advised that she had looked at the central Government consultation on changes in funding for flood alleviation works, but it is very technical. She suggested a general response (circulated in the meeting papers).

Resolved: The Clerk to submit her proposed response to the Government consultation.

193/25 Partnership Working

a) National Grid Community Funding and Community Benefit

Members to identify ideas for projects or activities which could be submitted to the National Grid schemes.

b) Update on Shurnhold Fields Projects

The Clerk noted that the Friends of Shurnhold had requested just one shed, and not two as discussed and agreed at the recent Working Party meeting Wiltshire Council had drawn up the proposal for the one shed, as requested by the Friends. The Clerk sought the approval of the change to the plans, as this was outside of the scope approved by the Working Group, and a more cost-effective option.

Resolved: to approve the change of plan to accommodate just one shed for the Friends of Shurnhold Fields

c) The notes from the Cemetery Working Party were noted.

d) The notes from the Village Hall & Community Centre meeting were noted.

Microsoft offer non-profit organisations free Office 365 accounts. The parish council have been asked whether they could host Office 365 on behalf of the Village Hall community groups.

Resolved: The Clerk to investigate whether the parish council can host free Office 365 on behalf of community groups.

e) MetroWest Bath + Wiltshire

Councillor Glover provided an update on the meeting he had attended. He explained that Connected Cities had proposed a scheme to put public transportation at the heart of all new development. The aim would be to have all new developments within 15 minutes' walk/1 km of a train station. The plans include opening new train stations. It was noted that that the plans also included increasing the frequency of the train service through Melksham.

The next meeting is scheduled for September and will include an invitation to the Clerk.

194/25 Freedom of Information (FOI) requests

Resolved: The recent freedom of Information requests and responses were formally noted. The Clerk noted that under the recent review of the Model Publication Scheme, the parish council agreed to publish a register of FOI requests and responses, and they would be uploaded under a new section on the website in due course.

Meeting closed at 9.49 pm

Chairman, 8th September 2025

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	

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	

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

Continued on Page 260

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

Continued on Page 261

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

Date: 03/07/2025 | **Melksham without Parish Council Current Year** | **Page: 147**

Time: 16:09 | **Cashbook 3** | **User: MR**

Fixed Term Deposit | **For Month No: 3**

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	

Date: 03/07/2025 | **Melksham without Parish Council Current Year** | **Page: 148**

Time: 16:09 | **Cashbook 3** | **User: MR**

Fixed Term Deposit | **For Month No: 3**

Payments for Month 3 — **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: 03/07/2025 | **Melksham without Parish Council Current Year** | **Page: 53**

Time: 16:09 | **Cashbook 4** | **User: MR**

Instant Access Unity 20476339 | **For Month No: 3**

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	

Date: 03/07/2025 | **Melksham without Parish Council Current Year** | **Page: 54**

Time: 16:09 | **Cashbook 4** | **User: MR**

Instant Access Unity 20476339 | **For Month No: 3**

Payments for Month 3 — **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		2,936.18						
	Cashbook Totals		2,936.18	0.00	0.00			2,936.18	

Date: 03/07/2025 | **Melksham without Parish Council Current Year** | **Page: 29**

Time: 16:09 | **Cashbook 5** | **User: MR**

CCLA | **For Month No: 3**

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	

Date: 03/07/2025 | **Melksham without Parish Council Current Year** | **Page: 30**

Time: 16:09 | **Cashbook 5** | **User: MR**

CCLA | **For Month No: 3**

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	

Teresa Strange

From: Teresa Strange
Sent: 06 August 2025 17:01
To: McCarthy, Tania
Cc: Marianne Rossi; Lockwood Norris, Rebecca
Subject: FW: Real Time Information in bus shelters in Melksham Without
Attachments: Copy of 14090-23 Wiltshire RTPI (Melksham Without).xlsx; Re: Real Time Information in bus shelters in Melksham Without

Hi Tania
Thanks for this, I think the only one for me to reply on is about #9 Falcon Way. This is in the hands of Wiltshire Council – and with Chris Clark, head of highways, and Sam Howell, director of highways – they are looking to adopt the land from the original developer.
I think we might have to pause on that one until sorted, as not sure we will be able to put a post in either at the moment as not WC land.
Have a good holiday, I am off from tomorrow for a week or so too.
With kind regards, Teresa

From: McCarthy, Tania <Tania.McCarthy@wiltshire.gov.uk>
Sent: 06 August 2025 16:10
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Lockwood Norris, Rebecca <Rebecca.LockwoodNorris@wiltshire.gov.uk>
Subject: RE: Real Time Information in bus shelters in Melksham Without

Hi Teresa,

Many thanks for the feedback. I've popped below my feedback in green. Can I also check what the latest is with bus stop no.9 on the list - Falcon Way (Kingfisher Drive Bus Stop), email attached refers.

Just to let you know I will be on leave from 11th August for a couple of weeks, but I have arranged for our RTPI supplier to confirm the feedback I've popped below.

Kind Regards,
Tania.

Tania McCarthy
Technical Officer
Passenger Transport
Highways and Transport

Wiltshire Council

tania.mccarthy@wiltshire.gov.uk
www.wiltshire.gov.uk

Sign up to Wiltshire Council's email news service

MELKSHAM WITHOUT PARISH COUNCIL

COUNCIL MEETING DATES Sep – Dec 2025

Working Document for review at September 25 Full Council Meeting

PLANNING COMMITTEE	MONDAY 01 SEPTEMBER 2025
FULL COUNCIL	MONDAY 08 SEPTEMBER 2025
FREE MONDAY – Clerk holiday	*MONDAY 15 SEPTEMBER 2025*
PLANNING COMMITTEE	MONDAY 22 SEPTEMBER 2025
HIGHWAYS	MONDAY 29 SEPTEMBER 2025

To feed into LHFIG deadline 14/10/25 with delegated powers

IT WORKING PARTY	MONDAY 06 OCTOBER 2025
PLANNING COMMITTEE	MONDAY 13 OCTOBER 2025
FULL COUNCIL	MONDAY 20 OCTOBER 2025
ASSET MANAGEMENT	MONDAY 27 OCTOBER 2025
PLANNING COMMITTEE	MONDAY 3 NOVEMBER 2025
FULL COUNCIL	MONDAY 10 NOVEMBER 2025
IT WORKING PARTY	MONDAY 17 NOVEMBER 2025
PLANNING COMMITTEE	MONDAY 24 NOVEMBER 2025
MWPC CHRISTMAS MEAL	*MONDAY 1 DECEMBER 2025*
FULL COUNCIL	MONDAY 8 DECEMBER 2024
PLANNING COMMITTEE	MONDAY 15 DECEMBER 2025
FREE MONDAY	*MONDAY 22 DECEMBER 2025*

Potentially close office on Friday, 19th December 2025 and reopen Monday 5th January 2026

IT WORKING PARTY	MONDAY 17 NOVEMBER 2025

MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 11th August 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
2 members of the public
Councillor Tony Hemmings joined the meeting as an observer

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

195/25 Welcome, Housekeeping and Announcements:

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

196/25 Apologies:

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

Apologies were received from Wiltshire Councillor Phil Alford

197/25 Declarations of Interest:

a. Declarations of Interest

None declared

b. Dispensation Requests for this Meeting:

None requested.

198/25 To consider holding items in Closed Session due to confidential nature:

No items to be discussed in closed session.

199/25 Public Participation:

No members of the public nor Wiltshire Councillor Holder wanted to make any comments.

It was agreed to move item 6e up the agenda.

200/25 Planning Applications: The Council considered the following applications and made the following comments:

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

Comments: Object
Members felt strongly that this application should be refused for the same reasons as for application PL/2024/07097 Land south of Snarlton Farm (300 dwellings), which was refused at the Strategic Planning committee on 5th August 2025.

Decision reason for PL/2024/07907:
"The development as proposed, would materially conflict with the Council's strategic core policies CP1, CP2 and CP15 of the adopted Wiltshire Core Strategy, as well as significantly and demonstrably conflicting with the Joint Melksham Neighbourhood Plan 2, which allocates other land for housing (as made on 4 August 2025) and that the benefits of the development would not outweigh the aforesaid Plan conflicts and that the application is hereby refused in full compliance with the National Planning Policy Framework paragraph 14"

Wiltshire Council's current Core Strategy, and its emerging Local Plan do not include this site as a strategic allocation. The application is speculative and not in either the recently made Melksham Joint Neighbourhood Plan 2 or the emerging Wiltshire Council Local Plan of which the site was considered as it has been a SHELAA (Strategic Housing and Economic Land Availability Assessment)[1] site for some time. There is no allocation for Melksham in the adopted Wiltshire Housing Site Allocations Plan (adopted February 2020). The current Core Strategy sets out policies until 2026, and the housing allocation for the Melksham area has been exceeded to date (refer to evidence documents for the draft Local Plan Reg 19: September 2023).

Melksham's first Neighbourhood Plan (made July 2021), does not include this site as a housing allocation; nor does it include it in its reviewed Plan which was made on 4th August 2025. The latest version of the Neighbourhood Plan has housing allocations for at least 483 dwellings across 5 sites. The emerging Local Plan has allocations for 845 dwellings across 3 sites. This gives a total allocation of 1,328 set against a residual figure in the Melksham area of 1,120 and 68 for Shaw and Whitley (as at 31 May 2023) as set out in the draft Local Plan.

At the 5th August 2025 Strategic Committee meeting there was discussion as to whether the Plan allocations (Local and Neighbourhood) were coming to fruition, and that is detailed below. The plan led approach is working, with applications coming forward for pretty much all of the sites in both plans, ahead of them being made, and therefore this speculative site is not required

[1] SHELAA https://www.wiltshire.gov.uk/article/1084/Monitoring-and-evidence

to contribute to the 5-year housing land supply in this Melksham Neighbourhood Plan area. It is not the role of the Melksham Neighbourhood Plan to fulfil the shortfall in the 5-year land supply for the whole of Wiltshire, and this was discussed and agreed at the Strategic Committee on the 5th August, following legal advice, with the decision as detailed above.

For the refreshed Melksham Neighbourhood Plan 2, the Qualifying Bodies were given an indicative number to allocate by Wiltshire Council of 200 houses in Melksham and Bowerhill and 70 in Shaw and Whitley, a total of 270. The completed Neighbourhood Plan proposes a total of 453, enough to cover any potential increase of housing numbers required in the Local Plan when finalised.

- Policy 7.1 Cooper Tires a brownfield site for 100 dwellings, the site has been recently sold, and some light touch demolition work has commenced in August.
- Policy 7.2 Land at the former Melksham Library site, a brownfield site 50 dwellings for older people. This project is being progressed by Wiltshire Council as landowner and developer, with pre application meetings arranged with the qualifying bodies in September. The existing buildings were demolished some time ago.
- Policy 7.3 Land South of Western Way, Bowerhill for 210 houses and 70 bed care home. This site has outline permission following Appeal and has been bought by Barratt Homes who have carried out pre application meetings with the qualifying bodies and are understood to be submitting a Reserved Matters application imminently.
- Policy 7.4 Land at Whitley Farm, Whitley, this is for a heritage led development and as such has no housing number assigned, but in previous Regulation 14 versions of the Plan had a nominal 10 dwellings indicated.
- Policy 7.5 Land at Middle Farm, Whitley, this has an allocation for 50 dwellings, an increase on its original allocation of 18 dwelling in the first Neighbourhood Plan, and a current planning application for 22 dwellings awaiting decision.

Wiltshire Council's three Melksham sites in the Local Plan have already started their journey through the planning system, increasing in housing numbers as they do so.

- Policy 18 for Blackmore Farm has an approved outline application for 500 dwellings (425 dwellings in the policy which covers a larger site area).
- Policy 19 for land adjacent to Melksham Oak School has met with the parish council at pre application stage, and has conducted public consultation, with a planning application for some 200 houses imminent (135 dwellings in the policy)
- Policy 20 Land at the A3102/New Road Farm is a current planning application (full, not outline) and has been for some time, for 295 dwellings (285 dwellings in the policy).

As they stand today, they will bring 995 more houses to the Melksham Neighbourhood Plan area. With the new Melksham Neighbourhood Plan 2 numbers, this gives a projected number of 1,448 extra houses by 2038 against the identified number in the Local Plan of 1,120. (NB: in the officer report for the Snarlton Farm application at the Strategic Committee on 5th August, a residual figure of 910 for Melksham is quoted but we are unsure as to how that was calculated.)

The parish council believe that these planned numbers are more than sufficient to meet the needs of the community and speculative developments need not, and should not, be considered at this time.

If this application is approved, it will mean that the Joint Melksham Neighbourhood Plan (adopted 4th August 2025) is completely undermined within a few weeks of its being voted through by the community at Referendum on 31st July.

Members had met with the developer at pre application stage on 30th June 2025 and had raised concerns on a number of topics (the notes were approved in Min 159/25biii). Members agreed that they wish to reiterate the following concerns regarding technical aspects of the application.

- 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 Oak Community School and Bowerhill Lane, speeding and inappropriate overtaking. There are 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. There is a current LHFIG (Local Highways and Footpath Improvement Group)[2] issue 9-24-27 being progressed to make the turning off the A365 into Bowerhill Lane safer following a road traffic accident earlier in the year with potential life changing injuries; vehicles are vulnerable to being rear-ended whilst waiting to turn right off the A365. https://www.bbc.co.uk/news/articles/c9qj983dn04o

  There is also a current LHFIG issue 09-23-12 being progressed with evidence from covert cameras earlier in the year demonstrating cars on the A365 overtaking cars waiting in the ghost lane to turn into Hornchurch Road; with a costed scheme drawn up. The report from the camera evidence is available from the parish council or the highways officer Martin Rose.

  Members feel that similar schemes as would be required for the turning into this development and that the planned development should be considered as part of the proposed holistic review of the A365 Bath Road from the Bowerhill Roundabout to the east of Turnpike Garage (MIN514/24ai). The holistic review to take into account the Local Plan Policy 19 site, which accesses on to the A365 close to this

[2] https://www.wiltshire.gov.uk/article/6632/Local-highway-and-footway-improvement-groups

development, and an imminent planning application. In addition, there is a planning application PL/2024/11426 for a large warehouse for Gompels adjacent to this planning application, for consideration in the access off the A365 considerations, as well as the proposed A350 Melksham bypass having a roundabout the other side of the proposed Gompels warehouse site.

It is noted that there is an advisory for HGVs to not travel through Seend and that therefore directs HGV traffic along this stretch of the A365.

The parish council routinely erect their Speed Indicator Device (SID) on this stretch of the A365, in both directions and download the data to send to the police. Attached (attachment 1) is the original traffic survey for the SID eligibility and the summary of downloaded data (attachment 2) that shows speeds in this stretch of road reaching a staggering 112mph on one occasion, but consistent speeding over 30mph. The SID is set at the intervention level of 35mph as per Wiltshire Council's guidance, and does not record lower than that speed. The two sites are outside Melksham Oak Community School in both directions.

- 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.

- Members had questioned whether the development impacts on the Grade II listed Old Loves Farm building. The developer had 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).

  Members felt that the impact on Grade II listed Old Loves Farm building would not be less than substantial and felt that the development would destroy the setting.

  They felt that the development was contrary to Policy 21 (Local Heritage) of the made Joint Melksham Neighbourhood Plan 2.

  Members felt that the comments made in application PL/2024/11426 Land to the south of A365 Bath Road and West of Turnpike Garage (Gompels Warehouse) should be applied to this application:

  "The 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 the historic farmstead, contrary to the Core Policy 58 and section 16 of the NPPF. 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."

- 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 and 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).

- The site was independently assessed by AECOM in 2023 for the review of the Melksham Neighbourhood Plan, and the extract of that report that covering SHELAA site 3345 Old Loves Farm is attached (attachment 3); with the following summary:

  "The site is not suitable for allocation for residential development in isolation.
  The site is greenfield southeast of Bowerhill, adjacent to its settlement boundary. It is served by existing bus stops and is within a reasonable distance from local education services. The site could be potentially accessed via Bowerhill Lane, however, comments from the Highways Authority on planning applications on adjacent sites note that Bowerhill Lane may be unsuitable to support further development. The site may be potentially suitable if developed in conjunction with Site 3331. The creation of acceptable vehicular access may require the removal of the existing mature hedgerows surrounding the site. Further consultation with the relevant Highways Authority would be required.

  The site contributes to the rural transition of Bowerhill to the open countryside and has some intervisibility with the surrounding landscape and Public Rights of Way. Development of the site would lead to an urbanising effect which would need to be mitigated. It may be appropriate to develop the site alongside Site 3331 as a comprehensive extension to Bowerhill, however, this may adversely impact the settlement pattern and settlement edge of Bowerhill.

  The site is located to the rear of the Grade II listed building, Old Love Farmhouse. It may contribute to the agricultural setting of the designated heritage assets. Further heritage assessment would be required."

Whilst maintaining their objection to this application, if Wiltshire Council are minded to approve this application, then the parish council wish to see the following:

- Members would like to see 40% affordable housing as per the emerging Local Plan and not 30% as per the application.
- The parish council has a list of items it would like to see included in new developments, and this is also attached (attachment 4).

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

Wiltshire Councillor Holder commented that he had requested that the application was called in to committee if it was recommended for approval. He also noted that it was likely to be heard by the Western Area Planning Committee with different members to the Strategic Committee which refused PL/2024/07097 Land south of Snarlton Farm and so the reasons for that refusal needed to be articulated in this submission.

The meeting reconvened.

Wiltshire Councillor Holder left the meeting at 7:13pm

b) **PL/2025/05856 Land North of Melksham Substation, Near Melksham, Wiltshire** Full Planning Permission: Planning Application for the laying of underground electricity cables in association with Wick Solar Farm (LPA Reference: 20/06840/FUL) and Studley Solar Farm (LPA Reference: PL/2021/08690). Applicant: Mr Tom O'Hare

Members were confused that the application title referred to Wick Solar Farm and Studley Solar Farm, but that the application focussed on the connection to Wick Solar Farm.

Post Meeting Note:

Members considered application PL/2021/08690 for Studley Solar Farm and made comments on the application on 12/04/22 and 12/10/21 (MIN 526/21 and MIN267/21).

Comments: **NO OBJECTION** but Melksham Without Parish Council make the following points and asks for them to be taken into consideration:

The council feels that the proposed working hours of 8am – 6pm Monday to Friday and 8am – 1pm on Saturday are too extensive and will cause disruption to residents of Westlands Lane. The residents of Westlands Lane are particularly sensitive to traffic issues due to the cumulative impact of multiple developments and projects, not just the current scheme.

This application requires a robust and enforceable construction traffic management plan that is closely monitored and enforced. Over the years the council have had experienced calls and issues related to traffic not adhering to any Construction Management Plan for access to the National Grid site and adjacent BESS (Battery Energy Storage System) sites. There needs to be signage at the junction of the A350 and Westlands Lane to state that no construction traffic may use that route. Access must be via Corsham Road and Westlands Lane to avoid the weight limited bridge. In the past, drivers have cited the "apart from access" sign as a means to use the route from the A350; they have also shown paperwork stating access via the A350, and/or their sat nav directing them via the A350. There needs to be signage as vehicles exit the proposed site to say "no right turn". Deliveries when booked to go to site must inform the drivers to not access via the A350.

The adopted Melksham Joint Neighbourhood Plan 2 Policy 3 (Flood Risk and Natural Flood Management) requires that development proposals in locations with known flooding issues [such as Shaw and Whitley] should include appropriate mitigation and construction methods, and, where appropriate contributions towards wider catchment projects. It is suggested that the applicant should consider offering community benefit by clearing ditches.

Please be aware that the Existing Substation and site are on the direct migration route from the Bath and Bradford on Avon SAC to Drews Pond Wood LNR, Devizes – please refer to the Corsham Neighbourhood Plan Batscape Strategy, Page 33 and all the references to direct migration routes. The parish council believes that this should be considered.
https://www.wiltshire.gov.uk/media/549/Corsham-Batscape-Strategy/pdf/sppnp-corsham-batscape-strategy-reduced.pdf?m=637102851057030000

There are known to be significant reports of great crested newts in that general area, with 60 recorded as part of the evidence surveys for Lime Down Solar https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/EN010168 within 100 metres of the site.

The parish council request that any mature trees that have to be removed are replaced with mature trees and not saplings. Please refer to Policy 17 Trees and Hedgerows in the made Melksham Neighbourhood Plan 2.

Highways/Construction Traffic:
It's noted that the construction period may coincide with other schemes close by, which could exacerbate highway issues.

- PL/2024/09725 Land off Corsham Road, Whitely, outline planning application for 22 dwellings with new access off Corsham Road. This is still under consideration, and is on the corner of Corsham Road and Westlands Lane.
- Please see links to the Notice and Indicative Plan for a Temporary Traffic Regulation Order (TTRO) for Westlands Lane, Melksham Without commencing 4th February 2025 and ending 19th February 2026.

https://api-gb.one.network/downloads/tm/1142/8h-ttro-speed-restriction-westlands-lane_141127233_3822978_b5eb6c421d.pdf

https://api-gb.one.network/downloads/tm/1142/indicative-plan_141127233_3822990_fa6ce466a2.pdf

https://api-gb.one.network/downloads/tm/1142/indicative-plan_141127233_3833228_3159da0ffa.pdf

https://api-gb.one.network/downloads/tm/1142/notice-2-sl_80d04bbe1a.pdf

a) **PL/2025/05928 6 Beeches Green, Shaw, Melksham, SN12 8JD**
Householder Application Children's tree house (free standing) Applicant: Mr James David Milne-Smith

Comments: OBJECT

Members noted that the structure is large and elevated which raises concerns about the impact on the neighbouring properties. Specifically, the structure sits adjacent to the property of the neighbour at number 7, and the windows on the west of the structure overlook the neighbour at number 5 from an elevated height.

They also noted that the structure is not associated with a tree so shouldn't be designated as a "tree house".

b) **PL/2025/06040 Land at Lower Woodrow, Forest, Melksham** Circular 14/90 - Electricity Overhead Lines notification: Alterations to the low voltage (LV) overhead lines at Lower Woodrow. Applicant: Scottish & Southern Electricity Networks (SSEN)

Comments: No objection

The adopted Melksham Joint Neighbourhood Plan 2 Policy 3 (Flood Risk and Natural Flood Management) requires that development proposals in locations with known flooding issues should include appropriate mitigation and construction methods, and, where appropriate contributions towards wider catchment projects.

Members noted that properties at Rhotteridge Farm Annex had been subject to internal property flooding twice in 2025 and therefore the applicant should consider offering community benefit by clearing ditches at the location. It was also noted that the farmer had been unable to complete this work himself due to the need for traffic management.

c) **PL/2025/06078 211 Woodrow Road, Melksham, SN12 7RD (*Meadowbrook*)** Full Planning Permission: Change of Use of the land from Agricultural to Charity / Community Use (Retrospective) Erection of a Keder Polytunnel and Yurt (Proposed) Applicant: Grace Dalgleish

Comments: Support

It was noted that Melksham Without Parish Council had given a grant to the applicant, Meadowbrook CIC (Community Interest Company) earlier in 2025

d) **PL/2025/05552 Land South of Brockleaze, Neston, Corsham, SN13 9TE** Full Planning Permission: Battery Energy Storage System with associated infrastructure. Applicant: Grenergy Renewables UK Ltd. **Comments by: 28th August 2025**

Members noted that this application was not in the parish but would be connecting into the National Grid sub-station at Beanacre.

Comments: Object

Members note and support the comments submitted by Corsham Town Council and CPRE (Campaign for the Protection of Rural England).

Members also support the conclusions of the CAWS (Community Action Whitley and Shaw) documents on Brockleaze BESS Compliance with NFCC Guidance and BESS Firewater and Firewater Runoff Containment Requirements.

Members noted that the cable route for connection National Grid substation at Beanacre is not defined but also noted that the connection date is stated as 2037. Members felt that the application is premature.

201/25 Amended Plans/Additional Information:

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

i) Draft Heads of Terms for the S106 legal agreement

Members noted that comments had been submitted on the draft Heads of Terms for the S106 legal agreement following discussion and agreement at the Full Council meeting on 28th July 2025 (MIN187/25d).

The Clerk highlighted a number of points that had been raised by the council at the Strategic Planning Committee meeting on application PL/2024/07097: Land south of Snarlton Farm, which were also relevant to this application.

Comments: Members agreed that the following additional points should be submitted:

- The suggested contribution for a Community Hub should be reflective of the applicant not supplying land, but also at not supplying services to any community land. In the negotiations related to application PL/2023/11188 Land at Blackmore Farm this was reflected as c£11k for the land and £353k for the services (utilities etc). Melksham Without Parish Council is disappointed that Wiltshire Council have continued suggesting and negotiating this contribution without any input from the parish council at all.
- The pedestrian crossing and highway improvements should have triggers to be in place before occupation. Also, when contributions have been made to Wiltshire Council for works there should be some trigger for them to do the work and not delay it for many years later, as in the cases of the footpath to the rear of Melksham Oak school and the, still awaited, pedestrian access improvement into town from the Pathfinder application. These conditions/contributions are to make things safe and/or sustainable and they should be in place sooner.

ii) NHS Contributions

The Clerk had circulated a summary of her research into the different request related to NHS contributions in recent major planning applications. She had also shared her summary with the NHS and had questioned the lack of consistency in requests particularly related to RUH (Royal United Hospital)..

Members agreed that this information should be submitted to the developers.

iii) Highways and Rights of Way improvements in draft S106

It was also noted that the parish council had made some alternative proposals about the use of the money allocated to Right of Way improvements and that Melksham Town Council (MTC) may identify some alternative proposals at their Economic Development meeting on Tuesday 12th August 2025.

iv) Bus Travel Plan

The draft Public Transport Strategy for Melksham and Suggestion for Town Bus "Route 16" to serve East of Melksham documents were discussed. Members requested that the bus services are extended to early morning and late evening.

Members agreed that this information should be submitted to the developers.

v) Comments from Urban Design

Comments: Members commend the thorough assessment performed by Urban Design. They support the views of Urban Design and support the requirement for the developer to response to Urban Design's comments.

b) **PL/2025/02107 Shaw House, Bath Road, Shaw, Melksham, SN12 8EE. Listed building consent (Alt/Ext):** Retention of works to attic floor, to include: replacement of floorboards, repairs to all existing historic doors, relocation of bathroom and kitchen, alterations to layout, and general refurbishment works, including upgrading of electrics, heating and plumbing. Roof repairs, including: replacement of roof tiles, chimney repair, replacement of bitumen flat roof, lead gutter repairs, installation of traditional wooden frame and lead-lined gutter to south elevation. Applicant: Mr Craig Bond

Members noted the additional information provided on building works performed but had no comments to make.

202/25 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.

The outcome of the Strategic Planning Committee on 5th August 2025 was noted, with this planning application being refused. It is expected to go to

Appeal, with Wiltshire Council using this as a test case for a brand new Neighbourhood Plan with NPPF Paragraph 14 protection in place, set against a landscape of a lack of 3 year land supply held by Wiltshire Council.

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 had raised concerns about the access road and impact on tree and hedgerow. Correspondence from the developer confirming that the access road works would be as per the approved plan was noted.

c) **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.

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

Comments: Members felt strongly that this application should be refused for the same reasons as for application PL/2024/07097 Land south of Snarlton Farm, which was refused at the Strategic Planning committee on 5th August 2025. Both applications are speculative and not in either the recently made Melksham Joint Neighbourhood Plan or the Emerging Wiltshire Council Local Plan

The development as proposed, would materially conflict with the Council's strategic core policies CP1, CP2 and CP15 of the adopted Wiltshire Core Strategy, as well as significantly and demonstrably conflicting with the Joint Melksham Neighbourhood Plan 2, which allocates other land for housing (as made on 4 August 2025) and that the benefits of the development would not outweigh the aforesaid Plan conflicts and that the application is hereby refused in full compliance with the National Planning Policy Framework paragraph 14.

Members discussed the correspondence from the developer regarding Heads of Terms for S106 and provided the following answers to their questions:

- Wiltshire Council have a standard calculation to determine the sum for the maintenance play provision that should be used.
- The parish council consider a contribution towards playing pitches necessary and refer the developers to Wiltshire Council's Playing Pitch Strategy adopted in December 2024
- Education provided the following feedback on questions from the Clerk:

At the present time we have sufficient school places in Melksham without the need for a new primary school. We will continue to monitor the number of surplus places against anticipated demand and would only look to bring forward a new primary school at the point when it is needed to meet demand. No decision has been made on whether this school will be located at

Pathfinder Place or Blackmore Farm, as that will depend on the timing, particularly around when the Blackmore Farm site will become available.

As it not yet been determined whether the Pathfinder site will be needed for a new primary school, no decision has been made on potential alternative uses. Any alternative use would need to comply with the conditions in the Section 106 agreement. There is still a need for new early years and SEND places in the locality so these could be options.

The new housing on Semington Road falls within the catchment area of Aloeric Primary School, to which the walking route has been deemed as safe by the Passenger Transport team. I have no expertise in that area and have always sought their professional advice on that matter which has been provided to you previously.

In September, when schools reopen, we anticipate that Aloeric Primary School will have 67 available places for anyone moving in, with places available in all year groups. This exceeds the number of pupils who are expected to move into the developments on Semington Road. It's likely that some will already be local children already attending local schools, or that some parents will express preferences for alternative schools. Bowerhill Primary also has 28 available places, to which there is also a safe walking route via Portal Road. In addition, there are surplus places at The Manor and Forest and Sandridge (although these will be over the statutory walking distance for under 8's). Parents are free to express a preference to any primary school. If they are unable to secure a place at a school within a safe walking distance, then they can apply for free transport through the Passenger transport team.

The walking route from Semington Road to Melksham Oak has also been assessed as safe by the Passenger Transport Team. Safe routes do not necessarily need to be the most direct route. I will however pass your question about the S106 funding for highways improvements to the Highways team to consider.

In terms of place planning, Melksham Oak currently has a high number of surplus places. These are "allocated" to developments as they apply for planning consent. Once all have been allocated, we would seek contributions for any additional places needed. When assessing developments we must 2 take into account our latest school forecasts, formulated in accordance with the DfE's forecast methodology. If numbers at Melksham Oak did increase more than our forecasts currently suggest, then the Council could use Basic Need grant provided by the DFE for the provision of additional places.

- The parish council would like to see a Public art contribution included and understand that there is a standard calculation for this. The parish council wish to be involved in the public art scheme.

- As discussed earlier in the meeting, the Clerk had circulated a summary of her research into the different request related to NHS contributions in recent major planning applications. She had also shared her summary with the NHS and had questioned the lack of consistency in requests particularly related to RUH.

Comments: Members agreed that the following additional points should be submitted:

- The pedestrian crossing and highway improvements should have triggers to be in place before occupation. Also, where contributions have been made to Wiltshire Council for works there should be some trigger for them to do the work and not delay it for many years later, as in the cases of the footpath to the rear of Melksham Oak school and the, still awaited, pedestrian access improvement into town from the Pathfinder application. These conditions/contributions are to make things safe and/or sustainable and they should be in place sooner.
- As per the precedent set at the planning appeal for land west of Semington Road, if Wiltshire Council are approving this application to assist their lack of 5-year land supply then they should insist it's built out quickly and actually does contribute to the numbers. The reserved matters should be conditioned to be submitted within 2, rather than 3, years to ensure this happens in a timely manner.

Resolved: The Clerk to develop a standard list of requests from the Council to be included in S106 discussions.

e) **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 minutes of the Strategic Planning Committee on 1st July 2025 and the response received following bird management request were noted.

No response had been received following a request for Economic Development to provide a view on the application.

Resolved: The Clerk to reiterate the request for Economic Development to provide a view on the application to the Director of Planning and the relevant Cabinet member. Additionally, the Clerk to ask the Director of Planning, Nick Thomas to clarify the comment he made during the Strategic Committee meeting to answer the question on whether approving or refusing the development would be against the policies in the emerging local plan.

f) 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

Comments: **Object**

Members agreed to proactively send further comments strongly feeling that this application should be refused for the same reasons as for application PL/2024/07097 Land south of Snarlton Farm, which was refused at the Strategic Planning committee on 5th August 2025. Members felt strongly that this application should be refused for the same reasons as for application PL/2024/07097 Land south of Snarlton Farm (300 dwellings), which was refused at the Strategic Planning committee on 5th August 2025.

Decision reason for PL/2024/07907:

"The development as proposed, would materially conflict with the Council's strategic core policies CP1, CP2 and CP15 of the adopted Wiltshire Core Strategy, as well as significantly and demonstrably conflicting with the Joint Melksham Neighbourhood Plan 2, which allocates other land for housing (as made on 4 August 2025) and that the benefits of the development would not outweigh the aforesaid Plan conflicts and that the application is hereby refused in full compliance with the National Planning Policy Framework paragraph 14"

Wiltshire Council's current Core Strategy, and its emerging Local Plan do not include this site as a strategic allocation. The application is speculative and not in either the recently made Melksham Joint Neighbourhood Plan 2 or the emerging Wiltshire Council Local Plan of which the site was considered as it has been a SHELAA (Strategic Housing and Economic Land Availability Assessment)[1] site for some time. There is no allocation for Melksham in the adopted Wiltshire Housing Site Allocations Plan (adopted February 2020). The current Core Strategy sets out policies until 2026, and the housing allocation for the Melksham area has been exceeded to date (refer to evidence documents for the draft Local Plan Reg 19: September 2023).

Melksham's first Neighbourhood Plan (made July 2021), does not include this site as a housing allocation; nor does it include it in its reviewed Plan which was made on 4th August 2025. The latest version of the Neighbourhood Plan has housing allocations for at least 483 dwellings across 5 sites. The emerging Local Plan has allocations for 845 dwellings across 3 sites. This gives a total allocation of 1,328 set against a residual figure in the Melksham area of 1,120 and 68 for Shaw and Whitley (as at 31 May 2023) as set out in the draft Local Plan.

At the 5th August 2025 Strategic Committee meeting there was discussion as to whether the Plan allocations (Local and Neighbourhood) were coming to fruition, and that is detailed below. The plan led approach is working, with applications coming forward for pretty much all of the sites in both plans, ahead of them being made, and therefore this speculative site is not required to contribute to the 5-year housing land supply in this Melksham Neighbourhood Plan area. It is not the role of the Melksham Neighbourhood Plan to fulfil the shortfall in the 5-year land supply for the whole of Wiltshire, and this was discussed and agreed at the Strategic Committee on the 5th August, following legal advice, with the decision as detailed above.

For the refreshed Melksham Neighbourhood Plan 2, the Qualifying Bodies were given an indicative number to allocate by Wiltshire Council of 200 houses in Melksham and Bowerhill and 70 in Shaw and Whitley, a total of 270. The completed Neighbourhood Plan proposes a total of 453, enough to cover any

[1] SHELAA https://www.wiltshire.gov.uk/article/1084/Monitoring-and-evidence

potential increase of housing numbers required in the Local Plan when finalised.

- Policy 7.1 Cooper Tires a brownfield site for 100 dwellings, the site has been recently sold, and some light touch demolition work has commenced in August.
- Policy 7.2 Land at the former Melksham Library site, a brownfield site 50 dwellings for older people. This project is being progressed by Wiltshire Council as landowner and developer, with pre application meetings arranged with the qualifying bodies in September. The existing buildings were demolished some time ago.
- Policy 7.3 Land South of Western Way, Bowerhill for 210 houses and 70 bed care home. This site has outline permission following Appeal, and has been bought by Barratt Homes who have carried out pre application meetings with the qualifying bodies are understood to be submitting a Reserved Matters application imminently.
- Policy 7.4 Land at Whitley Farm, Whitley, this is for a heritage led development and as such has no housing number assigned, but in previous Regulation 14 versions of the Plan had a nominal 10 dwellings indicated.
- Policy 7.5 Land at Middle Farm, Whitley, this has an allocation for 50 dwellings, an increase on its original allocation of 18 dwelling in the first Neighbourhood Plan, and a current planning application for 22 dwellings awaiting decision.

Wiltshire Council's three Melksham sites in the Local Plan have already started their journey through the planning system, increasing in housing numbers as they do so.

- Policy 18 for Blackmore Farm has an approved outline application for 500 dwellings (425 dwellings in the policy which covers a larger site area).
- Policy 19 for land adjacent to Melksham Oak School has met with the parish council at pre application stage, and has conducted public consultation, with a planning application for some 200 houses imminent (135 dwellings in the policy)
- Policy 20 Land at the A3102/New Road Farm is a current planning application (full, not outline) and has been for some time, for 295 dwellings (285 dwellings in the policy).

As they stand today, they will bring 995 more houses to the Melksham Neighbourhood Plan area. With the new Melksham Neighbourhood Plan 2 numbers, this gives a projected number of 1,448 extra houses by 2038 against the identified number in the Local Plan of 1,120. (NB: in the officer report for the Snarlton Farm application at the Strategic Committee on 5th August, a residual figure of 910 for Melksham is quoted but we are unsure as to how that was calculated.)

The parish council believe that these planned numbers are more than sufficient to meet the needs of the community and speculative developments need not, and should not, be considered at this time.

If this application is approved, it will mean that the Joint Melksham Neighbourhood Plan (adopted 4th August 2025) is completely undermined within a few weeks of its being voted through by the community at Referendum on 31st July.

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g) **PL/2025/04158 Melksham Football And Rugby Club, Eastern Way, Melksham, SN12 7GU.** Full Planning Application: To enable the area of land known as Melksham Rugby and Football club, to hold a temporary music event only for the 20th and 21st June 2025 with associated temporary structures built for the event.

Members noted the documents and feedback provided, however felt no need to make further comment.

A member of the public left at 8:17pm

203/25 Premises Licences applications and decisions:

No new applications to discuss.

204/25 Proposed Energy Installations

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

No responses received.

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

The notes from meeting with National Grid (Tuesday 22nd July 2025) were agreed.

The Clerk commented that she had, pre-empting a response from National Grid, obtained a quote for the cost of purchasing and maintaining a Speed Indicator Device (SID). She also had connected Highways Engineer Martin Rose to explore the possibility of installing a SID on Westlands Lane.

It was agreed that Councillors Richarson, Glover, Franks, Hemmings and Baines would attend the visit to the National Grid site. Councillor Harris would substitute for anyone unable to attend.

c) To note upcoming Regional Energy Strategic Plan policy guidance which will impact how local planning applications for hydrogen gas plants are assessed, to be published by 1st October 2025

Comments: Members agreed to object to the recent RIVAN Industries (Energy Parks) Limited Swindon Borough Council planning application S/25/0809 pending the publication and adoption of the regional government "Wiltshire National Energy Screening Project (NESP)" policy guidance, to be

published by National Energy System Operator (NESO) CEO, Dr Paul Golby, former CEO of E.ON and his team at NESO post 01st October 2025.

d) **Lime Down Solar**

The update on the planning application was noted.

Stop Lime Down is preparing a full account of Island Green Power's (IGP) consultations, drawing attention to the many deficiencies, and this will be sent to the Planning Inspectorate during September. One aspect of their report will be the views of key organisations and individuals, particularly their dissatisfaction with IGP's consultations, including the restriction of the 'targeted' consultation to just statutory consultees. Stop Lime Down have also requested that there should be a further period of consultation including members of the public.

Comment: Members agreed to share the CAWS feedback relating to the recent consultation with Stop Lime Down. Members also agreed to add the council's name to Stop Lime Down's report as a council dissatisfied with the consultation process.

205/25 Planning Enforcement:

The Clerk reported that Enforcement has visited Wick Solar Farm following complaints of extended periods of noise during fence construction. No further complaints are expected.

The Clerk also reported that Enforcement is planning a visit to the Lambing Shed.

She also explained that Enforcement has no evidence related to the Scaffold Company. The Evidence supplied by the parish council will be resubmitted.

206/25 Planning Policy:

a) **Joint Melksham Neighbourhood Plan:**

The outcome of the Referendum and the adoption of Melksham Joint Neighbourhood Plan 2 were noted. A total of 1,903 people voted YES, with 239 voting NO. The turnout was 10.79%. Wiltshire Council then went on to "make" the Plan on Monday 4th August 2025.

The number of votes per polling station were also noted.

b) The updates to the Wiltshire Local Plan examination were noted.

207/25 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:

The Land Registry document to transfer the play areas to the Parish Council was signed by the Parish Council on 11th August 2025.

An update on the primary school had been provided earlier in the meeting (MIN 202/25d)

No response had been received on the request for an update on the footpath from Western Way to Burnet Close.

It was noted that Highways have not yet adopted the roads as there was still outstanding works by Taylor Wimpey.

Following a recent article in the press regarding Taylor Wimpey and fire cladding issues, members clarified that were no concerns related to the cladding at Pathfinder Place in the flats, but that concerns had been raised about the absence of fire walls in the roof space between the flats.

Resolved: to ask Wiltshire Councillor Nick Holder to provide confirmation that the situation was resolved.

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

The developer (David Wilson Homes) have confirmed that they will be making a contribution to the parish council towards a footbridge to link Buckley Gardens with the adjacent development to the north, Bowood View, and the Berryfield Village Hall.

The Clerk explained that she has been in contact with a company who can provide a quotation for a bridge but that they need additional details including measurements in order to provide a quote.

Members noted that a site visit was being arranged with Highways to discuss the allocation of the S106 funding related to determining the safe walking routes.

It was agreed that Councillors Woods, Franks, Haffenden and Pafford would visit the site with the Clerk to make an assessment on the bridge and to meet with Highways.

iv. To note any S106 decisions made under delegated powers

None

v. It was noted that the Clerk has contacted Wiltshire Council to question the accessibility of published S106 agreements as these are scans of the signed versions and therefore cannot be read by accessibility (text to speech) readers or searched electronically.

b) Contact with developers:

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

No update

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

No update

iii. **Land at Old Melksham Library Site**

Councillors have been invited to a meet with the developer (Wiltshire Council) as part of Melksham Town Council's Economic Development Meeting on 2nd September 2025.

A pre-meeting is also being arranged by the developers to speak with the Clerk of Melksham Without Parish Council, the CEO of Melksham Town Council and Wiltshire Councillor Westbrook. No other councillors, from either council, have been invited.

Members were concerned that if their only opportunity to meet the developers was at the MTC meeting they would not be able to fully participate in the discussion (due to MTC standing orders regarding public participation)

Resolved: the Clerk to discuss options with Melksham Town Councillor Rabey (as Mayor and Chair of the Economic Development Committee).

Meeting closed at 8.53pm

Chairman, 28th July 2025

NOTES OF MEETING WITH NATIONAL GRID

ON TUESDAY 22nd JULY 2025 AT 10:30AM

RE: Works at Melksham Sub-station

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 Richardson (Planning Committee Member)
Councillor Tony Hemmings
Teresa Strange (Parish Clerk, Melksham Without)
Fiona Dey (Parish Officer, Melksham Without)
Dan Pike (CAWS – Community Action Whitley and Shaw)
Mark Fox (External Affairs, National Grid)
Tom Stevens (Community Relations Team, National Grid)

Mark and Tom presented on the role of the National Grid (NG) and gave an update on the project being undertaken at the Melksham sub-station (slides attached). They stressed the importance of having a resilient network capable of delivering power when needed.

They explained that the ongoing Melksham expansion project is to install a new supergrid transformer. Councillors questioned how the project would benefit the local community. It was explained that as well as increased resilience to the power network, there was a community grants scheme available (which was discussed later in the meeting).

Mark and Tom invited Melksham Without Parish (MWPC) councillors to visit the site. [Post meeting it was confirmed that the visit would be limited to 5 individuals due to logistical constraints. MWPC to confirm attendees. NG to propose dates/times]

Mark and Tom shared that phase 2 of the Bramley to Melksham upgrade project had been announced the previous day. The work involves upgrading the overhead lines to increase capacity and is expected to start in early 2026. It was noted that Balfour Betty, who will be undertaking the work, and would be making planning applications for removal and replacement of hedgerows to enable access to the overhead lines.

Councillor Richardson asked whether there is an increase in flood risk due to the upgrades (as had been seen in Bishops Canning). Mark confirmed that he would confirm with the engineering team that flood risk had been fully considered and mitigated.

Another project to install a new shunt reactor was noted. It was explained that the reactor has arrived on site and installation is expected to be complete by the end of August. There is a separate shunt reactor (not a National Grid project) planned for an area adjacent to the Melksham sub-station.

Mark and Tom thanked the parish council for their communications about traffic infringements and explained the efforts they were making to minimise these. They stressed that issues were being taking seriously and had so far resulted in one driver no longer being permitted to come to the site. They were also passing on issues related to other works to the relevant companies.

Councillors explained that the residents of Westlands Lane were particularly sensitive to traffic issues due to the cumulative impact of multiple developments and projects, not just National Grid. Councillor Hemmings gave credit to National Grid's traffic management efforts in improving the situation on Westlands Lane.

Councillor Richardson noted that the 20mph speed limit outside the site was not being adhered to. Mark noted that it was outside their remit to be able to address this. The Clerk suggested that National Grid could buy a Speed Indicator Device (SID) for about £3000-£4000 (plus the cost of replacing the batteries every couple of weeks) which could be located outside the site and then passed on to Parish Council. NG committed to consider the suggestion and to provide a response.

Mark and Tom presented on their Community Grant Programme for communities affected by National Grid projects. They suggested the project on the Bramley to Melksham upgrades could be used to access the grants as the project was for a new overhead line.

Mark also explained that he would be the contact for Community Benefit Days which are available for voluntary work. The Clerk suggested that, if National Grid had diggers on site for their project work, they could be help with digging out ditches in Whitley as a flood prevention measure. NG to consider the suggestion.

Councillor Pafford noted that the National Grid sub-station in Melksham was getting a large number of cable connection requests and asked whether connections elsewhere would be a possibility. Mark explained that the strategy for connections was within the remit of the National Energy Systems Operator (NESO), however he was not aware of any plans for a new sub-station. He suggested that at a future meeting he would ask someone with more knowledge of cabling and connection plans to attend to provide the wider perspective.

Councillor Richardson asked whether NG could provide a list of start and estimated end dates for current and planned projects. NG to respond.

Meeting closed at 11:45am

MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 1st September 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)

On Zoom: There were four members of the public joining remotely via Zoom. Councillor Chris Griffiths also joined via Zoom as an observer.

208/25 Welcome, Housekeeping and Announcements:

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

The Clerk announced that the planning application for a site adjacent to Melksham Oak Community School for 205 houses had been validated that day and would be considered at the Planning Committee Meeting on 22nd September 2025. Local Plan Site Allocation policy 19 Bath Road refers.

209/25 Apologies:

Apologies were received from Councillor Richardson who was absent due to a family issue.

Resolved: To approve and accept the reason for absence

Apologies were also received from Wiltshire Councillors Alford and Holder.

210/25 Declarations of Interest:

a. Declarations of Interest

Councillor Harris, as a member of the Wilts and Berks Canal Trust, declared a non-pecuniary interest in agenda item 6e due to its potential impact on the Melksham Canal Link project.

Councillor Franks also declared a non-pecuniary interest in agenda item 6e as he is a neighbour and friend of the applicant.

b. Dispensation Requests for this Meeting:

None requested.

211/25 To consider holding items in Closed Session due to confidential nature:

No items to be discussed in closed session.

212/25 Public Participation:

No members of the public wanted to make any comments.

213/25 Planning Applications: The Council considered the following applications and made the following comments:

a) **PL/2025/06609** Beanacre Manor, Beanacre, Melksham, SN12 7PT Householder planning permission: Domestic swimming pool with surround and ancillary buildings.

Members noted that the location of the proposed swimming pool was on the site of an old tennis court and felt positively about the planned additional planting.

Comments: No objection

b) **PL/2025/06519** Summerleaze Lodge, 10 Beanacre, Melksham, SN12 7PT Full Planning Permission: Change of use to the site from agricultural to domestic. To then develop the site with a bungalow, garage, gardens and drive.

Comments: No objection

Members felt that this application is an in-fill between existing properties and does not constitute development in the open countryside. It was also noted that the opposite side of the road has been fully developed. Members welcomed that the proposed development is a bungalow, which aligns with the Housing Needs Assessment[1] undertaken for the Joint Melksham Neighbourhood Plan 2.

c) **PL/2025/06680** SLADES FARM, TOP LANE, WHITLEY, MELKSHAM, SN12 8RA Householder Application: Repairs and upgrade of existing windows including slim double glazing. Existing door open reverting to window, and Window returned to door opening

Comments: No objection

d) **PL/2025/06932** SLADES FARM, TOP LANE, WHITLEY, MELKSHAM, SN12 8RA Works to a Listed Building: Repairs and upgrade of existing windows including slim double glazing. Existing door open reverting to window, and Window returned to door opening

Comments: No objection

Members recognise that they are not qualified to judge to merit of the works on a Listed Building and therefore will defer to the Heritage Officer raise any concerns.

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[1] https://www.melkshamneighbourhoodplan.org/_files/ugd/fcc864_a2d7a2620d174638b9b4898fc4194f4f.pdf

It was noted that there were two further planning applications for Slades Farm (PL/2025/06812 and PL/2025/07032), related to the access gates, which had been recently received and would be considered at the next Planning Committee meeting on 22nd September 2025.

e) **PL/2025/06704** Land North of Boundary Farm, Berryfield Lane, Melksham, SN12 6EF Full Planning Permission: Proposed Creation of Private Lake & Associated Landscaping.

Comments: No objection subject to the following:

- The development does not impinge on the protected route for the Melksham link canal (as per Wiltshire Core Strategy Policy 16 and Policy 94 of the emerging Local Plan)
- The comments from Archaeology are addressed

Members welcomed the Biodiversity Net Gain this development would bring (as per Policy 12 Green and Blue Instructure and Policy 13 Biodiversity of the Joint Melksham Joint Neighbourhood Plan 2).

214/25 Amended Plans/Additional Information:

a) **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.

Comments: Object

Members feel that this is a very problematic application. Whilst at first sight the development is of a relatively modest size, members feel that the risks are still significant. It only takes one fire in one container to create a potential catastrophe.

Many of the generic points in the CAWS (Community Action Whitley and Shaw) Brockleaze submission (PL/2025/05552) apply to this application including the renewable and low-carbon credentials, safety risks, environmental and hydrology risks, noise and cumulative impact. Additionally, and specifically for this application:

Secondary A aquifer

The Environment Agency has confirmed there is an aquifer at the site. The risk of contamination from firewater is significant (see below). There have been two appeal cases recently that cite risk to water supplies from a BESS safety incident, and these are highly relevant to this application. They are both in Devon and in the same area: appeal refs APP/U1105/W/23/3319803 dated 16 February 2024 and APP/U1105/W/24/3351691 dated 26 August 2025.

Hydrology

The site is extremely close to Flood Zone 3 exacerbating the risk to the environment from contamination (firewater or other).

Container Spacing

Whilst the augmentation containers appear to be spaced correctly, the original site is not. The original site is not relevant to this application (as that was subject to a previous application) except that a safety incident such as a fire on the augmentation site might mean that it could spread more easily to the original site.

Firewater Requirements

The developer states that they are exceeding NFCC guidance for 1900 litres per minute for 2 hours (which is equivalent to 228,000 litres). The developer's calculation is unclear as they are claiming to deliver 230.4m^3 (230,400 litres) also at a rate 1900l/min for 2 hours (page 3 of the Firewater Management Plan). The claim of exceeding the NFCC guidance is potentially misleading as the difference in the total delivered is de minimus.

The NFCC guidance is for 1 MW facilities and above, and there is a strong expectation that water requirements should be scaled up depending on the circumstances including the size of the facility. This augmentation scheme will make the overall BESS a 20 MW/40 MWh facility and CAWS research suggests that firewater requirement should be closer to 4 million litres for a facility of this size.

It is worth noting that the 20MW/10MWh BESS fire at Liverpool used between 1.9 million and 6 million litres of water over a 59-hour period.

The developer is relying on getting the water to the site via a hydrant in Shurnhold. It is unknown whether that hydrant has the necessary capacity or not (NB hydrant capacity issues at the Neston Glove Factory Fire). It is also not clear whether use of water from this hydrant would impact on local residences and the nearby care home, Blenheim House.

Water is not just used to cool a container fire. It is also used to cool adjacent containers to prevent the fire spreading. It is not clear if the developer has accounted for this in his calculations

Firewater Containment

All used firewater needs to be contained, especially given the aquifer that runs under the site. The proposed tanks are judged insufficient to contain that water (as the calcs are based on the 1900 Litres per minute for 2 hours only). The developer says it will use "a" mobile tanker to empty the firewater container tanks, presumably during an incident to provide additional capacity, and after to move the contaminated firewater for treatment. This grossly underestimates the tanker requirement. In one of the above appeals for a similar quantity of water the developer estimated 210 tanker trips would be required, and the Action Group estimated the number at 498. The likelihood of being able to secure vehicles to this extent is, in our opinion, minimal. Even if they did manage to acquire these vehicles, the impact on the highway would be significant (see comments about Transport Plan below).

Type of Battery

The developer proposes LFP batteries for the augmentation site. These are being touted as safer than Li-ion batteries because, inter alia, they have a higher thermal runaway threshold. No substantive independent data have been found to verify this claim.

Fire Suppression System

The developer references fire suppressant systems in the original and augmentation sites, but it is not clear from the documentation what sort of fires these are provided to protect against. Initial reading implies a thermal runaway event, but by reference to the developer's own words that cannot be the case - "…most appropriate extinguishing agent for a battery fire is water…" and … "when you have run out of water, you've run out of fire suppression power".

Proximity to Residents

The site is approx. 500m from Blenheim Care Home. Lime Down Solar implied that the proximity standard (and the one they are using at Hullavington) is 900m.

Monitoring/Key Holder

Safety monitoring is remote, but the document does not appear to say where it is. This is a significant issue, as in the case on the Liverpool fire the monitoring was in Denmark and there were communication delays. It is not crystal clear who the key holder to the site will be and again, in the case of the Liverpool Fire, the Fire and Rescue Service could not access the fire through the gate for a few hours. It is not 100% clear if the isolation valve in the firewater containment tanks will be closed manually or remotely.

Compliance with NFCC Guidance

In addition to some of the points discussed above, overall compliance with NFCC Guidelines is judged to be weak. It is noted that there are a number of significant comments submitted on the application from Dorset and Wiltshire Fire and Rescue Service.

Construction Management Plan (CMP)

The CMP is brief. The proposed working hours are too long and should be reduced.

Transport/Traffic Management Plan (TMP)

A TMP has not been provided despite the need to deliver heavy/wide loads during construction, and the logistical challenges to be overcome in the event of a safety incident.

215/25 **Current planning applications:** Standing item for issues/queries arising during period of applications awaiting decision.

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

The new comments from Education were noted.

The Clerk highlighted that the Developer had agreed to the NHS contributions and noted the parish council's comments on wording around the recipient project.

The Developer had also stated that as Melksham Without Parish Council (MWPC) are not a signatory on the S106 they do not have the right to be involved in S106 negotiations, but the Developers are willing to potentially share the draft agreement/or summary of terms as they develop and to receive comments. The Clerk has reverted, sharing the positive experience of being involved in discussions for the Blackmore Farm application and is awaiting a further response.

The Clerk also plans to contact the Planning Officer to discuss being involved in the S106 and also to express disgruntlement that WC are negotiating the S106 contribution for a community centre without input from MWPC who will be taking on the asset.

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

The new documents were noted.

c) 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.

Comments:

In December 2024, the parish council had no objection to this development with a number of provisos, including that the proposal should secure the means of access to enable further development on adjoining land. For example, by inclusion of a road access point provided from this proposal site into land to the east of the site. At that time the site was allocated in the emerging Melksham Joint Neighbourhood Plan 2.

The Melksham Joint Neighbourhood Plan 2 was 'made' on 4th August 2025. Policy 7.5 within the Plan (Land at Middle Farm, Corsham Road, Whitley) requires "a single comprehensive masterplan, phasing and delivery strategy for the development must be prepared and then approved by the local Planning Authority, as part of, or in advance of any planning application being submitted for the whole or part of the allocated site. This must take account of this policy and the principles shown within the concept plan. Detailed Planning applications must be in accordance with the approved masterplan."

As the developers have not provided a masterplan for the site and have made no amendments to their plans to reflect the comments made by the parish Council in December 2024 or to conform to the requirements of Policy 7.5 of

the adopted Melksham Joint Neighbourhood Plan 2, Melksham Without Parish Council are now changing their stance on this application to OBJECT as the application conflicts with the made Neighbourhood Plan.

When the parish council met with the applicant and agent in June 2024, they advised that if the wider "Plot B" site was carried forward in the revised Neighbourhood Plan 2 and was allocated and supported through the next round of consultation then they would submit a scheme for the wider area, for some 58 dwellings. This has not been done which is disappointing as it's not been done further to the conversation with the applicant in March 2025 to ask for additional evidence that this would happen, to present to the Neighbourhood Plan Examiner.; and since the Neighbourhood Plan 2 Referendum on 31st July and the Plan being made on 4th August, which has been communicated to the applicant and agent.

d) 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).

The new comments from Education were noted.

e) 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 new comment from Archaeology was noted.

The Clerk confirmed that she had not yet received any direct response from the Director of Planning but noted that he had been on holiday and was due to return to the office on 1st September 2025.

The Clerk had circulated, as a late paper, correspondence sent from the Director of Planning Nic Thomas to Wiltshire Councillor Phil Alford.

Members considered the correspondence and recognised that the merger of the economy and regeneration service with the planning service, and the new stance of the economy and regeneration team not expressing views on individual planning applications had only occurred this year and could explain the difference in the approach on the Octavian application and the Gompels application.

However, members remain frustrated that the employment numbers provided by the applicant had not been verified.

Comments: Members feel that the response from the Director of Planning is unsatisfactory and feel that input from the economy and regeneration team, especially verification of the employment numbers provided by the applicant, should be visible in the planning balance assessment. Members are frustrated that this important element of the planning balance is not visible or is being ignored.

f) 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.

g) PL/2025/04158 Melksham Football And Rugby Club, Eastern Way, Melksham, SN12 7GU. Full Planning Application: To enable the area of land known as Melksham Rugby and Football club, to hold a temporary music event only for the 20th and 21st June 2025 with associated temporary structures built for the event.

It was noted that the planning application was refused based on nature conservation and that this potentially could be put right in future applications. Members considered the concerns raised by the Wiltshire Throwback Festival (WTF) organisers regarding how other events within Melksham are being licensed, monitored, and assessed for risk, and whether future measures will be implemented to ensure they meet the required standards for public safety, nuisance prevention, and protection of children. WTF organisers made specific reference to an open-air Reggae music event held on the evening of the 15th August 2025, in King Goerge V Park, hosted by and from Evie's Kitchen.

Councillor Glover also raised concerns about the volume of the event as the music had disturbed the VJ Day event held in Canon Square and later in the evening could be heard in Bowerhill and Berryfield.

Members noted that the Evie's Kitchen event was not held in the parish but was on land owned by Melksham Town Council and that Evie's Kitchen was a Melksham Town Council tenant.

However, as the WTF is held within the parish, members felt it appropriate to respond to concerns raised.

Standing orders were suspended to allow one the WTF organisers to speak.

The WTF organiser clarified that they had already received a response from Wiltshire Council. The concerns raised had been investigated, including a visit to Evie's Kitchen, and had concluded that the event had not breached Evie's Kitchen premises license conditions.

The WTF organiser also reiterated that he wants all events to be held to the same standards and that a free event doesn't negate the need for public safety controls.

Councillor Glover reiterate his concerns about the noise levels. The WTF organiser also commented that the noise levels should have considered the nearby care home on Lowbourne.

The meeting reconvened.

Resolved: The Clerk to respond to all parties on the correspondence from the WTF organisers:

- clarifying that MWPC were not responsible for the Evie's Kitchen event,
- supporting the concerns raised by the WTF organisers
- noting that parish councillors could hear the Evie's Kitchen event in Bowerhill and Berryfield, and that it interrupted the commemoration of VJ Day including the minute's silence.
- asking that a thorough investigation is conducted by Melksham Town Council and Wiltshire Council into what happened at the Evie's Kitchen event, the controls that were in place and any additional requirements for future events. The investigation should be reported back to all parties.

h) 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.

The minutes of the Strategic Planning Committee on 5th August 2025 were noted.

Members agreed that representatives from Melksham Without Parish Council would attend the appeal hearing as it is expected that the applicant will lodge an appeal.

216/25 Premises Licences applications and decisions:

No new applications to discuss.

217/25 Proposed Energy Installations

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

Members felt disappointed with the response that had been received from National Grid.

The Clerk summarised that National Grid have stated that the area where they are working has a low risk of flooding (flood zone 1) and therefore no mitigation or contributions to wider catchment projects (as per Policy 3 of Melksham Joint Neighbourhood Plan 2) are needed.

They also are unable to contribute to a new Speed Indicator Device (SID) as their traffic is following the 20-mph speed limit on Westlands Lane and

therefore, they cannot justify the cost. They have suggested that MWPC could apply for a grant for a SID through their Community Grant Programme.

Resolved: The Clerk to propose dates to National Grid for a site visit, following consultation with the Councillors attending. (Councillors Richarson, Glover, Franks, Hemmings and Baines with Councillor Harris as a substitute – MIN204/25b)

b) **Land South of Brockleaze (PL/2025/05552)**

The Clerk explained that in the previous planning meeting (11th August 2025) members had supported a draft version of the CAWS (Community Action Whitley and Shaw) response to the application. The final version has been circulated to members as a late paper and is appended to these minutes.

Members also noted that the application has been called-in by the Wiltshire Councillor for Corsham Without.

218/25 Planning Enforcement:

A planning enforcement request was submitted for construction traffic going to Wick Solar Farm on Westlands Lane. The Clerk withdrew this following a positive and robust response from Wick Solar where they banned the two offending drivers from attending the site.

The Clerk explained that the challenge remains of identifying which site any offending drivers are attending in order for feedback to the relevant company.

The Clerk also noted that a number of site access signs have been erected across the parish by Balfour Beatty associated with upgrades to the overhead power lines. At the request of MWPC the signs on the A350 directing site traffic to Westlands Lane and Chapel Lane in Beanacre have been removed to avoid confusion with the restrictions on traffic accessing the other construction sites.

219/25 Planning Policy:

a) **Joint Melksham Neighbourhood Plan:**

The Clerk reminded the committee that they had previously had a standing item on the agenda to reflect on responses to planning applications and to consider any items for inclusion in a future review of the Neighbourhood Plan. Members were in agreement that this should be reinstated.

The Delivery Framework Proposal from Place Studios was considered. Members were keen to continue to work with Place Studios both to support delivery of the policies in the Neighbourhood Plan jointly with Melksham Town Council, but also for them to provide support to directly to Melksham Without Parish Council on relevant applications.

Recommendation: to continue to work with Place Studios as described in their Delivery Framework Proposal

Members were very positive about both Melksham Without Parish Councillors and Melksham Town Councillors jointly receiving training from Place Studios on familiarisation with the Neighbourhood Plan.

Recommendation: for Place Studios to deliver training on the Neighbourhood Plan at a cost of £1100 (to be split 70/30 with Melksham Council Town subject to their agreement)

The Clerk explained that the Neighbourhood Plan Website needed a major overhaul now that the plan had been made. Place Studios had estimated that it would take 1-1.5 days of work at a cost of £500-£720.

Recommendation: for Place Studios to overhaul the Neighbourhood Plan website at a cost of £500-£720 (to be split 70/30 with Melksham Council Town subject to their agreement)

Wiltshire Council had asked the parish council for feedback on the Neighbourhood Plan process. Members considered the draft response prepared by the Clerk and were happy for her to submit it to Wilshire Council.

Resolved: The Clerk to submit the response to Wiltshire Council's questions on the Neighbourhood Plan process.

b) There have been no updates to the Wiltshire Local Plan examination since the last meeting.

220/25 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

It was agreed that this item can be removed from future agendas until the land has been bought and contact has been made with the new owners before they submit a Reserved Matters application.

ii. Pathfinder Place:

There were no updates on the transfer of the Public Open Space, but it was noted that the footpath is already cracking. Wiltshire Councillor Holder is following up.

No response had been received on the request for an update on the footpath from Western Way to Burnet Close. Wiltshire Councillor Holder has raised the issue with the Director of Highways. It was agreed that the Clerk should ask Melksham Town Council to help apply pressure by also asking for an update.

It was noted that Highways have not yet adopted the roads due to waiting for Taylor Winpey needing to complete work. It was noted that the bus shelters

are rusting and road markings needed to be refreshed but work cannot be completed until the roads are adopted.

Councillor Glover raised concerns about traffic turning right out of Maitland Place. The Clerk stated that the request for no right-turn into or out of Maitland Place onto Pathfinder Way had been discussed with the developer and would be included when MWPC commented on the Reserved Matters application (not yet submitted/validated)

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

Councillor Wood reported that a resident of Buckley Gardens had raised concerns that the streetlights stay on all night. The Clerk to raise with David Wilson Homes (the developer).

The Clerk provided an update from the developer that the gym had been installed, and details were shared of the planned play area. No updates had been received on the contribution towards the bridge or the progress of the changes needed to the S106. The Clerk is also waiting for a meeting with highways officer to discuss walking routes to the school and into town.

iv. To note any S106 decisions made under delegated powers

None

b) Contact with developers:

i. **Land at Old Melksham Library Site**

Wiltshire Council, as developers of the site, have communicated that they will not be ready to bring forward proposals at the Melksham Town Council meeting on 23rd September and so the discussion will move to a later meeting.

Meeting closed at 8.18pm

Chairman, 8th September 2025

Receipts for Month 4 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**6,589.01**					**6,589.01**	
V4592=BACS	Banked: **07/07/2025**	**483.00**						
V4592=BACS	Future of Football	483.00			1260	210	11.50	Inv.505- 9th June hire kitchen
					1260	210	11.50	Inv.505- 10th June hire kitche
					1210	210	460.00	Inv.505- July evening training
V4593-BACS	Banked: **07/07/2025**	**575.00**						
V4593-BACS	Future of Football	575.00			1210	210	575.00	Inv.503- June evening training
V4594-BACS	Banked: **07/07/2025**	**777.00**						
V4594-BACS	Future of Football FC	777.00			1210	210	777.00	Inv.504- Summer Tournament
V4595-BACS	Banked: **17/07/2025**	**4,939.70**						
V4595-BACS	HM Revenue & Customs	4,939.70			105		4,939.70	VAT Refund-1/4/25-30.6.25
V4596-BACS	Banked: **29/07/2025**	**100.00**						
V4596-BACS	Bishops Cannings	100.00			550		50.00	Refundable deposit- Sun A
					550		50.00	Refundable deposit- Sun B
V4597-BACS	Banked: **29/07/2025**	**69.00**						
V4597-BACS	Pilot FC	69.00			1210	210	69.00	Inv.507- 25th July match
	Total Receipts for Month	6,943.70	0.00	0.00			6,943.70	
	Cashbook Totals	13,532.71	0.00	0.00			13,532.71	

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Payments for Month 4 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2025	Water2Business	V4586-DD	94.12			4323	320	94.12	Inv.200-BSF allotment water
01/07/2025	Water2Business	V4587-DD	209.81			4322	220	209.81	Inv.451- Pavilion water charge
01/07/2025	Grist Environmental	V4598-DD	85.32		14.22	4770	220	71.10	Inv.239-Pavilion waste away
01/07/2025	Grist Environmental	V4598-DD	-85.32		-14.22	4770	220	-71.10	WRONG CB
15/07/2025	Daisy (Onebill)	V4588-DD	63.85		10.64	4190	120	53.21	Inv.90- Office wifi & line
15/07/2025	Daisy (Onebill)	V4589-DD	72.11		12.02	4384	220	60.09	Inv.791- Pavilion line & wifi
28/07/2025	Lloyds Bank	V4590-DD	9.50			4140	120	9.50	Service Charge
28/07/2025	Unity Bank	V4605-6240	7,000.00			220		7,000.00	CHQ transfer Lloyds to Unity
29/07/2025	Lamplight	V4591-DD	57.00		9.50	4686	170	47.50	Inv.932-MCS database
	Total Payments for Month		7,506.39	0.00	32.16			7,474.23	
	Balance Carried Fwd		6,026.32						
	Cashbook Totals		13,532.71	0.00	32.16			13,500.55	

Receipts for Month 4 — Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	20,108.99					20,108.99	
V4599-BACS	Banked: 02/07/2025	2,306.52						
V4599-BACS	CCLA Investment Management	2,306.52			1080	110	2,306.52	Interest
V4600-BACS	Banked: 02/07/2025	77.73						
V4600-BACS	CCLA Investment Management	77.73			1080	110	77.73	Interest
	Banked: 17/07/2025	18,000.00						
V4604-TRAN	CCLA	18,000.00			240		18,000.00	Transfer- CCLA- Unity
	Banked: 28/07/2025	7,000.00						
V4605-6240	Current Account & Instant Acc	7,000.00			200		7,000.00	CHQ transfer Lloyds to Unity
	Total Receipts for Month	27,384.25	0.00	0.00			27,384.25	
	Cashbook Totals	47,493.24	0.00	0.00			47,493.24	

Continued on Page 262

Payments for Month 4 Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2025	Grist Environmental	V4598-DD	85.32		14.22	4770	220	71.10	Inv.135-B'hill waste away
16/07/2025	EDF Energy	V4601-DD	155.63		7.41	4302	220	148.22	Inv.09-Pavilion Electrcity
16/07/2025	Lloyds Corp Card	V4602-DD	435.16		68.60	4120	120	3.30	Notices & poster postage
						4175	120	24.97	Adobe subscription
						4175	120	81.88	Office 365 Cllrs
						4190	120	36.90	Office phone charges
						4175	120	30.90	Microsoft business-Officers
						4680	170	108.00	NHP Website domain
						4175	120	6.33	Website domain
						4200	120	12.99	Meeting subscription
						4250	120	14.00	Land Registry Search
						4120	120	3.30	Notices and Posters
						4686	170	5.99	MCS Phone line
						4175	120	35.00	SSL Certicicate renewal
						4140	120	3.00	Monthly Fee
23/07/2025	Wiltshire Age UK	V4565-BACS	3,090.00			4685	170	3,090.00	Inv.221-MCS July-Sept 25
23/07/2025	Agilico	V4566-BACS	49.89		8.31	4130	120	41.58	Inv.055-Office photocopying
23/07/2025	Aquasafe Environmental Ltd	V4567-BACS	168.00		28.00	4212	220	140.00	Inv. 704- July 25 PPM Visit
23/07/2025	Avon Printing Services	V4568-BACS	1,214.00			4680	170	1,214.00	Inv.858- NHP Leaflet printing
23/07/2025	Avon Printing Services	V4569-BACS	91.00			4680	170	91.00	Inv.873-Additional NHP leaflet
23/07/2025	JH Jones & Sons	V4570-BACS	2,742.77		457.13	4402	320	72.94	5247- Allotment Grass cutting
						4402	320	21.88	5247- BSF Hedge cut
						4400	142	417.42	5247- Play Area grass cutting
						4780	142	149.86	5247- Play Area bin emptying
						4400	142	21.84	5247-Beanacre leaf clearance
						4400	142	42.03	5247-Kestrel Shrub Maintenance
						4400	142	25.00	5247- Grass cut outside BYF P
						4781	220	96.50	5247-JSF Bin emptying
						4405	220	50.67	5247- JSF Hedge Maintenance
						4409	142	198.08	5247- Hornchurch POS
						4820	142	39.36	5247- SHF Annual cut
						347	0	-39.36	5247- SHF Annual cut
						6000	142	39.36	5247- SHF Annual cut
						4401	220	1,150.06	5247-JSF Pitch Maintenance
23/07/2025	JH Jones & Sons	V4571-BACS	840.00		140.00	4740	220	700.00	Inv.5208-Surface grooming
						355	0	-700.00	Inv.5208-Surface

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Payments for Month 4 Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									grooming
						6000	220	700.00	Inv.5208-Surface grooming
23/07/2025	JH Jones & Sons	V4572-BACS	633.60		105.60	4710	220	528.00	5221-Extra line mark FOF Tourn
23/07/2025	McLellan Design Ltd	V4573-BACS	252.00		42.00	4680	170	210.00	9650 Accessibility checks NHP
23/07/2025	The National Allotment Society	V4574-BACS	84.00		14.00	4650	170	70.00	Subscription
23/07/2025	Wiltshire Council	V4575-BACS	3,259.01			4270	140	3,259.01	Inv.130-Office rent-1.7-30.9.2
23/07/2025	Avon IT Systems	V4576-BACS	432.00		72.00	4351	120	360.00	1890-Replacement Cllr laptop
23/07/2025	Avon Printing Services	V4577-BACS	57.60		9.60	4680	170	48.00	Inv.884-MWPC Foamex Boards NHP
23/07/2025	Avon Printing Services	V4578-BACS	244.00			4680	170	244.00	Inv.885-NHP Printing
23/07/2025	HM Revenue & Customs	V4579-BACS	3,082.37			4041	130	1,296.48	Period 4- July 2025
						4000	130	686.00	Period 4- July 2025-T
						4000	130	263.60	Period 4- July 2025-NI
						4010	130	237.00	Period 4- July 2025-T
						4010	130	105.78	Period 4- July 2025-NI
						4020	130	191.00	Period 4- July 2025-T
						4020	130	86.31	Period 4- July 2025-NI
						4460	142	201.80	Period 4- July 2025-T
						4800	320	14.40	Period 4- July 2025-T
23/07/2025	Wiltshire Pension Fund	V4580-BACS	2,420.17			4045	130	1,832.57	Period 4- July 25
						4000	130	326.76	Period 4- July 25
						4010	130	137.48	Period 4- July 25
						4020	130	123.36	Period 4- July 25
28/07/2025	Teresa Strange	V4581-BACS	[redacted]	Total Salaries July 2025 £7,962.02	3.00	4000	130	[redacted]	July 2025 Salary
						4070	120	44.36	Refreshment last NHP Meeting
						4055	130	15.00	Hazardous substance training
28/07/2025	Marianne Rossi	V4582-BACS	[redacted]		3.00	4010	130	[redacted]	July 2025 Salary
						4055	130	15.00	Hazardous Substance Training
						4120	120	3.30	Notices & posters postage
28/07/2025	Fiona Dey	V4583-BACS	[redacted]			4020	130	[redacted]	July 2025 Salary
28/07/2025	Terry Cole	V4584-BACS	[redacted]			4460	142	[redacted]	July 2025 Salary
						4050	142	47.50	Travel Allowance July 25
						4051	142	40.50	Mileage x90
28/07/2025	David Cole	V4585-BACS	[redacted]			4800	320	[redacted]	July 2025 Salary
31/07/2025	Unity Trust Bank	V4603-	9.90			4140	120	9.90	Service Charges
	Total Payments for Month		27,480.10	0.00	972.87			26,507.23	
	Balance Carried Fwd		20,013.14						
	Cashbook Totals		47,493.24	0.00	972.87			46,520.37	

Receipts for Month 4

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis 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 4 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	

Receipts for Month 4 Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	2,936.18					2,936.18	
	Banked:	0.00						
		0.00					0.00	
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	2,936.18	0.00	0.00			2,936.18	

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Payments for Month 4

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		2,936.18						
	Cashbook Totals		2,936.18	0.00	0.00			2,936.18	

Receipts for Month 4 Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	663,000.00					663,000.00	
	Banked:	0.00						
			0.00				0.00	
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	663,000.00	0.00	0.00			663,000.00	

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Payments for Month 4 Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
17/07/2025	Unity Bank	V4604-TRAN	18,000.00			220		18,000.00	Transfer- CCLA- Unity
	Total Payments for Month		18,000.00	0.00	0.00			18,000.00	
	Balance Carried Fwd		645,000.00						
	Cashbook Totals		663,000.00	0.00	0.00			663,000.00	

Receipts for Month 5 — Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	6,026.32					6,026.32	
V4634-BACS	Banked: 05/08/2025	492.00						
V4634-BACS	Future of Football		492.00		1260	210	11.50	Inv.509-9th June kitchen hire
					1210	210	480.50	Inv.509-August evening trainin
V4635-BACS	Banked: 05/08/2025	6.54						
V4635-BACS	BASRAG		6.54		1130	110	6.54	Inv.510-Photocopying flyer
V4636-BACS	Banked: 11/08/2025	96,048.36						
V4636-BACS	Wiltshire Council		96,048.36		1420	350	96,048.36	CIL-Land at Semington RD 02749
V4637-BACS	Banked: 12/08/2025	71.00						
V4637-BACS	E Blackmore (Pilot FC)		71.00		1210	210	71.00	Inv.508-9th August pitch hire
V4638-BACS	Banked: 18/08/2025	71.00						
V4638-BACS	E Blackmore (Pilot FC)		71.00		1210	210	71.00	Inv.508-16th Aug pitch hire
V4639-BACS	Banked: 18/08/2025	334.96						
V4639-BACS	Berryfield Village Hall		334.96		1470	142	334.96	Inv.511-Hall insurance
V4640-BACS	Banked: 26/08/2025	71.00						
V4640-BACS	E Blackmore (Pilot FC)		71.00		1210	210	71.00	Inv.508-23rd Aug pitch hire
	Total Receipts for Month	97,094.86	0.00	0.00			97,094.86	
	Cashbook Totals	103,121.18	0.00	0.00			103,121.18	

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Payments for Month 5 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2025	Water2business	V4629-DD	245.12			4323	320	245.12	54-Berryfield allotment water
15/08/2025	Daisy (One bill)	V4630-BACS	63.85		10.64	4190	120	53.21	Inv.587-Office line & wifi
15/08/2025	Daisy (Onebill)	V4631-DD	72.11		12.02	4384	220	60.09	Inv.88 Pavilion line & wifi
26/08/2025	EDF Energy	V4632-DD	75.60		3.60	4312	220	72.00	Pavilion Gas
29/08/2025	Lamplight	V4633-DD	57.00		9.50	4686	170	47.50	Inv.23-MCS Database
	Total Payments for Month		513.68	0.00	35.76			477.92	
	Balance Carried Fwd		102,607.50						
	Cashbook Totals		103,121.18	0.00	35.76			103,085.42	

Receipts for Month 5 — Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received		£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		20,013.14					20,013.14	
V4647-INTE	Banked: 04/08/2025	2,349.26							
V4647-INTE	CCLA Investment LTD		2,349.26			1080	110	2,349.26	Interest
V4641-CHQ	Banked: 12/08/2025	300.00							
V4641-CHQ	Melksham Community Money advic		300.00			1485	170	300.00	Return of 24/25 grant CHQ-047
	Banked: 15/08/2025	23,000.00							
V4645-TRAN	CCLA		23,000.00			240		23,000.00	Transfer-CCLA TO Unity
	Total Receipts for Month	25,649.26		0.00	0.00			25,649.26	
	Cashbook Totals	45,662.40		0.00	0.00			45,662.40	

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Payments for Month 5 Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2025	Grist Environmental	V4642-DD	135.02		22.50	4770	220	112.52	Inv.738-Pavilion waste collect
18/08/2025	LLOYDS CORPCARD	V4643-DD	362.33		59.92	4150	120	8.24	Blue copier paper
						4150	120	26.74	Copier paper
						4575	142	26.67	Gate locks
						4175	120	24.97	Adobe pro subscription
						4175	120	78.40	Office 365 for Cllrs
						4190	120	36.90	Office phone costs
						4175	120	30.90	Office 365 officers
						4175	120	6.33	Website hosting
						4200	120	12.99	Online meeting subscroption
						4686	170	5.99	MES Support line
						4190	120	41.28	Office phone costs
						4140	120	3.00	Monthly fee
19/08/2025	EDF Energy	V4644-DD	131.88		6.28	4302	220	125.60	Inv.010-Pavilion electricity
21/08/2025	JH Jones & Sons	V4606-BACS	1,158.00		193.00	4540	142	965.00	5293- SID Deployment 10/5-5/7
21/08/2025	JH Jones & Sons	V4607-BACS	1,077.36		179.56	4740	220	897.80	Inv.5207-Seeding of youth pitc
						355	0	-897.80	Inv.5207-Seeding of youth pitc
						6000	220	897.80	Inv.5207-Seeding of youth pitc
21/08/2025	Agilico	V4608-BACS	88.04		14.67	4130	120	73.37	Inv.177-Office photocopying
21/08/2025	Jens Cleaning	V4609-BACS	231.00			4381	220	231.00	Inv.1089-4th June-6th Aug clea
21/08/2025	JH Jones & Sons	V4610-BACS	2,742.77		457.13	4402	320	72.94	Inv.5338-Allotment grass cutti
						4402	320	21.88	Inv.5338-BSF Hedge cut
						4400	142	417.42	Inv.5338-Play Area grass cutti
						4780	142	149.86	Inv.5338-Play Area bin emptyin
						4400	142	21.84	Inv.5338-Beanacre leaf clearan
						4400	142	42.03	Inv.5338-Kestrel Shrub
						4400	142	25.00	Inv.5338-Grass outside BYF P/A
						4781	220	96.50	Inv.5338-JSF Bin emptying
						4405	220	50.67	Inv.5338-JSF Hedge
						4409	142	198.08	Inv.5338-Hornchurch POS
						4820	142	39.36	Inv.5338-SHF Annual cut
						347	0	-39.36	Inv.5338-SHF Annual cut
						6000	142	39.36	Inv.5338-SHF Annual cut
						4401	220	1,150.06	Inv.5338-JSF Pitch maintenance

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Payments for Month 5 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
21/08/2025	JH Jones & Sons	V4611-BACS	463.20		77.20	4540	142	386.00	5375-SID Deployment-21/7-4/8
21/08/2025	JH Jones & Sons	V4612-BACS	144.00		24.00	4721	220	120.00	Inv.5359-Bridge repair
21/08/2025	Tuscan Architectural Hardware	V4613-BACS	242.82		40.47	550		50.00	Changing room keys replacement
						4721	220	152.35	Inv.650-Changing room keys
21/08/2025	Wiltshire Publication	V4614-BACS	530.40		88.40	4680	170	442.00	Inv.741-NHP Leaflet delivery
21/08/2025	Wiltshire Publication	V4615-BACS	1,272.00		212.00	4680	170	1,060.00	Inv.539-NHP Referendum advert
21/08/2025	Wiltshire Council	V4616-BACS	78.00			4560	142	78.00	Inv.184-Flood warden DBS Check
21/08/2025	JH Jones & Sons	V4617-BACS	1,008.00		168.00	4490	142	840.00	5384-rights of way board refer
21/08/2025	Radcliffe Fire Protection Ltd	V4618-BACS	430.80		71.80	4212	220	359.00	Inv.39020-Extinguisher replace
21/08/2025	Agilico	V4619-BACS	55.70		9.28	4130	120	46.42	Inv.927-Staples for photocopie
21/08/2025	SSE	V4620-BACS	2,391.82		113.90	4312	220	2,277.92	24/25 Pavilion gas
21/08/2025	HM Revenue & Customs	V4621-BACS	3,536.77			4041	130	1,450.95	Period 5- August 2025
						4000	130	698.80	Period 5- August 2025-T
						4000	130	264.96	Period 5- August 2025-NI
						4010	130	312.00	Period 5- August 2025-T
						4010	130	137.69	Period 5- August 2025-NI
						4010	130	35.00	Period 5- August 2025
						4020	130	268.00	Period 5- August 2025-T
						4020	130	118.97	Period 5- August 2025-NI
						4460	142	232.60	Period 5- August 2025-T
						4800	320	17.80	Period 5- August 2025-T
21/08/2025	Wiltshire Pension Fund	V4622-BACS	2,644.00			4045	130	2,004.97	Period 5- August 2025
						4000	130	331.38	Period 5- August 2025
						4010	130	160.61	Period 5- August 2025
						4020	130	147.04	Period 5- August 2025
21/08/2025	Aquasafe Environmental Ltd	V4628-BACS	828.00		138.00	4212	220	690.00	August PPM Visit & Chlorinatio
28/08/2025	Teresa Strange	V4623-BACS	[redacted]		7.29	4000	130	[redacted]	August 2025 Salary
				Total Salaries August 2025 £8,657.53		4120	120	199.98	First Class large stamps
						4370	120	17.08	Dishwasher tablets
						4155	120	53.37	Refreshments for meetings
28/08/2025	Marianne Rossi	V4624-BACS	[redacted]			4010	130	[redacted]	August 2025 Salary
28/08/2025	Fiona Dey	V4625-BACS	[redacted]			4020	130	[redacted]	August 2025 Salary
28/08/2025	Terry Cole	V4626-BACS	[redacted]			4460	142	[redacted]	August 2025 Salary
						4050	142	47.50	Travel allowance
						4051	142	45.45	Mileage x101 miles
28/08/2025	David Cole	V4627-BACS	[redacted]			4800	320	[redacted]	August 2025 Salary
31/08/2025	Unity Trust Bank	V4646-	10.05			4140	120	10.05	Service Charge

Continued on Page 267

Total Payments for Month	28,590.16	0.00	1,883.40	26,706.76
Balance Carried Fwd	17,072.24			
Cashbook Totals	45,662.40	0.00	1,883.40	43,779.00

Receipts for Month 5

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis 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	

Continued on Page 152

Payments for Month 5 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	

Receipts for Month 5 Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	2,936.18					2,936.18	
	Banked:	0.00						
		0.00					0.00	
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	2,936.18	0.00	0.00			2,936.18	

Continued on Page 58

Payments for Month 5

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		2,936.18						
	Cashbook Totals		2,936.18	0.00	0.00			2,936.18	

Receipts for Month 5 Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	645,000.00					645,000.00	
	Banked:	0.00						
		0.00					0.00	
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	645,000.00	0.00	0.00			645,000.00	

Continued on Page 34

Payments for Month 5 Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/08/2025	Unity Bank	V4645-TRAN	23,000.00			220		23,000.00	Transfer-CCLA TO Unity
	Total Payments for Month		23,000.00	0.00	0.00			23,000.00	
	Balance Carried Fwd		622,000.00						
	Cashbook Totals		645,000.00	0.00	0.00			645,000.00	

NOTES

Melksham Without Parish Council and Melksham Town Council's

CIL (Community Infrastructure Levy) Sharing Working Party

Wednesday 23rd July 2025 at 6pm

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

Attendees:

Melksham Without Parish Council (MWPC)	Melksham Town Council (MTC)
Councillor John Glover	Councillor Adrienne Westbrook
Councillor David Pafford	Councillor Phil Alford
Councillor Alan Baines	Councillor Jenny Crossley
Teresa Strange, Clerk	Hayley Bell, Acting CEO

1. **Chair of Meeting**
   Councillor Phil Alford was appointed Chair for the meeting

2. **Terms of Reference & Joint Melksham Neighbourhood Plan 2 Priority Statement:**
   The previous agreed Terms of Reference were noted:
   - 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

   As well as the Priority Statement 2 (Levels of Growth & Infrastructure) in the NHP2, including:

   "A Memorandum of Understanding is in place between MWPC and MTC setting out the terms for the sharing of CIL funds, or any replacement funding system. The Memorandum of Agreement will include a Statement of Priorities for infrastructure needs and civic amenity projects which will be reviewed annually and agreed jointly between the Town and Parish Councils. Interdependence can therefore follow through into the appropriate distribution of CIL monies"

3. **MWPC & MTC respective funds in their "CIL Sharing" Reserves**:
Note from the agenda pack: 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. This will be reaffirmed by the emerging Joint Melksham Neighbourhood Plan 2 due for Referendum on 31st July.

   MWPC reported £71,314.77 in their CIL Sharing Reserve as at their year end accounts at 31st March 2025; with no further CIL funding received to date.

   MTC are not in a position to report what CIL funds they have. Advice on how to obtain that was given by the MWPC Clerk, and had been done several times with a variety of MTC officers, including the Locum RFO recently.

   Concern was raised that if the MTC CIL shared funding was not in an identified separate earmarked Reserve that it could be spent on other projects, but reassurance was given that CIL had not been spent by MTC to date.

   ACTION A: MTC CEO to ascertain how much CIL funding that MTC have in their CIL shared fund reserve and to advise the MWPC Clerk.

4. **To note previous projects and agreed spend to date**
   The MWPC Clerk reported that the last meeting of the CIL Sharing Working Party was held on 19th July 2022, no Notes can be found by the MWPC Clerk but email correspondence between the two councils around that period confirmed that none of the projects proposed by MWPC were approved by MTC, except for RTI (Real Time Information) for Bus Shelters in the town and parish. No other projects were suggested by MTC to MWPC. The projects turned down were a footpath to the rear of Melksham Oak school from East of Melksham and a pavement on one side of Western Way to cut down on the convoluted route that pupils have to take from Berryfield to Melksham Oak school as only grass verge in places (map with detailed route available).

   In 2023 it had been agreed by the MWPC Clerk and the MTC Deputy Clerk (Patsy Clover) that there was no need to hold a CIL Sharing Working Party meeting at that time as there was less than £5k in the funds held by both councils.

   Whilst RTI had been established and agreed in principle, there had been no further agreement on sites and spend for that project. MWPC had arranged

the 2no. RTI units in the Market Place bus shelters, and 3no. in Bowerhill. The town units were more expensive as the battery operated version, whereas the Bowerhill units were LED, and Bowerhill had 3no. units as they were able to buy two for the price of one via a Wiltshire Council funding stream. All of the units were organised by MWPC as MTC were short staffed at the time, but invoices would have been sent to the respective councils. £8,605 was the cost to MWPC for their 3no. units, its unknown what the MTC bill was for their 2no.

In Feb/March 2025 this was raised with the Locum MTC Clerk (Tracy Predeth) to agree what this should be and if it could be taken from CIL Sharing Reserve as part of year end accounts procedures and because MTC had received a FOI (Freedom of Information) request on CIL funding. A response had not been received from MTC to MWPC.

MWPC are now proceeding with a project for £71k for a further 9no. RTI units across the parish, including operating costs for 54 months.

There had been discussions in the past as to whether the CIL Sharing fund was for the benefit of all residents in both parishes, or more specific projects that could benefit just pockets of residents/specific areas. It is thought that a Memorandum of Understanding, which would have agreed this principle, was not drawn up and agreed, as per the Neighbourhood Plan.

ACTION B: MTC and MWPC recommend to their prospective councils that the money spent to date in 2024/25 on RTI (2no. units in the Market Place and 3no. in Bowerhill) do **not** come from the CIL Sharing Reserve as already been accounted for.

5. CIL guidance from Wiltshire Council

The guidance was noted, which included details of what CIL funding can be spent on.

The MWPC Clerk highlighted that CIL funds have to be returned to Wiltshire Council (WC) if not spent within 5 years. There is a requirement to report back to WC annually on what the CIL has been spent on, that used to be in general terms, but they now insist it's a precise amount against each planning application. There is the opportunity to ask for an extension on the 5 years, if there is justification, such as part funding for a larger project for example.

Members discussed the timescale for returning funds to the respective councils if not used on a joint project, to overcome giving the funds back to Wiltshire Council if not used, and it was felt that this needed to be a sizeable chunk of time to allow for budgeting and a project to come to fruition. It was clarified in the WC CIL guidance that WC will claim back the funds 5 years **from receipt** but it's noted that they only ask for a report at the end of the financial year. The MWPC Clerk advised that payments for large

developments are split into phases, and then 3 tranches, so there are multiple payments.

ACTION C: MTC and MWPC recommend to their prospective councils that if the shared CIL is not spent within 3 years, the amount would revert back to the original council in the same proportion and no longer needs to be reserved for joint projects in the CIL Sharing Reserve.

ACTION D: Clarity is sought with WC on the time periods of funds being claimed back, related to phased payments throughout the year.

The MWPC Clerk raised a concern about the timescale of CIL funds being held by MTC for the East of Melksham Community Centre as that will be at least more than 4 years ago as was transferred at the Community Governance changes at the Election in May 2021 and therefore was received before then.

ACTION E: MTC communicate with WC on the forecasted plans and timescales for the CIL money that MWPC have transferred to MTC for the East of Melksham Community Centre once a decision on a way forward has been made (pending an arranged meeting with both councils to discuss).

6. **Potential projects from joint CIL reserves**

Whilst its still not known what funds MTC hold, it was felt a useful exercise to have a “brain dump” of initial thoughts on potential projects/priorities/ideas for the CIL Sharing Reserve but that this should be opened out to the wider Full Councils of both councils. The working group would then review the list to prioritise.

It is noted that Wiltshire Council retain the other 75% of CIL funding from the developments and there is the opportunity for the parish and town council to apply to Wiltshire Council for some of their share of the CIL funding for infrastructure projects.

Initial thoughts from the working group members, in no particular order.

- Active Travel – improvement of cycle routes and covered bike racks.
- There is a list of improvements in the recent WC LCWIP (Local Cycling and Walking Improvement Plan) that has recently been consulted on with the community and stakeholders
- There is a list of improvements in the Joint Melksham Neighbourhood Plan 2 that have had initial community input and has also been consulted on with the community and stakeholders. See Policy 11 Sustainable Transport and Active Travel page 80 (extract below) with the 3 improvement projects for “further enhancements” to be on the priority list.

Further enhancements are planned/desirable summarised as:

- Reconfiguration of carriageway/footpath in order to add a bus stop, and rerouting of local and regional bus services through the station;
- Shared use pathway, pedestrian and cycle route to Foundry Close, providing convenient access to the east of Melksham via Scotland Road and Murray Walk;
- Stepped station access from Bath Road providing more convenient access to the west of Melksham, especially the Roundponds and George Ward Gardens areas.

The Melksham Transport User Group and other related organisations have put forward proposals for improvements to bus services in the Plan area. Key to these are:

- Routing services through the station forecourt
- Later evening services on all routes, but particularly the Chippenham/Trowbridge service which can provide a backup service if trains are disrupted
- More efficient scheduling of the town internal services. A trial of electric bus services for this purpose was held in 2022, and well received.

- Real Time Information (RTI) in bus shelters/stops
- Improved pedestrian access from Berryfield to Melksham Oak school by putting in additional pavement on Western Way to avoid the long, not direct, walk *(to fund the blue route on the drawing, to avoid the red route)*



- Opening up the river bank for Adventure Centre access
- BMX Pump Track
- 2no. 3G pitches as identified in the recent WC Playing Pitch Strategy
- Public toilets to be made more accessible (and cleaning)
- Dropped kerbs (CIL for the parish/town contribution to LHFIG)
- Bus stops that require raised kerbs
- Replacement of bus shelters so they provide more shelter from the weather

ACTION F: MTC and MWPC to ask their members to bring forward ideas for the CIL Sharing fund at their respective September Full Council meetings and give their views on the “initial thoughts” list above.

It was noted that an agreed Priority Infrastructure list for both councils would be useful when meeting developers at pre application stage, and as evidence for requesting s106 funds

NEXT MEETING:
To be arranged in mid/end of September, but only when MTC are able to provide details of the CIL funding they have in the Shared fund. The meeting will look at the list collated tonight as initial thoughts, as well as suggestions from both councils, and look at prioritising them.

APPENDIX:
Wiltshire Council’s CIL Guidance 2025

Melksham Without Parsih Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES

Melksham Town Council

Town Hall
Melksham
Wiltshire
SN12 6ES

Phone: 01225 704187
Vat Reg Number: 771 5195 17

Invoice No: TH159
Invoice Date: 30/04/2025
Customer Ord No:

TOWN HALL MISC

Item Description	Disc %	Qty	Qty Unit	Unit Price	Total Price	VAT	%
Grants		1	Each	2,000.00	2,000.00	0.00	0%
Christmas Light Switch On grant							

Payment Due: 30/04/2025

Net	2,000.00
VAT	0.00
Gross	2,000.00

BACS - Unity Bank. Sort code - 60-83-01. Account - 20448804.

Local Government Pay Claim 2025/26

24 July 2025

The trade unions have now accepted the pay negotiations for 2025/26.

GMB and UNISON have both indicated acceptance, however, UNITE for the fifth year running, have declined. This does not prevent a formal collective agreement being reached and the pay award can be implemented.

The two unions say that while the vote to reject the offer was very strong, unfortunately the number of those voting fell short of what is required for a formal postal ballot for industrial action to be undertaken. In the circumstances, they had no option but to vote to settle negotiations for 2025.

The trade unions will work with the employers on a review of the NJC pay spine as a priority given the impact of the National Living Wage.

They have also proposed that work on the 2026/27 pay claim be undertaken this autumn to prevent any delay in the implementation from 1 April 2026.

A reminder that the pay offer was for 3.2% on scale points 2 – 43, but it is normal that this be also applied to all scale points up to 62.

Backpay for employees who have left employment since 1 April 2025:

If requested by an ex-employee to do so, the employers recommend that any monies due to that employee from 1 April 2025 be paid to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund.

View the new pay rates **here**.

AGENDA ITEM 09f

Fair Trade Proposal

Extract from 22nd July 2025 Melksham Town Council Economic Development meeting:

59/25 Fairtrade in Wiltshire

Stan Woods of Wiltshire Fairtrade gave a presentation. Fairtrade would be overseen by a Steering Group with support from the Town Council.

It was proposed by Councillor Rabey, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to recommend to Full Council that Melksham Town Council, preferably in partnership with Melksham Without Parish Council, become a Fairtrade Town.

Which was approved at their Full Council meeting on Monday 1st September.

For Melksham Without Parish Council to consider if they wish to work in partnership with Melksham Town Council.

You can watch the presentation that was made to the Town Council on 22nd July on YouTube https://www.youtube.com/watch?v=-lvPR4eik-Q from 1hr 06 minutes onwards.

Marianne Rossi

From: Marianne Rossi
Sent: 04 September 2025 16:07
To: Marianne Rossi
Subject: FW: Query- Berryfield Village Hall storage battery

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 07 August 2025 15:50
To: GBZ_ZT_Renewals Team <renewals.team@uk.zurich.com>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: [EXTERNAL] Query- Berryfield Village Hall storage battery

Dear Zurich,

I wonder whether you can help answer a query I have with regard to Battery storage which we have in Berryfield Village Hall which is part of our insurance schedule. This village hall was built prior to us insuring with Zurich; however, I have just come across a paper which suggests that we should confirm with our insurer to check that this is covered in the insurance policy and whether there were any requirements around this. I have attached the information I have about the battery storage to this email, as well as a plan of the hall. The battery is located in the plant room which you will see on the plan attached. The PV battery storage unit is a GivEnergy 3.0KW AC coupled inverter with 5.2kwh battery package.

I just wonder if you could confirm whether there is anything we need to do?

Kind Regards,
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

Marianne Rossi

From: Marianne Rossi
Sent: 04 September 2025 16:08
To: Marianne Rossi
Subject: FW: Melksham Without Parish Council - YLL-2720873563

From: GBZ_ZT_Renewals Team <renewals.team@uk.zurich.com>
Sent: 03 September 2025 09:08
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Melksham Without Parish Council - YLL-2720873563

Hello Marianne,

Thank you for your email.

I can confirm that the panels would be covered, if they are apart of the reinstatement figure you gave us for the building.

Regarding the battery storage, I can add that to your policy if you would like me to and give you a quote.

In regard to maintenance, I sent you an attachments of what we require for maintenance.

Please let me know if you would like me to send that again.

If you have any questions, please ask.

Best regards,
Will Percival
Apprentice
Digital trading team

How did we do today?
Please provide your feedback on our service

0800 917 9531
renewals.team@uk.zurich.com

ZURICH



From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 28 August 2025 11:32
To: GBZ_ZT_Renewals Team <renewals.team@uk.zurich.com>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: [EXTERNAL] RE: Melksham Without Parish Council - YLL-2720873563

Hi Will,

Many thanks for the attached, I will have a look at it and pass on to the village hall committee who undertake the day to day running of the hall.

In terms of the reinstatement value, for the PV panels, they were included as part of the construction of the building. They were not added onto the building at a separate time and were part of the project if that makes sense so they are included in the building value which we already insure for.

In terms of the battery storage, the purchase cost in 2022 was £6,200 + VAT, I am not sure what the index linked figure is now as that was a few years ago.

I think the basis of my query was whether the panels and battery was covered under the current policy and whether there was any requirements around maintenance. As per the above the panels were included under the building value cost, its whether they need to be specified under the policy? This is the same for the battery?

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
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Want to keep in touch?
Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news

On twitter: @melkshamwithout
On Instagram: melkshamwithoutpc

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From: GBZ_ZT_Renewals Team <renewals.team@uk.zurich.com>
Sent: 27 August 2025 14:01
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: Melksham Without Parish Council - YLL-2720873563

Good afternoon Marriane,

Thank you for your email.

Please can you confirm the reinstatement value of the panels and battery storage.

We will require the panels to be maintained/inspected, please see attached.

If you have any questions, please ask.

Best regards,
Will Percival
Apprentice
Digital trading team

How did we do today?
Please provide your feedback on our service

0800 917 9531
renewals.team@uk.zurich.com

ZURICH



Marianne Rossi

From: Marianne Rossi
Sent: 04 September 2025 16:21
To: Marianne Rossi
Subject: FW: Query on Disposal process for Shaw Village Hall lease (125 year lease)

From: Roger Consultant <Roger.Consultant@wellerslawgroup.com>
Sent: 06 August 2025 15:26
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Mide Ajibade <Mide.Ajibade@wellerslawgroup.com>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Asma Shamim <Asma.Shamim@wellerslawgroup.com>; Roger Taylor <roger.taylor@wellerslawgroup.com>
Subject: Re: Query on Disposal process for Shaw Village Hall lease (125 year lease)

Dear Teresa,

The grant of the lease is a disposal but the resolution is all that you need

Regards

Roger

Roger Consultant

wellers Legal Expertise.Lasting Impact

E: Roger.Consultant@wellerslawgroup.com
www.wellerslawgroup.com

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Wednesday, August 6, 2025 3:22 PM
To: Roger Consultant <Roger.Consultant@wellerslawgroup.com>; Mide Ajibade <Mide.Ajibade@wellerslawgroup.com>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Asma Shamim <Asma.Shamim@wellerslawgroup.com>; Roger Taylor <roger.taylor@wellerslawgroup.com>
Subject: RE: Query on Disposal process for Shaw Village Hall lease (125 year lease)

External Message - Please be cautious when opening links or attachments in email.

Thanks for coming back so quickly Roger, our internal auditor, said:
Council to seek confirmation from their solicitors as to whether the lease counts as a technical disposal of land, and whether the lease is required to be registered with the land registry.

And the response from Wellers was that it would count as a disposal. The auditor felt that we didn't follow the disposal procedures and that was not correct and so I am trying to do it correctly this time round with another lease for 125 years..
If all we need is a resolution to grant the lease, then we had that and if I am reading your advice correctly, then that is all we need for the Shaw Village Hall lease?

Kind regards, Teresa

From: Roger Consultant <Roger.Consultant@wellerslawgroup.com>
Sent: 06 August 2025 15:16
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Mide Ajibade <Mide.Ajibade@wellerslawgroup.com>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Asma Shamim <Asma.Shamim@wellerslawgroup.com>; Roger Taylor <roger.taylor@wellerslawgroup.com>
Subject: Re: Query on Disposal process for Shaw Village Hall lease (125 year lease)

Dear Teresa

As regards disposals by Parish Councils there is no obligation to advertise the proposed disposal (other than if land is held under the Open Spaces Act 1906)

If it is held under that Act it has to be advertised twice and any representations considered.

The fact that the disposal is under the provisions of the June 2003 dispensation does not have to be minuted in detail, generally it is noted that the Council considers that it is in the interest of the community that the lease is granted on other than market terms.

Valuations are normally only required when the £2 million limit is approached or there is some doubt as to whether
it should be at nominal rent.

There should not have been a problem with the Berryfield lease, all that would have been required was a resolution to grant a lease. We would have advised you if any other procedure was necessary.

If there are any queries please contact me.

Regards
Roger Taylor

Roger Consultant

wellers Legal Expertise.Lasting Impact

E: Roger.Consultant@wellerslawgroup.com
www.wellerslawgroup.com

)

External Message - Please be cautious when opening links or attachments in email.

Hi Mide
I am just checking in with you on progress of the lease for Shaw Village Hall – in our mind it's a quick document to produce as its pretty much a replica of the one recently drawn up by Wellers for Berryfield Village Hall. The current one expired in April.

As per your comment below that this long lease would constitute a disposal, can you please advise what we should be doing at this point?

We are aware that when Wiltshire Council have transferred play areas to us as the parish council that they had to been adverts in the local press. I have read the advice from NALC (https://www.nalc.gov.uk/resource/appropriation-and-disposal-of-land-by-local-councils.html - not sure you can see it without a login so have attached) and it's not obvious to me what we need to do. In any case they suggest that legal advice is sought, which I am therefore doing with you. The advice covers different types of land, but not village halls.

Is it covered by general consent as we are entering into a long lease (125 years) for a peppercorn rent? Do we need to minute that the parish council "considers that the purpose for which the land is to be disposed of is likely to contribute to the promotion or improvement of any one or more of the economic wellbeing, social wellbeing, or environmental wellbeing of the whole or any part of its area, or of all or any persons resident or present in its area" and would it be wise for us to retrospectively do this for the Berryfield Village Hall that the internal audit has challenged us on as we did not follow the disposal process (we note that Wellers Hedley undertook that legal work and didn't mention it).

There is no mention of advertising this in the local press, but as I mention above, we know its part of the process that the local authority do when passing land to us.
I don't want to get to the stage that the lease is ready for signing and then we have to enter into a lengthy disposal process.

We look forward to hearing from you,
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

From: Mide Ajibade <Mide.Ajibade@wellerslawgroup.com>
Sent: 03 June 2025 17:21
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Asma Shamim <Asma.Shamim@wellerslawgroup.com>; Roger Taylor <roger.taylor@wellerslawgroup.com>
Subject: RE: Query raised by Auditors on Berryfield Village Hall lease, prepared by yourselves

Dear Teresa,

1. Yes, a long lease is considered a technical disposal
2. This Lease has not yet been registered at the Land Registry however the application to register the Lease has been submitted. We will let you know once registration is complete.

3. We have requested the Tenant's signed counterpart of the Lease from storage and will forward the same once received.

With respect to your instructions for the lease for Shaw Village Hall and Playing Field please could you send me the details of the prospective tenant's representatives.

Thank you for your assistance.

Kind regards

Mide

Mide Ajibade
Trainee Solicitor

wellers Legal Expertise.Lasting Impact

T: 0208 290 7954
E: Mide.Ajibade@wellerslawgroup.com
DX: 5713 Bromley
A: Butler House, Guildford Road, Great Bookham, Leatherhead, Surrey, KT23 4HB
www.wellerslawgroup.com

From: Teresa Strange
Sent: 04 February 2025 14:56
To: Asma Shamim <Asma.Shamim@wellerslawgroup.com>; roger.taylor@wellerslawgroup.com
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: Query raised by Auditors on Berryfield Village Hall lease, prepared by yourselves

Dear Asma/Roger
I hope that this email finds you well.
Regarding the lease you drew up for Berryfield Village Hall, we have a couple of questions that have been raised at our recent Internal Audit. I have attached the initial lease for your ease of reference.
If you could answer these queries please, many thanks.

We are not sure that we have ever received back the final signed copy, since we sent you the copies in Feb 2023 – we have checked our end, and if you could confirm that too please.

E	*Expected income was fully received, based on correct prices, properly recorded and promptly banked;*

No.	Audit Test	Response	Observation

1	If the Council receives income under leases, are the lease agreements current?	Yes	*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*

On another note, I am about to send you by separate email a new instruction to draw up a similar lease for one of existing village halls, on this same basis.
By other question is whether Roger is still our point of contact as this seemed to move over to Asma, not sure who to contact with the new instruction and these queries?
With kind regards, Teresa

Teresa Strange
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Given recent high profile media cases of email interception and fraudulent alterations to bank details and in particular, those relating to solicitors' firms, PLEASE NOTE that you cannot rely on any bank details sent to you by email, even if they appear to come from this firm. Our bank details will never change. Any communication purporting to come from us changing our bank account details must be ignored and it is your responsibility to check with us that you are using the correct bank details for any payments to be made to us in order to avoid any misunderstandings, delays or fraud.

Marianne Rossi

From: Marianne Rossi
Sent: 18 August 2025 15:39
To: 'Tony Jones'
Cc: Teresa Strange
Subject: RE: Quotes for various items- Shaw Bench

Hi Michelle,

Your quote did go to the Assets Committee for consideration, and the Full Council subsequently approved the committee's recommendation on the 28th July to explore an alternative avenue; as a result, the council did not authorise the work to be carried out. I know from our conversation that the works have since been completed; however, as the council had not approved for the works to go ahead, we're not currently in a position to process payment as we don't have authorisation from the council.

That being said, we will refer this back to the Full Council so that they can consider whether they are prepared to retrospectively authorise payment for the works that you have completed.

I'll let you know as soon as I can once the council has made a decision on this.

Many thanks

Best Wishes,
Marianne

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

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On Instagram: melkshamwithoutpc

Marianne Rossi

From: Tony Jones <tony.jones@jonesdevelopments.co.uk>
Sent: 03 July 2025 09:48
To: Marianne Rossi
Cc: Teresa Strange
Subject: Re: Quotes for various items

Hi Marianne,

Can do the bench next week for you maybe, the cost to prepare and paint with stain it will be £ 340.00 + VAT. Let me know if you wish to proceed.

M x

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?

Photo of completed bench



Teresa Strange

From: Teresa Strange
Sent: 21 August 2025 16:47
To: Stokes, Charlie; Hayley Bell; saffi.rabey@melksham-tc.gov.uk; John Glover; nick.holder@wiltshire.gov.uk
Subject: CONFIRMED east of melksham community centre meeting: Monday 1st September at 6pm

Dear all
I am pleased to confirm this meeting on Monday 1st September at 6pm at Melksham Without.
It will need to be 30/45 minutes as we all then have respective meetings to get to for 7pm.

I don't think we need an agenda,

- The question is from MWPC to MTC on whether they have progressed their plan for a community centre at Angelica Avenue?
- And if not, do they plan on doing so?
- And if not, to decide next steps regarding plans for the land that the parish council has secured in the s106 agreement at Blackmore Farm.

Have a good long weekend, and we look forward to seeing you on the 1st.
Kind regards, Teresa

From: Stokes, Charlie <Charlie.Stokes@wiltshire.gov.uk>
Sent: 18 August 2025 18:45
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Hayley Bell <ceo@melksham-tc.gov.uk>; saffi.rabey@melksham-tc.gov.uk; John Glover <john.glover@melkshamwithout-pc.gov.uk>; nick.holder@wiltshire.gov.uk
Cc: Fiona Dey <office@melkshamwithout-pc.gov.uk>
Subject: Re: Another try for the east of melksham community centre meeting!

Hi Teresa

I apologise, I thought I had replied to this. I am available on the 1st anytime before 7pm.

Kind regards

Charlie
Wiltshire Councillor for Melksham East

I may send emails outside of typical business hours. I respect your time and do not expect a response until your normal working hours.

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 06 August 2025 13:17
To: Hayley Bell <ceo@melksham-tc.gov.uk>; saffi.rabey@melksham-tc.gov.uk <saffi.rabey@melksham-tc.gov.uk>; John Glover <john.glover@melkshamwithout-pc.gov.uk>; Holder, Nick <Nick.Holder@wiltshire.gov.uk>; Stokes, Charlie <Charlie.Stokes@wiltshire.gov.uk>

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
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Melksham Community Campus
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Wiltshire, SN12 6ES
01225 705700
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Advanced Notice of Leave:
w/c 14th July
w/c 4th August
Thurs 14th & 15th August

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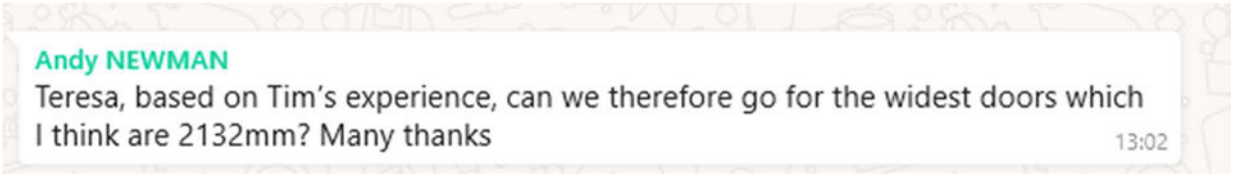
Teresa Strange

To: Andy Newman; Donna Hambly Email; Matt Blueitt
Subject: RE: Revised shed location on drawing

Response from Friends of Shurnhold Fields on whatsapp:



From: Teresa Strange
Sent: 04 August 2025 20:12
To: Andy Newman [redacted]>; Donna Hambly Email [redacted]; Matt Blueitt [redacted]
Subject: Revised shed location on drawing

Hi all
Here is the revised drawing for the shed.
I bumped into Tim Carpenter who cuts the grass at the cricket club, that we went and looked at Andy, and I am going to share your phone numbers now as agreed.
Tim said to make sure that you have asked for wide enough gap between the doors as its really tight where they have to get their mower in.
Let me know your thoughts,
Thanks, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
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Advanced Notice of Leave:
Thurs 7th August returning Monday 18th August (but attending the Planning meeting on Monday 11th August evening)

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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" gas 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 389494.55
N 165287.79

E 389496.30
N 165287.40

E 389501.27
N 165286.29

Radius 10.4m

1.8m

Radius 8.6m

E 389496.12
N 165285.10

E 389496.14
N 165284.66

E 389499.98
N 165284.99

Radius 16.5m

Car parking space 2.4 x 4.8m

E 389494.32
N 165285.01

E 389501.90
N 165283.64

E 389512.38
N 165284.30

E 389506.80
N 165282.89

E 389507.60
N 165283.92

New porous crushed stone
footpath and hardstanding

Radius 67.3m

Porous Netlon Netpave
50 or similar

1.5m

E 389494.50
N 165281.54

Radius 3m

E 389502.22
N 165280.92

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

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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.

Legend

- Existing bund
- Footpath/pedestrian access
- Car parking/vehicular access
- Setting out point

Rev	Date	Description	By	Ckd
A	17.07.25	Issued for costing & construction	NG	AC

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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

Teresa Strange

From: McCarthy, Tania <Tania.McCarthy@wiltshire.gov.uk>
Sent: 06 August 2025 14:55
To: Teresa Strange
Cc: nick.holder@wiltshire.gov.uk
Subject: RE: Halifax Road Bus Shelter and RTPI follow up.

Hi Teresa,

A colleague has just mentioned there is a school bus (service 555) that calls at this shelter in the mornings. I'm not sure how busy it is at this stop but potentially something to consider.

Look forward to hearing from you following the next Parish meeting.

Kind Regards,
Tania.

Tania McCarthy
Technical Officer
Passenger Transport
Highways and Transport

Wiltshire Council

tania.mccarthy@wiltshire.gov.uk
www.wiltshire.gov.uk

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www.connectingwiltshire.co.uk

[redacted]

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 06 August 2025 10:06
To: McCarthy, Tania <Tania.McCarthy@wiltshire.gov.uk>
Cc: Holder, Nick <Nick.Holder@wiltshire.gov.uk>
Subject: RE: Halifax Road Bus Shelter and RTPI follow up.

Hi Tania
That's interesting, this is one we mentioned to you that doesn't have buses stopping at it anymore (but we clean), but we understood historically that the residents in the sheltered accommodation at Ludlow Hewitt,

that it is outside, used it to shelter from the weather for taxis etc. But it sounds like they are the people that have asked for it to be removed.
I would have to ask the parish council their view, and at present they don't meet again until 8th September (summer recess!).
I have copied in Cllr Nick Holder, the Wiltshire Council ward member for info.

I will come back to you separately on the RTPI displays.
All the best, Teresa

From: McCarthy, Tania <Tania.McCarthy@wiltshire.gov.uk>
Sent: 30 July 2025 08:41
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Halifax Road Bus Shelter and RTPI follow up.

Hi Teresa,

Good to meet you last week and thanks for your time. On a slightly different note to RTPI, we've been contacted by the housing manager for Ludlow Hewitt Court, Halifax Road, Bowerhill regarding a bus shelter outside their main entrance. Having checked on Streetview I believe they are referring to the shelter in photo below. It doesn't appear to be in use, and they are reporting it attracts anti-social behaviour that is concerning to residents. The shelter doesn't appear to be in the best condition, and I wanted to get your views on its removal, assuming its not one you own? If you can let me know that would be much appreciated and I will see what arrangements can be made for its removal.



Whilst I'm here and to follow up on a couple of things relating to RTPI. Did you have the meeting earlier this week to discuss the proposal for the smaller RTPI displays? I did ask our RTPI contractor to provide costs for the larger displays, but still waiting to hear back. We also discussed replacing the post at Corsham Road (Top Lane Bus Stop) and if this is something Melksham Without can do. Having checked again with Highways it looks as though this is something we can arrange. Should in the region of £250.00 (assuming Traffic Management is not required) and Highways have said this would be invoiced on completion. Can I doubly check for A350 (Westlands Road Bus Stop), did we agree to install the display within the bus shelter, or do we need to replace the concrete post?

Many thanks,
Tania.

Tania McCarthy
Technical Officer
Passenger Transport
Highways and Transport

Wiltshire Council

tania.mccarthy@wiltshire.gov.uk
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Teresa Strange

From: Communications <Communications@wiltshire.gov.uk>
Sent: 02 September 2025 12:47
To: Teresa Strange
Cc: phil.alford@wiltshire.gov.uk; nick.holder@wiltshire.gov.uk; andrew.griffin@wiltshire.gov.uk
Subject: RE: Wiltshire Council Plan consultation dates - online consultation finishes before the event in Melksham

Good afternoon Teresa,

Thank you for your email.

With two more engagement events still to come, we've reviewed the consultation timeline and decided to extend the deadline to 12 September. We haven't had a chance to communicate this publicly yet, but we'll be sharing the update via our social media channels and newsletters to ensure residents are aware and still have time to share their views.

Regarding your question about hard copies at the event, yes, these will be available.

Please let me know if you have any other questions.

Kind regards,
Ebony

Ebony Banfield
Assistant Communications and Marketing Officer
Customer and Communications

Wiltshire Council

Email: Ebony.Banfield@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 02 September 2025 11:53
To: Communications <Communications@wiltshire.gov.uk>
Cc: Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Holder, Nick <Nick.Holder@wiltshire.gov.uk>; Griffin, Andrew <Andrew.Griffin@wiltshire.gov.uk>
Subject: Wiltshire Council Plan consultation dates - online consultation finishes before the event in Melksham

Dear Communications Team
I am concerned that the deadline for your consultation survey on your Council Plan ends today, and yet the residents of the Melksham area won't be able to find out more until the "in person" event next week.
How do that do that? Is it by hard copy next Wednesday?

https://www.wiltshire.gov.uk/news/wiltshire-council-invites-residents-to-have-their-say-on-council-plan-at-engagement-events-across-the-county

Many thanks, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
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Advanced Notice of Leave:
w/c 15th September

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Council Plan 2025–2035:
A Community-Centred Approach

Wiltshire Council

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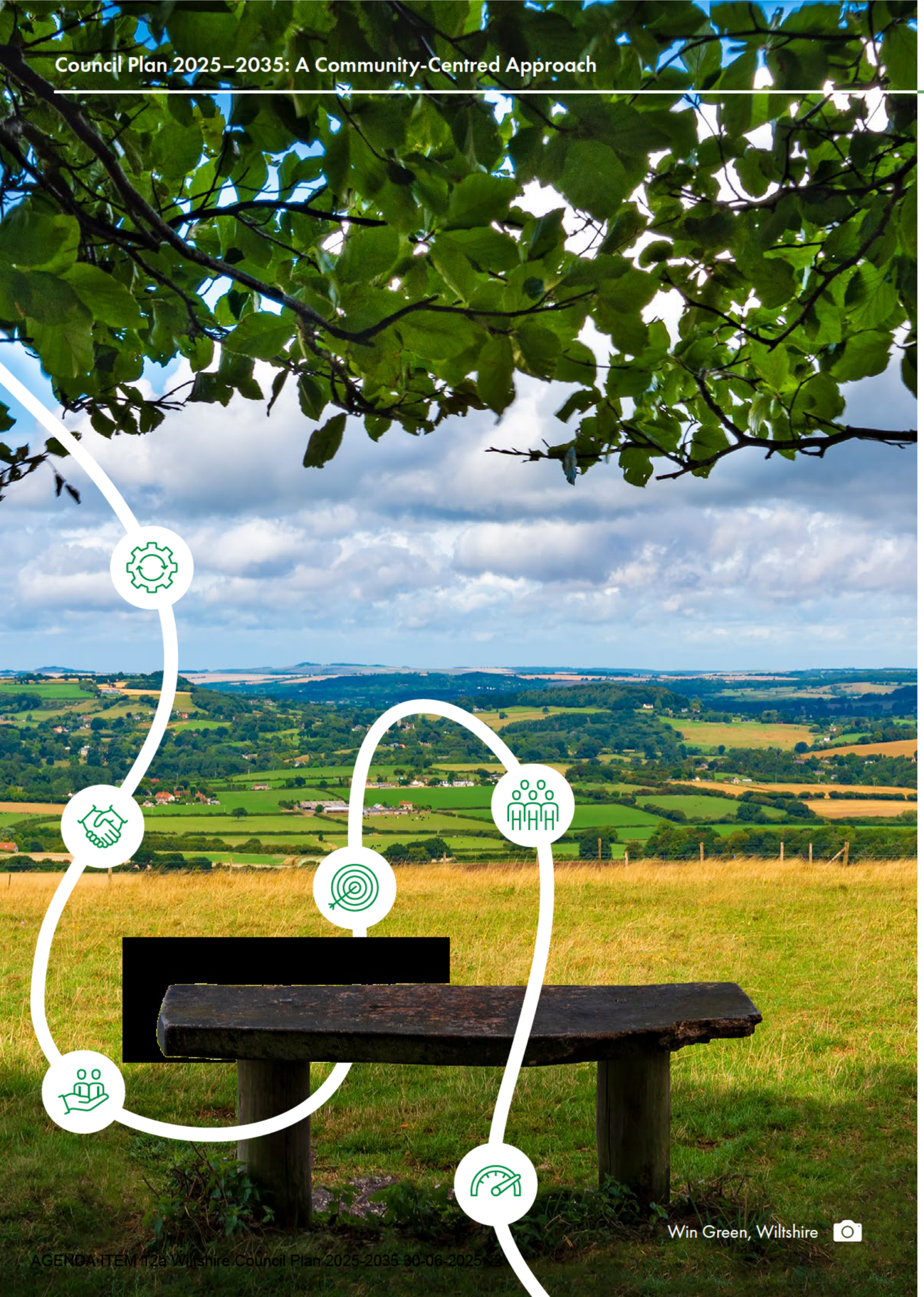
Priorities 10

Your council 12



Win Green, Wiltshire

Foreword

Wiltshire is a county of rich heritage, strong communities, and remarkable potential. But the challenges we face – from the pervading cost-of-living crisis to environmental breakdown and the fraying of social trust – cannot be met through traditional top-down decision making. We need something more responsive, more human, and more local to empower our residents, prevent problems from worsening, to keep them safe and afford them the foundations to live their best lives.

This beginning of a Council Plan marks a turning point. It sets out a new and transformative vision for Wiltshire: one rooted in fairness, openness, and working together. It is our commitment to put people before bureaucracy and to empower every community to shape its future and to make its own decisions.

This lasting transformation will begin not with grand gestures from above but with empowered communities designing and leading change from within.

In every town and parish across Wiltshire and our city, we see creative, resilient, and innovative communities. Individuals and groups know what their area needs to thrive and are already caring for their places, solving problems, and building futures together.

Our role is to support these efforts, and we will listen to all so that we design with, not for, our residents, businesses, families and communities. This means making it easier for people to meet, to collaborate, to act whilst giving them the tools, resources, and trust to shape their own futures.

In the coming years, we will support community-led initiatives, invest in social infrastructure, and build a more open, responsive council. Whether it's a local food cooperative, a shared transport scheme, or a community energy project, we will stand beside those who are already building the Wiltshire of tomorrow.

Through these foundations of a Council Plan, we will be rethinking and transforming how we deliver services, how we measure success, and how we hold ourselves accountable through transparent performance monitoring to enhanced scrutiny, with a focus on fixing the problems that matter to you.

This is not a plan that will sit on a shelf. It is a living framework, shaped by our values and guided by our engagement with residents. We invite every person in Wiltshire to take part so that they are not just beneficiaries but co-creators of a county that is greener, fairer, and more connected.

The work begins now.

Cllr Ian Thorn
Leader, Wiltshire Council



Vision

Wiltshire will be a stronger, more inclusive, and more sustainable county that empowers local communities through working together.

The Hackpen White Horse

Principles – Together. Fair. Open.







1. Together

Working together means supporting communities – whether local communities or communities of interest – in working with the council and other public service providers in a joined-up and empowered way. Examples of this include:

- Enabling everyone to contribute to local solutions and fostering grassroots social innovations
- Working with town, parish and city councils, and other local partners such as schools, Fire, Police and Health services
- Working with neighbouring councils, including those in Wessex, to enable devolution from central government
- Supporting local food networks, farmers markets, repair cafes, local cooperatives and social enterprises
- Transforming public services by designing them with the user, for the user
- Encouraging innovation to address housing shortages and promote social cohesion
- Helping families and carers through initiatives such as Shared Lives
- Recognising the contribution our Armed Forces Communities make to Wiltshire
- Supporting our farming communities, preserving the economic and environmental benefits for the wider community and for future generations
- Tackling problems early on, preventing them from getting worse with multi-agency action when needed

2. Fair

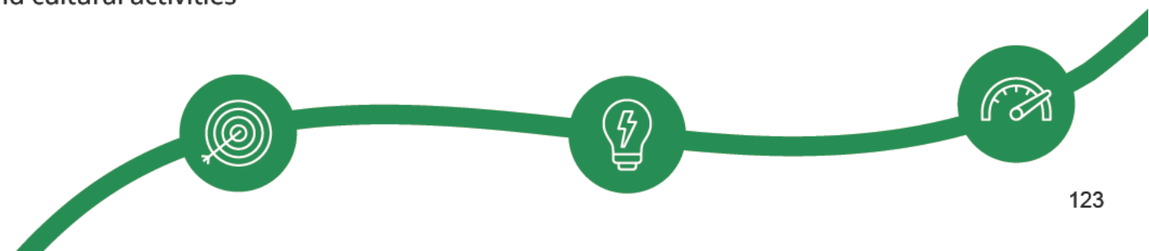
Acting fairly means developing flourishing local economies that are environmentally sustainable and socially inclusive. It means giving everyone the best chance in life, tackling inequality and taking the right decisions for now and future generations. Examples of this include:

- Providing educational opportunities that equip children and adults with skills for sustainable living
- Encouraging lifelong learning and community-based education
- Establishing mentorship programmes connecting experienced professionals with young people
- Building infrastructure that supports sustainable living and community resilience
- Enhancing options for getting around that are environmentally friendly and accessible
- Expanding cycling and pedestrian networks to promote active travel
- Supporting community-led transport services in rural areas
- Retrofitting public buildings to improve energy efficiency and reduce carbon emissions
- Increasing access to leisure and cultural activities

3. Open

Openness means fostering a culture of transparency, accountability and collaboration within the council as well as engaging citizens in evaluating the effectiveness of services (not just in their design and delivery). Examples of this include:

- ‘Designing-in’ democracy, with meaningful conversations and shared decision-making
- Regularly publishing council performance metrics and progress reports and publishing open data
- Organising public forums and consultations to gather input on major initiatives (such as Wiltshire Youth Parliament and an agriculture forum)
- Implementing feedback mechanisms to continuously improve council services
- Creating space to reflect and learn from experience
- Establishing key performance indicators (KPIs) aligned with community engagement goals
- Conducting resident surveys and annual reviews with community stakeholders to assess progress and adapt strategies



Priorities

Supporting people to have fulfilling lives

We work with families and individuals to personalise and deliver good quality care for children and adults in the most appropriate settings.

Protecting our communities

We are listening and responding to our local community concerns, supporting them to thrive so that everyone can feel safe.

Making Wiltshire child-friendly and providing opportunities for all our young people

We provide a safe and secure foundation for all our children and young people to build successful and happy lives, working in partnership with families, communities and schools to remove barriers to enable them to achieve.

Enhancing and protecting our environment for future generations

We protect our environment by reducing waste and carbon emissions, increasing repair, reuse and recycling, and preventing pollution. We support wildlife and will improve biodiversity, and will adapt our assets and services so they are prepared for a changing climate.

Creating more accessible, safer and greener transport

We support communities to make low-carbon travel choices, and we will seek to improve the safety and design of our road infrastructure as part of Vision Zero (which aims to eliminate traffic fatalities).

Promoting healthier lives

We ensure that everyone in Wiltshire can engage with their community to support their mental and physical wellbeing throughout their lives.

Making culture for everyone

We promote the diverse, creative cultures in Wiltshire with our county's communities and with visitors alike.

Building for our communities

We tackle the housing crisis and needs head on, recognising that as our communities expand they need adequate infrastructure – and growth needs to take place in a way that respects our cherished environment.

Helping the economy work for everyone

We ensure that Wiltshire is an excellent place to do business, attracts inward investment, and that growth in our local economy benefits our local communities.

Empowering and working with our communities

We work with our residents to realise the benefits of volunteering for individuals, organisations and communities – delivering pride in place and an enhanced sense of belonging in our communities.



Your Council

Delivering meaningful change for Wiltshire's communities relies on a council that is competent and diligent. Through transformative, transparent, financially responsible and performance-led decision making, Wiltshire Council is committed to being an accountable organisation that invests in its staff and digital services.

County Hall

Your Council

Transformation

We are on a path of transformation to deliver efficiently the services our residents need for today and tomorrow, with legacy approaches providing us with the lessons learned to adopt a focus on continuous improvement. We will continue to:

- Embed a culture of continuous improvement and focus on true joint working, to enable all services and their front-line teams to deliver
- Support services to deliver better outcomes and value, rather than focusing on the mechanics of transformation
- Accelerate positive contributions to the Council Plan and its priorities by clearly identifying sources of value and capitalising on emerging opportunities

Communication and Engagement

Effective communication and engagement are essential for building trust, encouraging community involvement, and ensuring transparency in decision-making. Listening actively and responding clearly will lead to increased engagement with the council across Wiltshire. We will continue to:

- Communicate clearly and regularly using accessible language and a variety of channels
- Listen to residents' views and use their feedback to shape services and decisions
- Be transparent and accountable, sharing updates on actions taken and outcomes achieved

Performance and Risk

We are fostering a culture of continuous improvement through open performance reporting and proactive risk management. This approach is not about compliance but learning – driven by insight, feedback, and ambition. We will continue to:

- Align our performance indicators to outcomes that matter to communities through a balanced suite of metrics and transparent time series data
- Publish clear, timely data to support public accountability in an accessible way that is supported by benchmarks and target tracking
- Manage and regularly review our corporate risks, including a clear expression of our risk appetite across our services and programmes

Human Resources

We are building a culture that values staff wellbeing, professional growth, and purpose. Our workforce is our greatest asset and our approach to organisational development reflects our values of empowering people, innovation, and collaboration. We will continue to:

- Develop leadership at every level and invest in staff learning
- Support flexible, hybrid working that meets service and staff needs
- Ensure an inclusive working environment

Finance

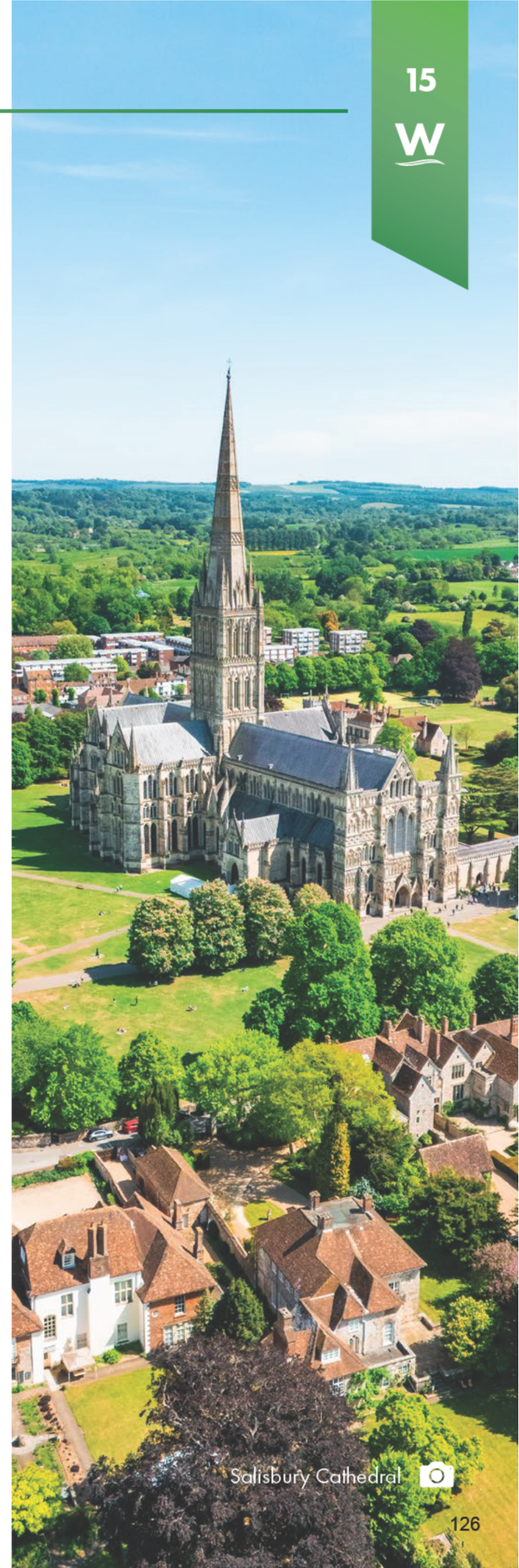
We are managing public money with a focus on long-term value. This means balancing and aligning our budgets with community priorities, tackling waste, and making evidence-based decisions.
We will continue to:

- Increase transparency on local resource allocation
- Ensure financial resilience, maintain sustainable funding plans, and increase reserves
- Target our spending to support prevention, early intervention, and local economic growth

Digital and IT

Digital services are a vital tool for modern local government – not just for efficiency's sake but also to bring people closer to services and to each other.
We will continue to:

- Implement the required process improvements and deliver user-friendly, accessible services that are digital-enabled and accessible for all
- Strengthen our data and insight systems to inform questions, inform decision making and measure impact
- Enhance cyber resilience and our digital infrastructure



Wiltshire Council

Cover photo of Corsham Food Festival. Credit belonging to www.visitwiltshire.co.uk

This document was published by Wiltshire Council

Our Wiltshire's post

Our Wiltshire
2 September at 13:05 ·

🌟Deadline extended - Have your say on Wiltshire's future

We have unveiled our draft Council Plan for 2025–2035, and we want to hear from you! Whether you're a resident, business owner, or part of a community group, your views matter 🗣️

📝 Complete the survey and help shape the county's vision for the next decade 👉
https://orlo.uk/X828r
📍 Hard copies available at council offices and libraries
📅 Deadline: 12 September

The plan focuses on priorities like:
✅ Supporting fulfilling lives
✅ Protecting communities
✅ Child-friendly Wiltshire
✅ Greener transport
✅ Health, culture, economy & more



Wiltshire Council invites residents to have their say on Council Plan at engagement events across the county

Wiltshire Council is inviting people from across the county to help shape the future of the new Council Plan, by attending one of the eight engagement events being held this summer

Published 5 August 2025

The events, which begin on Tuesday 12 August in Malmesbury, are part of the council's consultation on its draft Council Plan 2025 - 2035 (PDF, 3 MB), which sets out a bold, community-focused vision for the next decade.

The council is keen to hear from as many people as possible and is encouraging everyone to come along, ask questions, and provide feedback in person. Members of the council's Cabinet and council officers will be on hand to answer questions and join in the discussion about the Council Plan.

The full list of events is as follows:

- Tuesday 12 August, 10am-midday, Malmesbury Library, 24 Cross Hayes Lane, Malmesbury SN16 9BG
- Thursday 14 August, 2pm-4pm, Trowbridge Library, Bythesea Road, Trowbridge BA14 8BS
- Tuesday 19 August, 10am-midday, Tidworth Leisure Centre, Nadder Road, Tidworth SP9 7QN
- Wednesday 20 August, 10am-midday, Chippenham Library, Market Place, Chippenham SN15 3EJ
- Wednesday 27 August, 1pm-3pm, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury SP1 3NR
- Thursday 28 August, 2pm-4pm, Marlborough Library, 91 High Street, Marlborough SN8 1HD
- Friday 5 September, 10am-midday, The Nadder Centre, Weaveland Road, Tisbury SP3 6HJ
- Wednesday 10 September, 1pm-3pm, Melksham Community Campus, Market Place, Melksham SN12 6ES

> Cllr Ian Thorn, Leader of Wiltshire Council, said: "We're holding these events at venues around the county because we want to hear directly from the people we serve.
>
> "Whether you agree with our direction or think we should do things differently, your voice matters.
>
> "If you're a resident, business owner, community group member, or simply care about Wiltshire's future, this is your opportunity to get involved. Your feedback will help shape the decisions that affect our county, and I'm looking forward to having meaningful conversations with people from all corners of Wiltshire."

In addition to the events, people can also complete a short survey to share their thoughts on the draft plan. The survey is available online, and hard copies can be picked up at Wiltshire Council's main offices in Chippenham, Trowbridge, and Salisbury, as well as at local libraries. The deadline for responses is 2 September 2025. To complete the survey, people should go to: Wiltshire Council Plan 2025-2035.

All feedback will be considered before the final version of the Council Plan is presented to Full Council for adoption in October

Downloads

Wiltshire Council Plan 2025 - 2035 (PDF, 3 MB)

Melksham Community Support (MCS) service
Q1 – April to June 2025

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

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

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

Promotion

Sarah has promoted the service regularly during this quarter, including at the Veterans Breakfast, and via various Facebook pages - Melksham Community Page, The Sham Shout Outs, Bowerhill, Berryfield Community Page, Shaw & Whitley Villages, Spotted Melksham Town and Beanacre.

She has restocked the Drop in Cafe, Spa Medical Centre and Feet First Foot Care Service with leaflets, and has been to the local pharmacies to restock their leaflets and speak to the staff informing them of how we can help local older people.

Sarah has given various talks, promoting the service widely - at the library, the Sparklers Friendship Group at the Baptist Church, the Rainbow Club at the Riverside Centre, the Movie Club at the Assembly Hall, and at the Fitness & Friendship Club in Bowerhill.

We will shortly be submitting another press release to the Melksham News.

Home Visits – the start of support

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

helps Sarah to identify the areas of support needed and how to help to improve someone's general wellbeing.

Activity

During this quarter a total of 16 new clients (Q4– 24) got in touch or were referred for Sarah's support, of whom five (31%) live in the Melksham Without Parish Council area. (Of the population served by the project approximately 70% live in Melksham Town Council area and 30% in the Melksham Without Parish Council area.) We also continued to support 33 people whose first contact was before April, including some people who have received regular or ongoing support since the early days of the service.

During this quarter Sarah made 35 home visits. There were 224 contacts (Q4 –182) with or on behalf of people, and Sarah supported people with 127 (Q4 – 100) issues. The support provided fell into the following six categories:

Finance – helping to put more money into people's pockets	23
Socialisation – helping people to get out and about more	38
Independence - helping people to be sustainably independent and to be connected with their community	10
Volunteer support – exploring how volunteers can support people to improve their wellbeing	3
Wellbeing – helping people to feel better	44
Falls prevention – supporting people to take action to reduce their risk of falling	9

Referrals in

We received new referrals from family and friends (5), Care Coordinators (2), Age UK Wiltshire Living Well service (1), Social Prescribers (2), Dorothy House Hospice Care (1), Care Charity (1), Melksham Older Persons Team (1) and self-referrals (3).

Onward referrals

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

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

MCS phone line

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

Volunteers

In Q1 a volunteer supported a new client to find and access regular transport to the Veterans Breakfast club. Another older person was helped by a volunteer to clear a garden storage box and reinstate a garden shed. Sarah introduced a volunteer to a housebound client for time limited face-to-face befriending, and to help the client navigate all the care options that have been offered.

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

Client Feedback

“Thank you for encouraging me and the vote of confidence that I am making the right decisions to reduce my anxiety and regain confidence.”

“Thank you for all you have done for us.”

“We now have aids in the house to help us live better and we have both been helped with our individual Attendance Allowance claims.”

“I am so grateful to you. I now have all these aids and adaptations in place, and it is so much easier to live in my home now. And thanks to you referring me for help to claim Attendance Allowance, I have been awarded the higher rate of Attendance Allowance [£110.40 per week], which is the cherry on the cake. A wonderful service!”

“You helped me obtain Attendance Allowance and supported me with the paperwork and not understanding the process. Through Age UK Wiltshire services I’ve been introduced to a local club and supported and prompted to attend which I’m enjoying – I’ve always been a family man and focused on this, so looking after myself is new! You linked me with the Royal British Legion, which has been great .”

“Thank you for everything you have done for me. I now have more money and I don't need to worry about my finances anymore. You can't believe how that makes me feel.”

“I know you are only a phone call away and that is very comforting to me.”

“Thank you so much for all you've done. It is such an amazing service and you are so kind. We now have a Blue Badge, thanks to you! What a difference it makes to us!”

“I just wanted to thank you for all you have done. My husband is now in receipt of the higher rate of Attendance Allowance and we never thought we would get this. It will make such a difference to us. We are extremely happy. Your service is such a good friendly service, from beginning to end.”

Other Age UK Wiltshire services

- In Q1 the Information & Advice service advised or supported 34 people living in Melksham (Q4 – 37).
- There were 67 attendances (Q4 – 89) at the Fitness & Friendship Club at Bowerhill, with an average attendance of 10.
- Five people in the Melksham area are receiving weekly calls from Age UK Wiltshire Telephone Befrienders.

Age UK Wiltshire news

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

Ginny Cooper and Kate Brooks
Age UK Wiltshire
31st July 2025

The countryside charity
Wiltshire

CPRE Wiltshire
The Countryside Charity
PO Box 4291
DEVIZES
SN10 9ED

Tel:01380722157admin@cpre
wiltshire.org.uk
www.cprewiltshire.org.uk

7th of August 2025

Dear Parish Council members,

A special request from CPRE Wiltshire.

Next year, 2026, is the Centenary Year for CPRE.

You are one of our members and we are looking for people to come up with ideas for a way in which we can actively involve our membership in the celebrations.

We are on a search for topics on which to build an action/event for the Wiltshire contribution to the National celebrations which will take place next year in each part of England where there is a CPRE branch.

CPRE National office are committed to helping local groups plan their activities for the Centenary and have set up a Network Centenary Fund to which they can apply up until September 30th, 2025.

We have received a few suggestions for possible projects. One is to plant 100 trees. Another that we volunteer to clean up the White Horses in Wiltshire by joining local groups or parish/town councils who normally undertake the work. Another is that we help organise with other groups (Ramblers, Bridleway Association, Cycling groups) small projects for Rights of Way improvements in different areas. All these activities would receive social media and website coverage.

We are asking you as Parish Councillors whether you could send us further suggestions, or support some of those listed, by circulating this information among your residents.

We would also be delighted if anyone you know would like to lead on a project. They would have CPRE office as the support body.

Yours sincerely

Anne Henshaw

The Campaign to Protect Rural England Wiltshire is registered as a charity and limited liability company with charitable status.
Company Registered in England and Wales Number: 07127110 – Registered Charity Number: 1134677
The CPRE Wiltshire logo is a registered trademark.
Registered Office Address: 7 Bell Yard, London, WC2A 2JR
Patron: HM the King – **President:** The Lord Lieutenant of Wiltshire, Dame Sarah Rose Troughton – **Chair:** Anne Henshaw

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No, thanks Get the Copilot app

ⓘ Free technology grants and discounts available for nonprofits.



Nonprofit eligibility

Microsoft provides grants and discounted solutions to eligible nonprofits. Determine eligibility for your organization below.

▷ Overview video

1. Is my organization eligible? 2. Who can register? 3. Who can use a license? Common questions

1. Is my organization eligible?

Familiarize yourself with our three eligibility requirements to begin the process.

Organization | Mission | Non-Discrimination | Additional terms of use

Organizations must be a:

- **Nonprofit or non-governmental organization** with recognized legal status in their respective country (equal to 501(c)(3) status under the United States Internal Revenue Code);
- **Public library** that provides general library services without charge to all residents of a given community, district or region; or
- **Public museum**, including public or private institutions, open to the public, that conserve and exhibit tangible objects for purposes of cultural preservation, education, or aesthetic enjoyment.
- **United States** healthcare organizations, specifically:
  - Independent Critical Access Hospitals (CAHs) and Rural Emergency Hospitals (REHs). Independent hospitals are those not in a health system, which Centers for Medicare & Medicaid Servies (CMS) typically defines as a group of affiliated hospitals and providers under common ownership or management.
  - Health Resources and Services Administration (HRSA)-designated Federally Qualified Health Centers (FQHCs) and HRSA-certified FQHC Look-Alikes
  - CMS-certified nonprofit Rural Health Clinics (RHCs)
  - Skilled Nursing Facilities (SNF), whose primary focus is short-term medical care and rehabilitation, and
  - Long-Term Care (LTC) facilities, whose primary focus is long-term custodial care

If your organization does not meet these criteria, it is not currently eligible.

View eligibility FAQs for additional information

2. Who should register?



Registering your organization

The person completing the nonprofit registration must be an employee or strategic volunteer of the nonprofit. If you are a third-party IT provider or other entity working for a nonprofit, you may not complete registration on its behalf.

3. Who can use the license?

Nonprofit discounts and grants are permitted for specific employees and volunteers. Nonprofit beneficiaries, donors, and members (such as members of a church, club, or sports team) are not eligible for nonprofit offers.

Grants vs. discounted licenses

Depending on the employee status and role in the nonprofit there is a difference between available offers:

- Grants – Granted licenses are only permitted for paid employees and unpaid executive staff if all organization eligibility is met. User amount limits do apply and vary by availability of country of usage. Additionally, organizations are expected to regularly remove unused granted licenses from their subscription. Adherence to policy guidance is encouraged and tenant may be subject to audit by Microsoft.
- Discounts – Discounted licenses are permitted for all staff, including volunteers and temporary staff of the organization. Eligible nonprofits may access discounted pricing on commercial cloud offers, and some on-premise offers. Discounts vary by product, and/or quantity



Paid employees

Paid staff includes employees on mandatory unpaid time off but who remain employees of the nonprofit, often referred to as furloughed staff. It does not include staff whose employment has been terminated or is subject to layoff. Paid staff are permitted to use granted and discounted licenses.



Unpaid executive staff

Unpaid executive staff is defined as unpaid staff that acts as senior leadership for the nonprofit. Eligible unpaid executive roles are board of directors, president, officer, executive director, and executive program directors. Eligible unpaid executive staff are permitted to use granted and discounted licenses.



Volunteers and temporary staff

Volunteers is defined as all other non-executive unpaid staff and general volunteers. Discounted nonprofit offers are permitted for all nonprofit staff and volunteers.

Type	Nonprofit Grant Offers	Nonprofit Discount Offers	Volunteer Use Benefit
Paid Employees	•	•	
Unpaid Executive Staff	•	•	•
Volunteers		•	•
Contracted Staff (temporary, third-party)		•	
Beneficiaries, Members, Donors			

License restrictions

Organizations cannot share, transfer, rent, or resell nonprofit licenses or subscriptions with/to other organizations or individuals even if they are part of the same group. If the group has both nonprofit and for-profit organizations in its legal structure, nonprofit offers are only permitted for the eligible nonprofit organizations. Additionally, groups with centrally managed information technology (IT) systems are only eligible for one grant account. Please contact Microsoft to learn more about enterprise licensing options.

Get started with discounts and grants

Eligible nonprofits may access discounted pricing on commercial cloud offers and some on-premises offers.

Register now >

Commonly asked eligibility questions

Expand all | Collapse all

- What are the eligibility requirements for the Microsoft nonprofit programs?
- Which persons affiliated with the nonprofit organization are eligible to use nonprofit licenses?
- How can I license volunteers in my nonprofit?
- Are there any restrictions for volunteer licenses?
- My nonprofit is using Charity licenses for my staff licensing, but also provides skilling and/or education programs in our community. Can I also use student and faculty Academic licenses in my existing tenant?
- Is there a certain usage requirement for licenses?
- How is eligibility for these programs determined?
- What if a library or library system is run by a city or county government (federal or state) – do they still get nonprofit pricing?
- How long does it take to receive eligibility validation?
- I’m not sure if my organization qualifies?
- Why don’t all nonprofit organizations qualify?
- How long does eligibility last?
- Can a nonprofit submit an appeal if denied?
- What is Microsoft's anti-discrimination policy?
- We are a religious-affiliated organization; do we qualify?
- What information do I need to provide to prove compliance with Microsoft’s anti-discrimination policy?

Questions about nonprofit offers?

Microsoft representatives can help you find the right products for your organization and address inquiries related to eligibility and technical support.

Contact us >

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Surface Laptop

Surface Laptop Studio 2

Surface Laptop Go 3

Microsoft Copilot

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AGENDA ITEM 13c

UPDATE ON HOSTING OFFICE 365 FOR LOCAL COMMUNITY GROUPS/VENUES

From looking at the eligibility list online, the parish council are not eligible

Nonprofit Organizational Eligibility

Country	Organizational Eligibility
Ukraine	Organizations must be: (1) charitable organizations; (2) public associations; (3) religious organizations; or (4) international nonprofit organizations.
United Arab Emirates	Organizations must be: (١) associations and institutions of public benefit (الجمعيات اولمؤسسا ت هليةا تاذ لنفعا لعام) registered at the federal level; (٢) acting bodies (لجهات العاملةا) in the field of sports operating on a nonprofit basis for the public benefit; (٣) religious and charitable societies (الدينيةاو لخيريةا لجمعيات) in Dubai; (٤) non-governmental organizations (NGOs) (المنشآا ت هلية) in Dubai; or organizations/entities operating on a nonprofit basis for the public benefit in one of the following free zones: (٥) Dubai International Financial Centre (DIFC) (د بي المداليا لعالمي), (٦ مركز) International Humanitarian City (IHC) (المدينةا لعالمية للخدما ت نسقية), or (٧) Abu Dhabi Global Market (ADGM) (ظبيا لعالمي سوأ قبو)
United Kingdom	Organizations must be registered with or recognized by relevant authorities in their respective location: England and Wales, Scotland or Northern Ireland as: (1) registered charities; or (2) HMRC exempt charities or churches.

Teresa Strange

From: ENGAGEMENT (NHS BATH AND NORTH EAST SOMERSET, SWINDON AND WILTSHIRE ICB - 92G) <bswicb.engagement@nhs.net>
Sent: 01 September 2025 15:18
Subject: Evening information event about new Trowbridge Integrated Care Centre - Sep 11, 6.30pm Trowbridge
Attachments: Evening Session_page-0001 (1).jpg

Follow Up Flag: Follow up
Flag Status: Flagged

Hi, I wanted to ask if you could help to share a forthcoming event in Trowbridge offering information about the new Integrated Care Centre which will be open in Trowbridge early next year. If you could feature this on your parish websites, newsletters and social media channels, I'd be very grateful.

Come and find out more about the new Integrated Care Centre coming to Trowbridge

Local people can find out more about a brand new state of the art Integrated Care Centre opening in the town in early 2026 at an evening information event on **Thursday 11 September from 6.30-8.30pm at the Holy Trinity Church** in Trowbridge.

The event will be a great opportunity for local people to find out more about the new centre, meet local NHS representatives behind the project, as well as local Councillors.

They will also have an opportunity to hear more about the services that will be provided in the new building, see photos, plans and models and ask questions.

The £16 million centre will replace the nearby Trowbridge Community Hospital and deliver BSW ICB's long-term strategic vision of putting more services in the heart of local communities.

Tea and coffee will be available.

This event is part of wider engagement, with more drop-in sessions planned at local venues:

- **Fri 19 Sept**, 09.30–13.30 – Trowbridge Library
- **Fri 3 Oct**, 11.00–15.00 – Shires Shopping Centre
- **Fri 24 Oct**, 11.00–15.00 – Asda, The Shires
- **Sat 8 Nov**, 10.00–15.00 – Weavers Market, Town Hall
- **Wed 10 Dec**, 08.00–13.30 – Trowbridge Market

For more information visit https://bsw.icb.nhs.uk/news-and-events/integrated-care-centres/trowbridge-icc/

ENDS ----------

Thanks

Dom

Dom Hall
People and Communities Engagement Specialist
NHS Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board

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W: www.bsw.icb.nhs.uk

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TROWBRIDGE INTEGRATED CARE CENTRE

NHS
Bath and North East Somerset, Swindon and Wiltshire
Integrated Care Board



EVENING COMMUNITY DROP-IN
Information Event

Come along to learn more about the exciting plans for Trowbridge's new Integrated Care Centre.

- View the latest designs and plans
- Discover the range of services it will offer
- Meet the team behind the project
- Ask questions and share your thoughts

COME AND SAY Hi!

THURSDAY 11 SEPTEMBER

6.30 - 8.30PM

HOLY TRINITY CHURCH
(THE CHURCH ON THE ROUNDABOUT)
A363, TROWBRIDGE, BA14 9AA

For information email bswicb.communications@nhs.net or visit www.bsw.icb.nhs.uk