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MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 17th March 2026

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 23rd March 2026 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=84417225983>

Or go to www.zoom.us or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**
Passcode: 070920. Instructions on how to access Zoom are on the parish council website www.melkshamwithout-pc.gov.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

A handwritten signature in cursive script that reads "T. Strange".

Teresa Strange, Clerk



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AGENDA

1. **Welcome, Announcements & Housekeeping**
2. **To receive apologies and consider approval of reasons given.**
3. **Invited Guests:**
 - a) Wiltshire Councillors to provide feedback on Area Board changes
 - b) Wiltshire Councillor **Andrew Griffin** (Melksham Without West & Rural)
 - c) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold).
 - d) Wiltshire Councillor **Nick Holder** (Bowerhill)
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 9th February 2026.
 - b) To approve the confidential notes accompanying the **Full Council Minutes** of 9th February 2026.
 - c) To approve an update to the list of instances when recording of meetings are edited (detailed in MIN 466/25) to include:
 - To remove any content which, if published, would breach GDPR (General Data Protection Regulation)
 - c) To approve draft schedule of parish council meetings dates for the council year 2026/27 (from 18th May 2026) and to approve changes to schedule for the remainder of 2025/26 (up to 18th May 2026)
 - d) To note the Annual Parish meeting will be held on Monday 27th April 2026 at Melksham Rugby Club
8. **Planning**
 - a) To approve the **Planning Committee Minutes** of 23rd February 2026 and 16th March 2026.
 - b) To approve the confidential notes accompanying the **Planning Committee Minutes** of 23rd February 2026 and 16th March 2026.
 - c) To approve the recommendations in the **Planning Committee Minutes** of 16th March 2026

9. Finance

- a) To approve the **Finance Committee Minutes** of 2nd March 2026.
- b) To approve the confidential notes accompanying the **Finance Committee Minutes** of 2nd March 2026.
- c) To note withdraw of AFC Melksham Ability Counts grant application due to closure and to approve removal from the grant awarding list (MIN 488/25d)
- d) To approve the recommendations in the **Finance Committee Minutes** of 2nd March 2026 (excluding the award of a grant to AFC Melksham Ability Counts).
- e) To consider the clarification received from Bowerhill pre-school about their grant application and to consider awarding a grant.
- f) To consider any responses received from Melksham Town Council about the shared Community Infrastructure Levy (CIL) arrangement, and, if there is no evidence of progress, to approve that the council withdraw all of their funds from the CIL sharing pot arrangement at year end (31st March 2026).
- g) To appoint members to the following new working parties:
 - i. East of Melksham Community Centre Working Party
 - ii. Website Procurement Working Party
 - iii. Beanacre Play Area Working Party
- h) To note **Receipts & Payments** reports for February 2026.
- i) To seek **cheque signatories/online authority** for March payments.
- j) To approve Bank Account and Fund Transfers
- k) To note Employer Pension contribution rates 2026-2029
- l) To consider any implications arising from the Wiltshire Council budget.

10. Highways, Footpaths and Streetscene

- a) To note the change in frequency of Area Board and Local Highways and Infrastructure Group (LHFIG) meetings from four per year to three per year.
- b) To receive feedback from a Bowerhill site visit on Tuesday 24th February 2026 to look at school parking and dropped kerbs.
- c) To note correspondence regarding the bus stop on Semington Road (New Inn)
- d) To receive feedback from A365/Hornchurch Road junction site visit on Thursday 19th March 2026.
- e) To appoint members to a new working party for the Holistic Review of Semington Road by the Walk Wheel Cycle Trust.

11. Asset Management:

- a) To receive an update on Shurnhold Fields works and costs (if received)
- b) To consider the report from Melksham Town Council on the parish council's funding of the Market Place toilets (year end reporting) (if received)
- c) To approve quote to assess bus shelters for the presence of asbestos.
- d) To receive an update from the 3G steering group meeting
- e) Footbridges:
 - i. To receive update on site visits with contractor held at Bowood View/ Buckley Gardens and Bowerhill Sports Field to look at footbridge requirements
 - ii. To approve specification and quote
- f) To consider way forward for Play Area operational inspections and approve quote
- g) To approve Allotment inspection procedure and agree inspection dates for 2026
- h) To note cancellation of Future of Football free football day (Friday 20th February 2026)

- i) To note continuation of Shaw Village Hall Management Committee following 14th March 2026 AGM.
- j) To receive an update on Knorr Bremse request for Pavilion car park use

12. Standing Orders

To consider a proposal from Councillor Harris to update standing orders (and related policies and procedures) to no longer delete recordings of council meetings on YouTube.

13. Civility and Respect – Councillor Statement of Assurance

- a) To approve formal adoption, by the council, of the Councillor Statement of Assurance.
- b) To request that all serving councillors sign the Statement.
- c) To approve the requirement for newly elected or co-opted councillors to sign the Statement as part of their induction process.
- d) To approve publication of confirmation of its commitment to the national Civility & Respect Pledge and Wiltshire Council's Positive Conduct equals Positive Democracy on the Council's media platforms.

14. Partnership Working:

- a) To receive an update from Wiltshire Council Operational Flood Working Group meeting on 18th March 2026
- b) To consider a request from Wilts and Berk Canal Trust for the parish council to sign a Memorandum of Understanding regarding the Melksham Link Project
- c) To consider a request from Melksham Town Council to join Melksham School Banners project
- d) To receive an update from the Village Hall meeting on 19th March 2026
- e) To consider feedback from Melksham Area Board Meeting on 18th March 2026.
- f) To consider update on review of Joint Emergency Plan with Melksham Town Council and to consider next steps (appoint members to the Community Resilience Working Party)
- g) To consider update on latest actions from the Joint Cemetery Working Party and parish council resolutions.

**MINUTES of the Full Council Meeting of Melksham Without Parish Council
held on Monday 9th February 2026 at**

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

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

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

In attendance: Wiltshire Councillor Nick Holder - part

On Zoom: Councillor John Glover and 1 member of the public.

455/25 Welcome, Announcements & Housekeeping:

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

It was announced that there would be no Staffing Committee meeting the following week (Monday 16th February 2026).

456/25 To receive Apologies and approval of reasons given

Councillor Glover was unwell and therefore joined the meeting online. He was aware that as he was not present, he was unable to vote.

Councillor Griffiths was not present and tendered apologies after the meeting.

457/25 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.

458/25 To consider holding items in Closed Session due to confidential nature

Resolved: Agenda items 15d (Knorr Bremse request) to be held in closed session under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Agenda item 15d: Knorr Bremse request: Start of commercial negotiations

459/25 Public Participation

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

Wiltshire Councillor Holder provided updates on two of the points he had raised at the previous Full Council Meeting regarding the proposed Wiltshire Council budget (Min 430/25b). He noted that an amendment is proposed to the budget to restore the funding to Community First for its work with Community Transport (Link). He also explained that, despite lobbying, the proposed changes to Parish Steward funding remain in the budget. He noted the Wiltshire Councillors will debate the budget on 24th February 2026.

Wiltshire Councillor Holder also explained that, as requested at the Planning Committee meeting on 2nd February 2026 (Min 443/25), he had asked the Wiltshire Council Cabinet meeting for clarity on the implications of the Snarlton Farm appeal being determined by the Secretary of State. He noted that he is expected a response at the Strategic Planning Committee meeting on 10th February 2026.

Wiltshire Councillor Holder went on to relay updates on Pathfinder Place public open space that he had received from Taylor Wimpey. He explained that in the phase 1 area, Remus have now been instructed to remediate the issues with the trees, replacing them where necessary. The work is expected to be carried out when the weather is drier. In the phase 2 area, there is a significant issue with drainage meaning that the area has not been signed off and is not open. A survey of the area will be conducted by a Wiltshire Council Drainage Engineer.

Wiltshire Councillor Holder noted that, subject to Area Board approval, the installation of bolt-down bollards/traffic islands at the Hornchurch Road junction with the A365 Bath Road was agreed by the Local Highways and Footpaths Improvement Group (LHFIG).

He also updated that transfer of Falcon Way to Wiltshire Council is progressing. Legal paperwork has been drawn up by Wiltshire Council and is now with Heron Homes.

The meeting reconvened.

460/25 Full Council

Resolved: To approve the Minutes of the Full Council Meeting held on 26th January 2026 and for the Chair to sign them as a correct record.

461/25 Planning

- a) **Resolved:** The Minutes of the Planning Committee Meeting held on Monday 2nd February 2026 were formally approved by the council and for the Chair to sign them as a correct record.
- b) Councillor Baines raised concerns that the theme of RAF Planes for Land South of Western Way may limit options for other new developments on Bowerhill and suggested a broader RAF theme. Members discussed the different options.
Resolved: To approve all the Planning Committee recommendations of 26th January 2026.
- c) The proposed development name and street names for Land north of the A3102 (New Road Farm – PL/2024/10345) were discussed again due to being incorrectly referenced in the agenda of the Planning Meeting held on 2nd February 2026. Additionally, suggestions for the development name and street names had been requested by the developers.

Resolved 1: To suggest to the developer that the development be named New Road Farm

Resolved 2: To suggest to the developer that the following list of forests are used as street names.

Thetford	Wyre	Rockingham
Charnwood	Needwood	Delamere
Rossendale	Bowland	Knaresborough
Inglewood	Wark	Kielder
Rothbury	Atholl	

462/25 Finance

- a) The Clerk highlighted that a £15,000 payment from Wick Solar Farm had been received; as per the agreement.
Resolved: To note Receipts & Payments reports for January 2026.
- b) **Resolved:** For Councillors Baines and Blackham to be cheque signatories/online authority for February payments.
- c) **Resolved:** To transfer £38,000 from the CCLA to the Unity current account.
- d) It was clarified that the version of the Internal Auditor's report reviewed in January was draft and that a final version of the report has now been received. The new sections were highlighted which included concerns raised about CIL (Community Infrastructure Levy) funds held by Melksham Town Council for joint projects and conflicting advice on whether the parish council should be publishing information to meet Transparency Guidance.
Resolved: To note the Internal Auditor's report and to move forward with the recommendations.
- e) Members discussed the Community Infrastructure Levy (CIL) held by Melksham Town Council. Concerns were raised about the length of time the CIL that is expected to be passed to MWPC for the community centre has been held. Additionally, concerns were raised again that the Town Council still cannot identify the money which should be available for joint projects and that the contributions from the parish council in the joint pot are just sitting unused. It was noted that the Joint CIL working party meeting had been held in July.

It was noted that no response had been received from Melksham Town Council about the potential withdrawal of Melksham Without from the joint CIL pot.

Wiltshire Councillor Holder left the meeting.

- f) The response the Clerk had sent to the six Melksham Community Area Wiltshire Councillors, under delegated powers, regarding the implications of the Wiltshire Council budget was noted.

463/25 Procurement

- a) Discussion on the way forward related to procurement items will be deferred to a future meeting to allow time for the information to be fully reviewed.

464/25 Highways, Footpaths and Streetscene

a) Semington Road Bus Stop outside New Inn

It was explained that the developer had installed the raised Kessel kerbs in the incorrect location meaning that the bus stop cannot be used by residents with mobility issues, as the step onto or from the bus is too large. It was noted Wiltshire Council signed off the installation and that redress by the developers was not possible. A proposal to correct the location of the raised kerbs had been received from the Local Highways and Footpaths Improvement Group (LHFIG) requiring a contribution of £2,367 (1/3 of £7100) from the parish council.

Members expressed frustration that they were having to pay for remediation of an issue they had not been responsible for. However, in the interests of road safety, convenience/accessibility for residents and expediency they felt that they should agree the contribution.

Resolved 1: To approve the contribution to remediate the Semington Road Bus Stop (outside New Inn) of £2,367 (1/3 of £7100).

Resolved 2: To write to Wiltshire Council to explain that the contribution has been agreed to expedite delivery of a solution to benefit Berryfield residents and to express frustration of having to financially contribute to rectifying a mistake which was not of the parish council's making.

b) Gateways at Shaw and Whitley

Resolved: To approve, in principle, option B (terminal signs on single post behind the gate) for two sets of village gates at a cost of £4000 (1/3 contribution = £1,334) with the following comments/requests:

- To investigate whether the village gate on Corsham Road can be moved north, beyond the Westlands Lane Junction, to the bottom of Goodes Hill. This would be prior to the speed limit change.
- It was noted that the speed limit signs on Corsham Road at the current proposed location of the village gates, are on two poles whereas the design shows only a single pole.
- It was noted that the Welcome to Shaw sign is located further along the A365 (towards Melksham) and therefore would not be close to the proposed village gate (where the speed limit is reduced).
- In the design schemes, the village gates are shown to be brown in colour. The parish council would like them to be white to maximise visibility.
- The parish council would like the wider (1500mm) Gateways where possible.

c) Bowerhill Finger Post

It was noted that LHFIG has agreed that the fingerpost can be purchased from Arien Signs Ltd, but the company would need to be added to Wiltshire Council's approved supplier list which can take time.

Resolved: For the parish council to purchase the finger post for Bowerhill (in oak) from Arien Signs (at a cost of £496 including VAT) and to arrange installation. 2/3 of the cost to be charged back to Wiltshire Council.

465/25 Asset Management:

- a) The increase in the Beanacre play area peppercorn rent to £50.36 per year was noted.
- b) **Resolved:** To agree Quote A for painting the 2 bus shelters at Shaw with anti-graffiti paint at a cost of £1400.

c) Future of Football

Councillor Glover declared an interest in this item as his grandson works for the organisation.

Resolved: To agree to Future of Football's request for free use of the field and pavilion for a free Football Friday on 20th February 2026.

d) Shurnhold Fields

The Clerk reported that the new overhead barrier and gate has now been installed.

The Heras fencing remains in place as it is protecting land that was churned up, some by persons unknown prior to the commencement of works and some as a result of the works. The area is currently very wet and requires time to recover. It is anticipated that the fencing will remain in situ until May, when seeding will take place.

A cost will be incurred for the fencing. The Clerk is awaiting confirmation of the final amount, which is estimated to be in the region of £3,000–£4,000. As the fencing is already in place, no additional quotes are being sought.

Proposal: To agree the cost of the fencing (final figure to be confirmed).

It was further noted that an arboriculturist will return in the spring to grass seed and sow wildflowers on the bund. A water pipe and tap will also be installed to allow the future water connection; the post for the tap was installed today.

e) 3G pitch at Bowerhill Sports Field

It was noted that Wiltshire Council's Playing Pitch Strategy identified the need for two 3G pitches in Melksham. Recently there has been increased interest in making progress with the 3G pitches, probably due to the wet weather rendering the grass pitches unplayable which highlights the lack of alternative facilities. A meeting is being arranged with all the interested parties: Wiltshire Council, Wiltshire Football Association, Football Foundation, Future of Football and Melksham Town Football Club. The meeting will be hosted at the Melksham Without Parish offices.

Resolved: The Clerk to confirm whether councillors are welcome to attend the meeting.

f) Sports Group Forum

The Clerk reported that Wiltshire Council community sports development officer has suggested establishing a Melksham Area Sports Group Forum, with representatives of the different sports groups, to identify infrastructure gaps and to identify opportunities for sports programmes to be run in Melksham Without Parish. Members are interested in seeing the idea develop but need to see progression before providing their support

466/25 Social Media

- a) Members discussed the pros and cons of no longer publishing recordings of council meetings on YouTube.

The Clerk clarified that the only edits made to council meeting recordings are:

- To remove any content recorded prior to the start of the meeting or after the meeting has closed (ended)
- To remove any content from closed (confidential) sessions.

Councillor Pafford reiterated the importance of being mindful of comments and what is being said given the public nature of the meetings.

Unanimously Resolved: In the interests of transparency, to continue to publishing recordings of council meetings on YouTube.

- b) Members considered the updates to the Social Media policy regarding councillors commenting on planning applications and asked questions for clarity.

Resolved: To approve the proposed amendments to the Social Media Policy.

Councillor Glover left the meeting on Zoom.

467/25 Civility and Respect

The Clerk explained that the SLCC & NALC Improvement and Development Board (IDB) Civility and Respect Working Group has published a Civility and Respect governance checklist about how councillors and officers conduct themselves. Given the parish council had recently received some complaints/criticism in this area, she advised that the council should consider completing the checklist.

Councillor Pafford left the meeting.

Councillor Doel took over as chair of the meeting.

1. Is the Council a member of National Association of Local Councils (NALC)?

Yes

2. Is the Clerk a member of Society of Local Council Clerks (SLCC)?

Yes, and she is Chair of the Wiltshire and Swindon Branch of the SLCC.

3. Employment Matters:

Does the Clerk (and other staff) have a Contract of Employment?

Yes

Does the Clerk (and other staff) have a Personal Development Plan reviewed at least annually?

Yes

4. Code of Conduct

Have all Councillors signed up to the Code of Conduct?

Yes

Have all Councillors received Code of Conduct training?

No

5. Training

Is there a plan for undertaking recommended training e.g. Code of Conduct for Councillors?

The Clerk will identify and share Code of Conduct training. Other training is available and was considered at the previous Full Council meeting (Min 431/25c).

Does the Clerk have access to recommended training?

Yes. A log is kept of training undertaken by all members of staff and councillors and is shared at appraisals and Staffing Committee meetings.

6. Does the Clerk attend professional development conferences?

Yes, with a focus on regional/practical, rather than national, conferences.

Councillor Pafford returned to the meeting and resumed his role as Chair

7. Professional Helpline / Advice / Support

Has advice on the problem been sought from NALC? Has it been acted on?

Yes, advice has been sought on the current issues.

Has advice on the problem been sought from SLCC? Has it been acted on?

Yes, the helpline has been used in the past.

8. Is the Council trying to operate without a Clerk?

No

9. Does the Chair / Mayor have professional support?

Yes, support available from the Clerk and they can attend WALC conferences and specific training and network events.

10. Are the Council, Councillors and Clerk clear about their Roles and Responsibilities?

- *Council who acts as a corporate body making policies and decisions on behalf of the Council.*
- *Councillors who form the corporate body and cannot act as individuals nor be involved in the day to day management of the Council.*
- *Clerk who carries out the instructions of the Council as a corporate body and manages the day to day functions and governance of the Council.*

Yes, roles and responsibilities are reconfirmed at the annual council meeting in May each year and covered in Induction Training. A Member/Officer protocol is embedded in the Code of Conduct.

11. Is there evidence of bullying and harassment by a Councillor?

No

12. *Is there evidence of inappropriate behaviour by the Clerk?*

No

13. *Has the Council signed up to the Civility & Respect Pledge?*

Yes

Have Councillors been asked as individuals to sign up to the Statement of Assurance?

No, the Clerk is not aware of the Statement of Assurance.

Resolved: The Clerk to investigate the Statement of Assurance and feedback to members.

14. *Are the basic Governance arrangements in place?*

<i>i. Standing Orders</i>	Yes
<i>ii. Financial Regulations</i>	Yes
<i>iii. Code of Conduct</i>	Yes
<i>iv. Publication Scheme</i>	Yes
<i>v. Complaints Procedure</i>	Yes
<i>vi. Privacy Notice</i>	Yes
<i>vii. Audit completed, advertised correctly, evidence of reports presented to Council.</i>	Yes
<i>viii. Internal Audit reports regularly reported to Council</i>	Yes
<i>ix. Financial Transactions – transparent information available</i>	Yes
<i>x. Meeting Calendar</i>	Yes
<i>xi. Minutes – available and transparent</i>	Yes
<i>xii. Risk Management Policy</i>	Yes
<i>xiii. Register of Assets</i>	Yes
<i>xiv. Insurance Policy</i>	Yes

468/25 Partnership Working:

- a) To consider feedback from the Health and Wellbeing Group held on 5th February.

No minutes were available yet, but a verbal update was provided by Councillor Pafford and the Clerk.

The success of the Age UK Daytime Discos was noted and Councillor Pafford reported that Wiltshire Council have some money available which could be used to fund similar events in the future.

It was noted that Help Counselling were continuing to offer counselling from their Trowbridge venue but no longer from their Melksham satellite due to venue limitations. The service remains available to support residents of West Wiltshire.

The Clerk noted that options for a food pantry were being considered (where for a small fee food options can be selected) to reduce long-term reliance on the food bank.

- b) Melksham Community Support

Members noted the Melksham Community Support (MCS) Quarter 3 report, case studies (confidential) and Service Level Agreement for 2026/27 (joint with Melksham Town Council).

Councillor Doel and the Clerk attended the quarterly review meeting which was held jointly with the Town Council. Councillor Doel commented that he was extremely pleased with how the project was progressing.

Resolved: To approve the Service Level Agreement for 2026/27 (joint with Melksham Town Council).

The Clerk noted that she had invited Sarah Thomson (project worker) to speak at the Annual Parish Meeting in April.

The member of the public on Zoom left the meeting.

- c) The closure of Market Place toilets (which have funding provided by parish council) for repair was noted.

C d) Knorr Bremse request for Pavilion car park use

Held in Closed Session at the end of the meeting.

Members were reminded that at the previous meeting they had agreed in principle to allow Knorr Bremse to use the Pavillion car park for contractors between March and July 2026.

Knorr Bremse had been asked for a financial contribution for the upkeep of the car park and the footbridge. They responded by asking for estimated maintenance costs for the areas and an indication of the level of contribution considered appropriate.

Resolved: To give delegated powers to the Clerk and Finance & Amenities officer to negotiate with Knorr Bremse regarding the financial contribution for use of the Pavillion carpark

- d) Potential changes to Management Trustees at Whitley Reading Rooms
Councillor Doel explained that the long-standing Treasurer was stepping down and that the other four members of the Management Trust are planning to resign on 14th July 2026 at the AGM (Annual General Meeting). At that point there will be no remaining Management Trustees which in turn invalidates the insurance. He suggested that on the 14th July 2026, the parish council will need to take over the insurance.

Councillor Richardson explained that he has spoken with the Chair of Shaw Village Hall to explore whether they would take it on, but due to the precarious nature of their committee, it is unlikely to be an accepted option. He has also spoken to Community Action Whitley and Shaw (CAWS) to see if any ideas come forward from the community. Councillor Richardson also noted, that when the Reading Rooms were set up in 1904, if they cease to exist the building would need to revert to an Alms House.

The Clerk explained that similar situations has occurred previously with Shaw Village Hall and Whitley Reading Rooms. She advised that the parish council should speak to their insurance company to be able to provide immediate insurance cover if needed. At the same time, the crisis should be advertised in Melksham News, Connect magazine and on social media. It should be clearly stated that if volunteers do not come forward the venue will close.

Resolved: The Clerk to work with the existing Management Trustees at Whitely Reading Rooms to advertise for new volunteers, and to speak with the parish council insurance company.

e) Changes to Wiltshire Council Area Boards

Members raised concerns about the proposal to change the frequency of Area Board Meetings from 4 per year to 3 per year. They felt this would have an adverse impact on both the grants process and the timeliness of progressing LHFIG (Local Highways and Footway Improvement Group) actions. Members also noted that they feel that the meetings were not as welcoming as they had been in the past and therefore were not well attended by the public.

Resolved: To invite Wiltshire Councillors to the next Full Council meeting to provide an update on changes to the Area Board

f) It was noted that Openreach broadband fibre will be installed in Shaw and Whitley this summer.

Meeting closed at 9:35 pm

Chairman, 23rd March 2026

Receipts for Month 10			Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail	
Balance Brought Fwd :		6,061.13					6,061.13		
V4915-BACS	Banked: 06/01/2026	15,000.00							
V4915-BACS	RWE Renewables	15,000.00			1145	110	15,000.00	In541 Wick Solar Farm deed of	
V4916-BACS	Banked: 06/01/2026	150.50							
V4916-BACS	Future of Football	150.50			1210	210	150.50	Inv.534a-Part Oct & Nov traini	
V4917-BACS	Banked: 19/01/2026	142.00							
V4917-BACS	Bishops Cannings B	142.00			1210	210	142.00	Inv.543- Jan 26 Matches	
V4918-BACS	Banked: 19/01/2026	71.00							
V4918-BACS	Bishops Cannings A	71.00			1210	210	71.00	Inv.539- 14th Dec 25 match	
V4919-BACS	Banked: 19/01/2026	213.00							
V4919-BACS	Bishops Cannings A	213.00			1210	210	213.00	Inv.542- Pitch hire	
V4920-BACS	Banked: 20/01/2026	6,140.46							
V4920-BACS	HM Revenue & Customs	6,140.46			105		6,140.46	VAT Refund- 1st Oct-31st Dec	
V4921-BACS	Banked: 28/01/2026	40.00							
V4921-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 10a Berryfield	
Total Receipts for Month		21,756.96	0.00	0.00			21,756.96		
Cashbook Totals		27,818.09	0.00	0.00			27,818.09		

Payments for Month 10			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2026	Water2Business	V4909-DD	406.48				4322 220	406.48	Inv.542-Pavilion water charges
06/01/2026	Lloyds Bank	V4910-DD	10.70				4140 120	10.70	Monthky charge
15/01/2026	Daisy (Onebill)	V4911-DD	63.85		10.64	4190	120	53.21	Inv.032- Office wifi & line
15/01/2026	Daisy (Onebill)	V4912-DD	72.11		12.02	4384	220	60.09	Inv.033- Pavilion wifi & line
22/01/2026	EDF Energy	V4913-DD	221.00		10.52	4312	220	210.48	Inv.07-Pavilion gas
26/01/2026	Unity Bank	V4908-6244	20,000.00				220	20,000.00	Fund transfer Lloyds to Unity
29/01/2026	Lamplight	V4914-DD	57.00		9.50	4686	170	47.50	Inv.101-MCS Database
Total Payments for Month			20,831.14	0.00	42.68			20,788.46	
Balance Carried Fwd			6,986.95						
Cashbook Totals			27,818.09	0.00	42.68			27,775.41	

Receipts for Month 10			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		16,302.36					16,302.36	
V4907-INTE	Banked: 05/01/2026	2,621.19						
V4907-INTE	CCLA Investment Management	2,621.19			1080	110	2,621.19	Interest
	Banked: 20/01/2026	10,000.00						
V4901-TRAN	CCLA	10,000.00			240		10,000.00	Fund transfer-CCLA- Unity
	Banked: 26/01/2026	20,000.00						
V4908-6244	Current Account & Instant Acc	20,000.00			200		20,000.00	Fund transfer Lloyds to Unity
	Banked: 27/01/2026	4,000.00						
V4903-TRAN	CCLA	4,000.00			240		4,000.00	Fund Transfer-CCLA-Unity
Total Receipts for Month		36,621.19	0.00	0.00			36,621.19	
Cashbook Totals		52,923.55	0.00	0.00			52,923.55	

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2026	Grist Environmental	V4904-DD	79.44		13.24	4770	220	66.20	Inv.906-B'hill waste away
16/01/2026	Lloyds Bank PLC	V4902-DD	474.82		54.64	4175	120	72.45	Office 365 for Cllrs
						4686	170	6.99	MCS Line
						4150	120	66.44	2x External hard drives
						4055	130	148.50	Local council administration b
						4175	120	24.97	Adobe PDF
						4175	120	30.24	Office 365 for officers
						4175	120	6.33	MWPC Website hosting
						4200	120	12.99	Online meeting subscription
						4686	170	6.99	MCS Line
						4190	120	41.28	Office phone subscription
						4140	120	3.00	Monthly Fee
20/01/2026	EDF Energy	V4905-DD	138.53		6.60	4302	220	131.93	Inv.015- Pavilion electricity
27/01/2026	Ace Shelters (eCapital Commerc	V4883-BACS	4,530.00		755.00	4545	142	3,775.00	Replacement bus shelter-Beanac
27/01/2026	Agilico	V4884-BACS	53.39		8.90	4130	120	44.49	Inv.871-Office photocopying
27/01/2026	Aquasafe Environmental Ltd	V4885-BACS	168.00		28.00	4212	220	140.00	Inv.103- January PPM Visit
27/01/2026	Jens Cleaning	V4886-BACS	213.00			4381	220	213.00	Inv.1092-12 Nov-17 Dec Cleanin
27/01/2026	JH Jones & Sons	V4887-BACS	434.40		72.40	4721	220	362.00	Inv.5729-Install gate stops
27/01/2026	JH Jones & Sons	V4888-BACS	2,742.77		457.13	4402	320	72.94	Inv.5728-Allotment grass cutti
						4402	320	21.88	Inv.5728-BSF Hedge cutting
						4400	142	417.42	Inv.5728-Play Area grass cutti
						4780	142	149.86	Inv.5728-Play Area bin emptyin
						4400	142	21.84	Inv.5728-Beanacre leaf clearan
						4400	142	42.03	Inv.5728-Kestrel Shrub
						4820	142	39.36	Inv.5728-SHF Annual cut
						347	0	-39.36	Inv.5728-SHF Annual cut
						6000	142	39.36	Inv.5728-SHF Annual cut
						4401	220	1,150.06	Inv.5728-JSF Pitch maintenace
						4400	142	25.00	Inv.5728-Grass cut outside BYF
						4781	220	96.50	Inv.5728-JSF Bin emptying
						4405	220	50.67	Inv.5728-JSF Hedge
						4409	142	198.08	Inv.5728-Hornchurch POS

Continued on Page 285

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/01/2026	Melksham Town Council	V4889-BACS	352.80			4820	142	259.20	SHF Caretaking-April-June
						347	0	-259.20	SHF Caretaking-April-June
						6000	142	259.20	SHF Caretaking-April-June
						4820	142	93.60	SHF Caretaking-Jyly-Sept 25
						347	0	-93.60	SHF Caretaking-Jyly-Sept 25
						6000	142	93.60	SHF Caretaking-Jyly-Sept 25
27/01/2026	ROSPA Play Safety	V4890-BACS	660.00		110.00	4575	142	550.00	Inv.643- Wood testing Beanacre
27/01/2026	UK Energy Services	V4891-BACS	914.40		152.40	4212	220	762.00	Inv.1198-Ventilation service
27/01/2026	Wiltshire Age UK	V4892-BACS	3,090.00			4685	170	3,090.00	MCS Service-Jan-March 26
27/01/2026	DAC Beachcroft	V4893-BACS	9.50		9.50	105			Inv.343-VAT- Insurance recover
27/01/2026	HM Revenue & Customs	V4894-BACS	2,986.62			4041	130	1,241.66	Period 10- ER NI
						4000	130	523.20	Period 10- January 2026-T
						4000	130	230.70	Period 10- January 2026-NI
						4010	130	272.80	Period 10- January 2026-T
						4010	130	118.91	Period 10- January 2026-NI
						4010	130	14.00	Period 10- January 2026
						4020	130	250.00	Period 10- January 2026-T
						4020	130	111.35	Period 10- January 2026-NI
						4460	142	207.80	Period 10- January 2026-T
						4800	320	16.20	Period 10- January 2026-T
27/01/2026	Wiltshire Pension Fund	V4895-BACS	2,310.33			4045	130	1,754.47	Period 10- January 2026
						4000	130	267.36	Period 10- January 2026
						4010	130	146.99	Period 10- January 2026
						4020	130	141.51	Period 10- January 2026
28/01/2026	Teresa Strange	V4896-BACS	██████		1.76	4000	130	██████	January 2026 Salary
						4150	120	5.70	MWPC Xmas cards delivery
						4190	120	4.42	Out of hours Mob- Dec 25
						4190	120	4.42	Out of hours Mob-Jan 26
28/01/2026	Marianne Rossi	V4897-BACS	██████			4010	130	██████	January 2026 Salary
28/01/2026	Fiona Dey	V4898-BACS	██████			4020	130	██████	January 2026 Salary
28/01/2026	Terry Cole	V4899-BACS	██████			4460	142	██████	January 2026 Salary
						4050	142	47.50	Travel Allowance Jan 26

Total Salaries

£7,678.26

Continued on Page 286

Payments for Month 10				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/01/2026	David Cole	V4900-BACS	████			4051	142	37.80	Mileage x84 miles
31/01/2026	Unity Trust Bank	V4906-DD	9.60			4800	320	████	January 2026 Salary
						4140	120	9.60	Bank charges
Total Payments for Month			26,947.46	0.00	1,669.57			25,277.89	
Balance Carried Fwd			25,976.09						
Cashbook Totals			52,923.55	0.00	1,669.57			51,253.98	

Receipts for Month 10			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	

Payments for Month 10				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 10				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		2,969.10					2,969.10	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>2,969.10</u>	<u>0.00</u>	<u>0.00</u>			<u>2,969.10</u>	

Payments for Month 10				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			2,969.10						
Cashbook Totals			<u>2,969.10</u>	<u>0.00</u>	<u>0.00</u>			<u>2,969.10</u>	

Receipts for Month 10				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		785,000.00					785,000.00	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>785,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>785,000.00</u>	

Payments for Month 10**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/01/2026	Unity Bank	V4901-TRAN	10,000.00			220		10,000.00	Fund transfer-CCLA-Unity
27/01/2026	Unity Bank	V4903-TRAN	4,000.00			220		4,000.00	Fund Transfer-CCLA-Unity
Total Payments for Month			14,000.00	0.00	0.00			14,000.00	
Balance Carried Fwd			771,000.00						
Cashbook Totals			<u>785,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>785,000.00</u>	

MELKSHAM WITHOUT PARISH COUNCIL COUNCIL MEETING DATES Jan- May 2026

Working Document for review AT March 26 Full Council Meeting

Please Note: All Council Meetings commence at 7.00pm and are held at Melksham Without Offices, First Floor, Melksham Community Campus, Market Place, SN12 6ES unless otherwise stated.

Web - www.melkshamwithout-pc.gov.uk E-mail - office@melkshamwithout-pc.gov.uk Tel - 01225 705700

FINANCE COMMITTEE To recommend budget and precept	MONDAY 05 JANUARY 2026
PLANNING COMMITTEE	MONDAY 12 JANUARY 2026
HIGHWAYS To feed into LHFIG deadline 22/01/26 with delegated powers	MONDAY 19 JANUARY 2026
FULL COUNCIL	MONDAY 26 JANUARY 2026
PLANNING COMMITTEE	MONDAY 02 FEBRUARY 2026
FULL COUNCIL	MONDAY 09 FEBRUARY 2026
<i>FREE MONDAY – HALF TERM</i>	<i>MONDAY 16 FEBRUARY 2026</i>
PLANNING COMMITTEE	MONDAY 23 FEBRUARY 2026
FINANCE COMMITTEE (to review grants)	MONDAY 02 MARCH 2026
<i>FREE MONDAY- HIGHWAYS IF NEEDED TERESA HOLIDAY</i>	<i>MONDAY 9 MARCH 2026</i>
PLANNING COMMITTEE	MONDAY 16 MARCH 2026
FULL COUNCIL	MONDAY 23 MARCH 2026
<i>ASSET?- Tree works – Clerk holiday? – School Hols</i>	<i>MONDAY 30 MARCH 2026</i>
<i>BANK HOLIDAY – EASTER MONDAY</i>	<i>MONDAY 06 APRIL 2026</i>
PLANNING COMMITTEE	MONDAY 13 APRIL 2026
<i>NB: 4 weeks from last Planning due to Bank Holiday but 2no. bank holidays in that period</i>	
FULL COUNCIL	MONDAY 20 APRIL 2026
ANNUAL PARISH –Melksham Rugby Club	MONDAY 27 APRIL 2026
<i>BANK HOLIDAY</i>	<i>MONDAY 04 MAY 2026</i>
<i>FINANCE- INSURANCE</i>	<i>TUESDAY 05 MAY 2026 OR</i>
<i>TUESDAY 12 MAY 2026</i>	
PLANNING COMMITTEE	MONDAY 11 MAY 2026

FINANCE (Re Insurance)	MONDAY 11 MAY 2026
ANNUAL COUNCIL	MONDAY 18 MAY 2026
<i>BANK HOLIDAY – HALF TERM</i>	<i>MONDAY 25 MAY 2026</i>
PLANNING COMMITTEE	MONDAY 01 JUNE 2026

Asset Management Committee, Staffing Committee, IT Working Party and Road Safety Working Party meetings to be arranged as and when needed so not all “Free Mondays” are free!

There are a couple of meetings when the Highways Committee Recommendations don't have time to be approved at Full Council before the LHFIG deadline and so they may need to have delegated powers to do so. As these are usually requests for consideration at LHFIG and at that point not committing the council to spend, I don't think these are an issue, they can always be submitted and withdrawn if the parish council are against when it gets to the Full Council meeting, and probably before the LHFIG meeting.

MELKSHAM WITHOUT PARISH COUNCIL
COUNCIL MEETING DATES 2026/27

Working Document for review at March 26 Full Council Meeting

Please Note: All Council Meetings commence at 7.00pm and are held at Melksham Without Offices, First Floor, Melksham Community Campus, Market Place, SN12 6ES unless otherwise stated.

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ANNUAL COUNCIL

MONDAY 18 MAY 2026

BANK HOLIDAY – HALF TERM

MONDAY 25 MAY 2026

STAT DAY

TUESDAY 26 MAY 2026

PLANNING)

MONDAY 01 JUNE 2026

FREE- TERESA HOLIDAY

MONDAY 08 JUNE 2026

FINANCE- YEAR END

MONDAY 15 JUNE 2026

PLANNING

MONDAY 22 JUNE 2026

FULL COUNCIL

MONDAY 29 JUNE 2026

(Must approve AGAR by 30th June)

ASSET & SITE VISIT-

MONDAY 6 JULY 2026

(ASSET REVIEW + tree reports/ quotes due to nesting season- 1st March-31st August)

PLANNING

MONDAY 13 JULY 2026

STAFFING (APPRAISALS IN JUNE

MONDAY 20 JULY 2026

FULL COUNCIL

MONDAY 27 JULY 2026

PLANNING

MONDAY 3 AUGUST 2026

Free Monday – Council don't meet in August

MONDAY 10TH AUGUST 2026

Free Monday – Council don't meet in August

MONDAY 17TH AUGUST 2026

PLANNING

MONDAY 24 AUGUST 2026

BANK HOLIDAY

MONDAY 31 AUGUST 2026

STAT DAY

TUESDAY 1 SEPTEMBER 2026

FULL COUNCIL

MONDAY 7 SEPTEMBER 2026

PLANNING

MONDAY 14 SEPTEMBER 2026

HIGHWAYS

MONDAY 21 SEPTEMBER 2026

(Don't know when LHFIG is but could be too late as Area Board is 7TH OCT?)

FREE- TERESA HOLIDAY
 PLANNING
FULL COUNCIL
 FREE MONDAY
 PLANNING
 (NOTE: HALF TERM)
 ASSET- ROSPA REPORTS
FULL COUNCIL
 PLANNING
 FREE MONDAY
 PLANNING (AFTER 2 WEEKS)
 Christmas Meal
FULL COUNCIL
 PLANNING
 FINANCE- BUDGET
 PLANNING
 FREE MONDAY
FULL COUNCIL
 PLANNING
 FREE MONDAY
 PLANNING (HALF TERM)
FULL COUNCIL
 FINANCE- GRANTS
 FREE
 PLANNING
FULL COUNCIL
 BANK HOLIDAY- EASTER MONDAY
 FREE MONDAY-EASTER HOLIDAYS
 PLANNING- 4 WEEKS BUT TWO BANK HOLIDAYS
FULL COUNCIL
 PLANNING
 BANK HOLIDAY

MONDAY 28 SEPTEMBER 2026
 MONDAY 5 OCTOBER 2026
MONDAY 12 OCTOBER 2026
 MONDAY 19 OCTOBER 2026
 MONDAY 26 OCTOBER 2026

 MONDAY 2 NOVEMBER 2026
MONDAY 9 NOVEMBER 2026
 MONDAY 16 NOVEMBER 2026
 MONDAY 23 NOVEMBER 2026
 MONDAY 30 NOVEMBER 2026
MONDAY 7 DECEMBER 2026
MONDAY 14 DECEMBER 2026
 MONDAY 21 DECEMBER 2026
 MONDAY 4 JANUARY 2027
 MONDAY 11 JANUARY 2027
 MONDAY 18 JANUARY 2027
MONDAY 25 JANUARY 2027
 MONDAY 1 FEBRUARY 2027
 MONDAY 8 FEBRUARY 2027
 MONDAY 15 FEBRUARY 2027
MONDAY 22 FERBRUARY 2027
 MONDAY 1 MARCH 2027
 MONDAY 8 MARCH 2027
 MONDAY 15 MARCH 2027
MONDAY 22 MARCH 2027
 MONDAY 29 MARCH 2027
 MONDAY 5 APRIL 2027
 MONDAY 12 APRIL 2027
MONDAY 19 APRIL 2027
 MONDAY 26 APRIL 2027
 MONDAY 3 MAY 2027

FINANCE-INSURANCE

MONDAY 10 MAY 2027

PLANNING

MONDAY 17 MAY 2027

ANNUAL COUNCIL

MONDAY 24 MAY 2027

BANK HOLIDAY

MONDAY 31ST MAY 2027

ANNUAL PARISH WILL HAVE TO BE ON A DIFFERENT DAY AS NO FREE MONDAYS DUE TO BANK HOLIDAYS AND EASTER- HAS TO BE MARCH, APRIL OR MAY- WANT TO IGNORE MARCH AS PUTS GRANTS IN WRONG FINANCIAL YEAR. 5TH APRIL DON'T WANT TO USE AS IN SCHOOL HOLIDAYS.

PLANNING

MONDAY 7 JUNE 2027

FINANCE- YEAR END

MONDAY 14 JUNE 2027

FULL COUCIL- APPROVE AGAR

MONDAY 21 JUNE 2027

PLANNING

MONDAY 28 JUNE 2027

MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 23rd February 2026 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, Martin Franks and Peter Richardson.

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

In attendance: Wiltshire Councillor Nick Holder, Councillor Hemmings (as an observer), 2 members of the public (part)

On Zoom: One member of the public joined on Zoom (part)

469/25 Welcome, Housekeeping and Announcements:

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

The Clerk shared that there is a Wiltshire Council Planning Forum for Town and Parish Councils being held at County Hall, Trowbridge on 10th March 2026 and asked whether any councillors would like to attend (limited to two representatives).

The Clerk also highlighted an approved planning application for redevelopment of the Emery Gate Shopping Centre in Chippenham (PL/2024/11661). It was noted that this site had strong similarities to the Cooper Tires site in Melksham. It was highlighted that the development had no affordable housing due to its viability constraints, was predominantly 1- and 2-bedroom dwellings and was accompanied by supportive comments from Wiltshire Council's Economy and Regeneration service.

470/25 Apologies:

None as all members of the committee were present.

471/25 Declarations of Interest:

a. Declarations of Interest

Councillor Richardson declared a non-pecuniary interest in agenda item 6e (89 Corsham Road) as he knows the applicants and neighbours.

b. Dispensation Requests for this Meeting:

None requested.

472/25 To consider holding items in Closed Session due to confidential nature:

Resolved: Agenda items 13 (Planning Enforcement) to be held in closed session under the Public Bodies (Admission to Meetings) Act 1960, the public

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

Agenda item 13: Planning Enforcement: Start of potential legal action.

473/25 Public Participation:

Standing Orders were suspended for public participation.

Wiltshire Councillor Holder explained that he had called in the planning application PL/2026/00489 for 172 Littleworth Lane (agenda item 6d) at the request of Wiltshire Councillor Alford. Wiltshire Councillor Alford is recused from this application as family members live nearby.

He also shared that, to his understanding, application PL/2024/11426 for Land to the South of A365 Bath Road – Gompels (agenda item 8e) will be considered at the Strategic Planning committee on 24th March 2026.

A member of the public (MP1) explained that she lived at 170 Littleworth Lane and wanted to raise some concerns about the planning application PL/2026/00489 for 172 Littleworth Lane (agenda item 6d) that she felt the parish council should be aware of. She noted that she has spoken to the neighbour at 171 Littleworth Lane who shares her concerns.

She explained that the portion of Littleworth Lane where 170, 171 and 172 are located is a narrow single-track lane, with a poor-quality surface and which comes to a dead end. The lane is owned by the Neston Park Estate (i.e. it is not an adopted road) and that her house deeds only give permission to pass and re-pass over the lane. She noted that there is a turning area at the end of the lane (outside 172 Littleworth Lane) but that sometimes this is blocked by parked vehicles. She has experienced oil delivery lorries having to reverse down the lane due to the turning area being blocked. She is concerned that there is nothing in the application about how construction traffic, parking and delivery of materials will be managed during what could be a lengthy construction period. She also reported that the section of Littleworth Lane is a bridleway leading onto a common.

MP1 also explained that 170, 171 and 172 Littleworth Lane are a terrace of old Neston Park cottages. She was concerned that the proposed use of reconstituted stone, rather than dressed stone, would be out of keeping with the other cottages and the addition of an extra gable would be out of scale with the other cottages.

She also felt that as 169 Littleworth Lane use the unadopted portion of Littleworth Lane they should have been consulted. Also, Neston Park Estate as the owner of the access lane, which could be degraded beyond repair by construction traffic, should have been included in the consultation.

MP1 noted that following the sale of the property she was expecting that alterations would be needed but felt that her concerns about construction access, materials and scale should be raised.

MP2 asked whether the parish council's stance remained no objection for application PL/2024/11426 Land to the South of A365 Bath Road (Gompels).

The meeting reconvened.

474/25 New Planning Applications: The Council considered the following applications and made the following comments:

Agenda item 6d (172 Littleworth Lane, Whitley) was brought forward.

- d. [PL/2026/00489](#) - **172 Littleworth Lane, Whitley, Melksham, SN12 8RF.**
Householder planning permission - 2 storey extension and associated external works. Applicant name: Hollie & Michael Whittle & Pearce.

Members noted the comments of the Rights of Way Officer. It was noted that the parish council had written to the occupants earlier this year due to complaints about cars and bins blocking the access to the right of way. Members had differing views on whether the application should be considered as overdevelopment.

Comments: Object

- Scale and Relationship to the Host Dwelling

The proposed extension is considered to be out of scale with the host dwelling and fails to demonstrate an appropriate relationship with the existing property and neighbouring properties.

- Use of Materials

The proposed use of reconstituted stone is not considered appropriate in this location. Members consider that dressed natural stone should be specified to ensure the development reflects the character and appearance of the area and integrates satisfactorily with the existing dwelling and neighbouring properties.

- Construction Traffic, Access and Impact on Public Right of Way MELW72

Littleworth Lane is a narrow, single-track, unadopted lane which is vulnerable to damage from construction vehicles. The proposal does not adequately address how construction traffic will be managed to prevent damage or obstruction. A Construction Management Plan should be submitted and approved prior to commencement of development. The turning area at the end of the lane must remain clear at all times and must not be obstructed by parked or waiting construction vehicles. Public Right of Way MELW72 runs from this turning area, and access must be maintained at all times during construction. This is a well-used dog walking route as well as regularly used for organised walks of very young children from Daisychain Nursery. Any damage to the lane or the Public Right of Way arising from construction activities must be fully repaired and reinstated to an appropriate standard.

One member of the public and the member of the public on Zoom left the meeting.

- a. [PL/2026/00520](#) - **42 Westlands Lane, Beanacre, Melksham, SN12 7QE.** Householder planning permission New single storey side and rear extension, and first floor extension.

Comments: No Objection

- b. [PL/2026/00576](#) - **39 Sunderland Close, Bowerhill, Melksham, SN12 6TZ**. Householder planning permission Proposed Two Storey Rear & Single Storey Side Extensions & Landscaping of Garden.

Comments: No Objection

- c. [PL/2026/00665](#) - **Mavern House, Corsham Road, Shaw, Melksham, SN12 8EH**. Full planning permission - Single Storey Extension forming an ensuite bedroom.

Comments: No Objection

- e. [PL/2026/00767](#) - **89 Corsham Road, Whitley, Melksham, SN12 8QF**. Removal/variation of conditions - Variation of condition 2 (Approved Plans) relating to application PL/2025/03261.

Comments: No Objection

475/25 Amended Plans/Additional Information: The Council considered the following amended applications and made the following comments:

None

476/25 Current planning application: standing item for issues/queries arising during period of applications awaiting decision.

- a. [PL/2024/10345 \(FULL\)](#) & [PL/2025/09780 \(OUT\)](#): **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

Resolved: To approve the notes of the meeting held with the developer (Bloor) on 19th February 2026 (Appendix 1)

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

Resolved: To approve the notes of the meeting held with the developer (Hannick) on 11th February 2026 (Appendix 2)

- d. [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

The Archaeological evaluation report and comments were noted.

- e. [PL/2024/11426](#): **Land to the South of A365 Bath Road and West of Turnpike Garage, Melksham, Wilts (Gompels)**: Outline planning permission: All matters reserved. Construction of warehouse with office space, parking and associated landscaping including site access.

It was noted that the application is expected to be considered at Wiltshire Council's Strategic committee meeting in March 2026. Members considered the options for attending the meeting but felt that they had nothing to add to their previous comments. It was noted that this answered the question asked by MP2.

Resolved: Melksham Without Parish Council will not send representatives to future Wiltshire Council Strategic/Western Area Planning Committee meeting for the Gompels Warehouse planning application (PL/2024/11426).

Wiltshire Councillor Holder and a member of the public left the meeting.

- f. [PL/2025/07391](#) - **Land South of Western Way, Melksham, Wiltshire**
Approval of reserved matters: Reserved Matters (appearance, landscaping, layout and scale) for 210 residential dwellings (Use Class C3), along with associated open space, landscaping, and parking, pursuant to Condition 2 of Outline Planning Permission ref. PL/2022/08504. Applicant Name: BWD Trading

Comments: Members met with the developer on 27th January 2026. According to the developer, the current proposal (still to be approved) is that construction traffic will access the site by turning left off Western Way (A365) using the emergency access. Construction traffic will exit the site via Maitland Place. Exit onto Western Way has been determined unsafe due to the location of a headwall and turning circles.

Members were disappointed and unhappy that the site exit for construction traffic is not directly on to Western Way and consider the solution of using Maitland Place as sub-optimal.

Members are concerned about the impact on Maitland Place residents of construction traffic using the road during the estimated 4-year construction period, on top of the additional traffic from occupants of the new development. Concerns relate to dirt and damage, as well as traffic volume. It was noted that the day prior to the meeting, an exploratory digger was removed from site using a low loader which blocked Maitland Place for a period of time and left mud on the road. The Clerk stressed the importance of ensuring that the construction management plan is followed and enforced. It was also noted that Maitland Place has not yet been adopted by Wiltshire Council.

Members urged the developer to relook at construction traffic exit from site and to find a solution which does not use Maitland Place.

Furthermore, members will maintain their OBJECTION to the application until construction traffic issues have been resolved, despite it being Site allocation policy 7.3 in the Melksham Neighbourhood Plan 2.

These comments will be provided directly to Highways.

- g. [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 Clerk shared comments that she had received from Councillor Haffenden. He reported that the Landscape and Visual Appraisal document (dated October 2025) includes a potential site level increase of up to 1m. He is concerned that the proposed 2.5 storey properties in combination with this site level increase would be out of context with surrounding properties along Berryfield Lane and Semington Road. It was noted that these points would be considered in the Reserved Matters application if the outline planning application currently being considered is approved.

Comments: Members welcome the new comments from Drainage (dated 11 February 2026) which highlight the difficulties of developing the site. Photos are attached of the current flooding on the site (Appendix 3).

- h. [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.

The Clerk shared that she had spoken with the applicant's agent. She explained that the description of the application had been changed with the words "(with access, layout and landscaping to be approved)" changed to "(with all matters except access reserved)".

The developer asked whether this change in scope was sufficient for the parish council to remove their objection to the application and the call-in. However, she noted, that having the application called-in affords the council the opportunity to see and comment on the S106 and conditions before they are approved. The developer has provided written confirmation that the details of the draft S106 and conditions will be shared at least 1 week before a decision is made.

Resolved 1: The Clerk to ask Wiltshire Council planning officer and the developer to confirm the following principles of the development:

- Access to the land for the second phase of the development (Plot B) is guaranteed.
- The second phase of the development will be delivered, to provide a total of about 55 dwellings as per Policy 7.5 of Joint Melksham Neighbourhood Plan (Plot A and Plot B).
- Details of the draft S106 and conditions will be shared in good time to allow the parish council to object/comment.
- Confirmation that the S106 requirements reflect the whole site (Plot A and Plot B).

Resolved 2: to ask Wiltshire Councillor Alford to withdraw his call-in provided the confirmations in Resolution 1 are received.

Resolved 3: The Clerk to ask for correspondence between Wiltshire Council and the developer related to the change of application scope to be shared with the Parish Council.

477/25 Proposed Energy Installations

a. Lime Down Solar

The letter from the Examining Authority containing invitation to the preliminary meeting, notification of hearings and other procedural decisions was noted.

Councillor Richardson explained that the first meeting would be focussed on process, and he didn't think that the council needed to attend. He noted that the second of the planned meetings (Issue Specific Hearing 1 on 22nd April 2026) could be relevant to the parish council, as it potentially included discussion on alternative sites (which could include Whitley). The relevance of the second meeting wouldn't be confirmed until about a week before the meeting, but attendees need to register by the 9th March 2026. He suggested that the parish council register to attend this meeting.

Resolved 1: Councillor Richardson to register to attend the meeting (Issue Specific Hearing 1) on behalf of the Parish Council and Community Action Whitley and Shaw (CAWS).

Councillor Richardson also highlighted that local authorities (Wiltshire Council) have the opportunity to submit Local Impact Reports by 1st May 2026, followed by a hearing.

Resolved 2: Councillor Richardson and the Clerk to:

- ask Wiltshire Council to submit a Local Impact Report covering the points raised by Community Action Whitley and Shaw (CAWS) and the parish council in their relevant representations to the Lime Down application,
- ask Wiltshire Council to confirm that they will submit the Local Impact Report
- investigate whether the parish council can submit a Local Impact Report directly to the planning inspector and submit comments if possible.

b. Cable Route for Norrington Spring Park Project (Aureos for SSEN Distribution) and Studley Solar Farm (DNOC for Verdant Energy)

It was noted that planning application PL/2025/05856 for the laying of underground electricity cables in association with Wick Solar Farm and Studley Solar Farm had been approved on 13th February 2026.

Resolved: Work on Westlands Lane to be reported to enforcement as work started on 26th January 2026 prior to approval of the planning application on 13th February 2026.

It was noted that the meeting planned with Aureos would be held on Thursday 5th March 2026 at 2.30pm in the parish council offices.

The updated website address was noted: <https://www.ssen.co.uk/about-ssen/ourworks/melksham-to-norrington/>

c. [PL/2025/05552](#) Land South of Brockleaze, Neston, Corsham, SN13 9TE. Full planning permission: Battery Energy Storage System with associated infrastructure.

Resolved: To support and submit the comments submitted by Community Action Whitley and Shaw (CAWS) Brockleaze Addendum 6 (submitted 7th February 2026).

Councillor Richardson shared that new National Fire Chiefs Council guidance on 'Grid scale energy storage system planning - Guidance for fire and rescue services' had been published about two weeks prior. He noted that the Brockleaze developer had responded to the guidance, but he felt that the developer had asserted compliance with the guidance but had not provided evidence of compliance.

- d. To receive an update on Wiltshire Council Engagement about Cumulative Impact.

Members noted the response received from Highways about cumulative impact. Members felt that the response was disappointing and unsatisfactory.

The Clerk highlighted that the response to the question about repair to the highways following roadworks was particularly obscure – "Reinstatement of these works will be in accordance with the Specification for the Reinstatement of Openings in Highways 4th edition, which is a statutory code all statutory undertakers must comply with"

Standing Orders were suspended to allow Councillor Hemmings to speak.

Councillor Hemmings commented that on Westlands Lane repairs, where the road has been dug up, have been completed very neatly with smooth tarmac and nicely sealed edges. However, he commented that the rest of the road has been destroyed by the works vehicles. He questioned what recourse the parish council has to get the whole road repaired?

The meeting reconvened.

Resolved: The Clerk to respond strongly to Highways about the lack of clarity in their response, to ask whether contractors need to repair additional deterioration to the surrounding carriageway/verge, and to ask what recourse the parish council has to get the whole road repaired.

It was noted that a meeting about cumulative impact was held on 16th February 2026 with the Clerk, Councillor Richardson, Wiltshire Council Cabinet Member Adrian Foster (Cabinet Member for Strategic Planning, Development Management, and Housing), Gary Collins (Head of Development Management) and Kenny Green (Planning Manager) in attendance.

Rather than a detailed review of the body of evidence about cumulative impact, the meeting focussed on 12 recommendations which were presented to Wiltshire Council. Councillor Richardson commented that he felt the Wiltshire Council attendees were quite defensive and suggested that they were already considering cumulative impact on every planning application. Kenny Green later provided the officers report on the Roundponds Farm BESS (Battery Energy Storage System) application (PL/2025/03212) as an example. Review of planning applications for BESS after the meeting suggests that, if cumulative impact is considered, it is only considered in relation to landscape and visual amenity and does not consider the wider range of cumulative impact pathways.

At the meeting, Councillor Richardson and the Clerk pushed Wiltshire Council for a commitment to respond the 12 recommendations from the parish council. This was agreed and will be provided by Gary Collins.

- e. Future Energy Landscapes consultation (proposals adjacent to northern parish boundary)

The correspondence related to the Corsham Future Energy Landscapes consultation was noted.

The community energy workshop for Staverton, Hilperton, Semington and Great Hinton Semington on Tuesday 17th March 2026 was noted. Councillors Richardson and Wood would try to attend.

478/25 Planning Policy:

a. Joint Melksham Neighbourhood Plan (NHP):

Members discussed the level of review which might be needed on the Neighbourhood Plan, budget implications and whether a future plan would be joint with Melksham Town Council.

It was noted that Place Studios are planning to submit the Joint Melksham Neighbourhood Plan 2 for a Royal Town Planning Institute (RTPI) Plan Making award. Members confirmed that they would be happy to be nominated.

Members noted that Melksham Town Council were considering planning application (PL/2026/00855) for an area of land which is part of the Land at Cooper Tires Factory Site (Policy 7.1 of the Joint Melksham Neighbourhood Plan 2)

b. Wiltshire Council's Draft Local Plan Examination:

The Clerk provided an update which had been shared at a WALPA (Wiltshire Area Localism and Planning Alliance) meeting with Councillor Ian Thorn (Wiltshire Council Leader, and Councillor Adrian Foster, Cabinet Member for Planning). Wiltshire Council has proposed to the local plan examiners that they complete the current plan with the addition of sites to increase the housing numbers and then start a new plan in July 2026. Wiltshire Council are waiting for a response to the proposal from the local plan examiners. The Clerk also noted that, due to limitations elsewhere in the county, the majority of the uplift in housing numbers is likely to be in the west of the county, including Melksham.

c. National Planning Policy Framework (NPPF)

Councillor Richardson noted that he had submitted a response to the NPPF consultation on behalf of CAWS focussed on cumulative impact.

It was noted that the Clerk had circulated some suggested draft responses but that these were only partially completed.

Resolved: To give delegated powers to the Clerk to complete the response and submit following review by Councillors Glover and Pafford.

479/25 Premises Licenses applications and decisions:

None.

It was noted that a license application from Jarboom Ltd related to Oakfield Stadium for their WTF Festival had been received and would be considered at the next Planning Committee meeting.

Resolved: The Clerk to arrange a meeting with Jarboom Ltd to review the application.

480/25 Appeals

a. Appeal Hearings

It was noted that the Clerk had been asked for articles on the appeal hearings by the Society of Local Council Clerks (SLCC) and the Campaign for the Protection of Rural England (CPRE) Wiltshire.

Resolved: The Clerk to provide articles about the appeal hearings to the SLCC and CPRE.

The Clerk communicated that the MP Brian Mathew (Melksham and Devizes) and MP Sarah Gibson (Chippenham) have drafted a letter to the Secretary of State to reiterate the importance of the neighbourhood plan and the precedent that the decision would set for the Land at Snarlton Farm appeal.

b. Planning Appeal Process

Upcoming changes (from 1st April 2026) to the Planning Appeal process were noted.

481/25C Planning Enforcement:

Held in Closed Session at the end of the meeting.

a. Berryfield Lane

The Clerk provided feedback on a call she had with the Environment Agency.

The members were frustrated with the lack of progress and asked the Clerk to follow up with the MP Brain Mathew to see if he can speed up the formal proceedings.

b. New Inn

Wiltshire Council Highways have visited the site and spoken with the landlord about road closures and drainage.

482/25 S106 Agreements and Developer meetings: (*Standing Item*)

a. Updates on ongoing and new S106 Agreements

i. Pathfinder Place

No new updates.

ii. To note any S106 decisions made under delegated powers.

The Clerk summarised the requests she had made at the Woodrow Road Planning Appeal S106 session. These would only be relevant if the appeal is upheld.

b. Contact with developers:

i. East of Blackmore Farm

Developers have come forward with a proposal for 275 dwellings on Land East of Blackmore Farm. An online public consultation is starting today. A pre-application meeting with the developer is being arranged for Thursday 5th March 2026. Officers have already suggested to the developer that the parish council are very likely to request that they hold a drop-in/ in person consultation for those residents who are not on-line.

ii. Former Library Site

It was noted that a pre-application meeting was planned with the developers on the following day (Tuesday 24th February 2026 at 10am)

Meeting closed at 9:16 pm

Chairman, 9th February 2026

Appendix 1

DEVELOPER MEETING NOTES BLOOR HOMES RE PROPOSALS FOR DEVELOPMENT AT NEW ROAD FARM

THURSDAY 19 FEBRUARY 2026 AT 2.00PM

Present: Councillor Mark Harris, MWPC
Wiltshire Councillor Nick Holder
Teresa Strange, Clerk, MWPC
Fiona Dey, Parish Officer, MWPC
Jonathan Dodd, Planning Manager, Bloor Homes South West
Matthew Roberts, JBP

Jonathan commented that he was going to explain the two applications that have been submitted: - PL/2024/10345 (full) and PL/2025/09780 (outline).

He explained that the full planning application was submitted in November 2024 and since then Bloor have been working to satisfy the statutory consultees. However, the Environment Agency (EA) are maintaining their 'objection' as the hydraulic model review for flood risk is not deemed fit for purpose and more detail is required. Jonathon commented that they are about to submit a 5th round of comments to the EA and expect a response in April. Bloor do not want the application to progress to the Strategic Planning Committee until the EA agency are satisfied.

Internally at Bloor, having purchased the freehold to the land, they are concerned about uncertainty due to the EA delay, the delays to Wiltshire Council's Local Plan (as this is one of the allocated sites), progress on the Blackmore Farm site and the recent local appeal hearings. Therefore, as a contingency, they have submitted an outline planning application.

Wiltshire Councillor Holder commented that, as a member of the Strategic Planning Committee, the committee seem to prefer Outline then Reserved Matters applications rather than Full applications. To mitigate this, he suggested that Bloor ask Gary Collins to pre-brief the Strategic Planning Committee about the application strategy and all the positive elements of the development, such as 40% affordable housing.

Jonathon commented that they will shortly be resubmitting updated plans for the full planning application. He will notify the council once it has been submitted. The changes will include changes to the clustering of affordable housing (to below 15 dwellings per cluster), inclusion of a loop road near the allotments as requested by Highways and details of the street lighting on the tree lined avenues. He explained that this 4th round of changes would be unlikely to need full re-consultation but would most likely be a targeted consultation. He believes that following this round of consultation all the technical aspects of the plan, with the exception of the EA requirements, would have been addressed.

Jonathon asked Wiltshire Councillor Holder whether the application would need to go to committee (or whether the call-in could be withdrawn).

Wiltshire Councillor Holder explained that Planning Officers could still decide that the application should go to committee, even without a Councillor call-in request.

The Clerk noted that if the application is to be decided by a Planning Officer, the parish council have no opportunity to see the officer report detailing conditions and S106 until after it's been signed and the decision made even if it contains assets to be transferred to the parish council.

Jonathon confirmed that he would share the S106 (having checked with their lawyers that he can) and the conditions when they are available.

The Clerk ran through a number of points that will or have been asked for by the parish council:

- Request for the same level of contribution towards play equipment as in the rest of Wiltshire, which is higher than the level required for West Wiltshire.
- Confirmation of interest in taking on the 2 LEAPs (Local Equipped Areas for Play) and the allotments
- Request for a footpath link into the adjacent housing development (Gladstone Road). Jonathon commented that this may be difficult due to having to cross a third-party strip of land.
- Request that the pedestrian crossings are installed prior to occupation.
- Request for a defibrillator and a parish noticeboard
- Request that the Rights of Way contribution is used to divert MELW60 around the properties at Kite's Stile.
- Request for a contribution to the extension of Melksham cemetery. It was noted that this request had been made to all the major developments.

Bus strategy was discussed. Jonathon commented that Bloor had agreed to the bus contribution and suggested to Wiltshire Council that a bus shelter is installed – the location is to be decided. The Clerk highlighted that the parish council request that bus shelters have sides to protect from the weather, a seat (not a perch) and are dark green in colour. She also highlighted that Real Time Information technology has progressed and the information boards can now be battery powered rather than needing an electricity supply and specified height shelter.

The Clerk shared that the parish council had proposed that the streets be named after forests and would provide a list. She also shared that the council's proposed name for the development was 'New Road Farm'.

Meeting closed at 3:15pm

Appendix 2

Meeting with representatives of Hannick Homes regarding land East of Melksham Oak School held on Wednesday, 11th February 2026 at 11.00am at Melksham Without Parish Council Offices at Melksham Community Campus

Present: Councillor Richard Wood (Chair of Planning)
Councillor Alan Baines (Vice Chair of Planning)
Councillor David Pafford (Vice Chair of Council)
Councillor Mark Harris
Wiltshire Councillor Nick Holder, Bowerhill
Teresa Strange, Parish Clerk
Chris Minors, Operations Director, Hannick Developments Ltd.
Kerry Pflieger, RAW Planning

As Chair of Planning, Councillor Wood chaired the meeting and welcomed Chris and Kerry to the meeting and introduced those present. The Clerk explained that, for transparency reasons, that RAW Planning were the agents for the Middle Farm site allocation in the Joint Melksham Neighbourhood Plan 2, albeit a different representative.

Chris presented slides explaining Hannick's current position in the consultation process for the outline planning application. He provided a summary of:

- The proposed development
- The site masterplan
- The access arrangements
- Consultation Responses
- Next Steps

Chris explained that the majority of the consultee responses had been received, they were just still waiting from comments from Ecology.

The members raised concerns that the presentation stated:

“Key commitments include affordable housing subject to viability, SuDS drainage and at least 10% biodiversity gain”.

The parish council raised questions about the “subject to viability” aspect, as this was a green field site, and was only providing 30% affordable housing. Chris explained that it was a standard caveat, not site specific. The Clerk emphasised that the parish council's expectation was that there should be 40% affordable housing as per the draft Local Plan as the site was not being considered speculative but plan led development as an allocation in the draft Local Plan.

Access Arrangements

Chris confirmed that the access arrangements presented remain unchanged from the submitted planning application. However, he acknowledged the comments received, including those from the Wiltshire Council Highways Officer.

Hannick have met with Wiltshire Council Highways (Mark Wiltshire and Paul Galpin) and have been asked to consider replacing the proposed T-junction with a **compact roundabout**.

- Feasibility work is currently underway.
- A technical report is expected to be submitted to Wiltshire Council this week.
- Further meetings will then be arranged with Highways Officers and the Planning Case Officer.

Members provided the following updates regarding highways and safety:

- Signage and road markings have been added at the junction of Bowerhill Lane
- Ghost traffic islands will be installed at the junction with Hornchurch Road

Members were generally positive about the proposed roundabout but remained concerned that Wiltshire Council must consider this application alongside others and ensure Highways Officers take a joined-up approach.

Chris confirmed he would raise this point in discussions with Highways.

It was noted that:

- A roundabout would help slow traffic entering Bowerhill.
- Turning movements into Bowerhill Lane would be safer.
- The 30mph speed limit is proposed to move further away from the school to slow traffic sooner (subject to approval).
- Gateway features (village gates and road markings) would indicate entry into a residential area.

It was also noted that the planned pedestrian crossing would be retained if a roundabout is introduced, although its position may change.

Bath Road / School Connectivity

- A footpath/cycleway on the north side of Bath Road between the development and the school is being investigated.
- The existing layby is proposed to be closed, with land used for a footpath.
- A formal bus stop would be created within the carriageway; the parish council had requested that a bus shelter, with RTI, be installed in the layby area as is used currently as an informal school bus stop; and would be used by residents of any future development.

- Wiltshire Council are amenable to this approach.

School Connection

- A pedestrian connection to the school remains important.
- The connection is shown on the masterplan (Point 3).
- It could potentially be moved to align with access from the school expansion land.
- The developer cannot compel the school to open access from their side.
- Provision of the link would be secured by condition.
- The school expansion land would be maintained.

Layout and Design

A member asked whether the mews housing could be moved further away from existing dwellings. Chris advised this was not possible due to blue/green infrastructure constraints.

The Clerk noted:

- The Design and Access Statement contained errors as pointed out in the parish council's initial planning application comments (including reference to the hospital and no reference to the Melksham Neighbourhood Plan 1 or 2 and its Design Guide).

Drainage

- The direction of flow of the ditches was discussed, and it was noted that they flow into Clackers Brook.

Community Infrastructure and Contributions

The Clerk advised:

- The Heads of Terms document is basic and lacks detail.
- The Parish Council would like to see the draft Section 106 agreement.
- She will check whether a contribution toward the East of Melksham Community Centre is expected and whether this development has been factored into other the contributions requested for other developments.

Open Space and Other Matters

The following additional points were discussed:

- The need for informal play space, not solely wildflower planting.
- Concerns previously raised regarding noise from heat pumps.
- Equipment within the LEAP, parking provision, and solar panel provision will be considered at Reserved Matters stage.
- The exact number of dwellings may change slightly at Reserved Matters due to market demand.

- Members requested inclusion of market-value bungalows.

Chris confirmed that Hannick is working through consultation responses via a detailed tracker but are currently prioritising access matters before progressing to drainage and other issues.

The meeting closed at 12.10pm

Appendix 3 [PL/2025/00626](#) Land North of Berryfield Lane - Photographs of Flooding (February 2026)







MINUTES of the Finance Committee of Melksham Without Parish Council held on Monday 2nd March 2026 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm

Present: Councillors John Glover (Chair of Council & Committee), David Pafford (Vice Chair of Council), Alan Baines, Richard Wood (from 8.30pm), John Doel (Vice Chair of Committee), and Mark Blackham.

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

In attendance in the room: There was one member of the public present at the meeting.

On Zoom: It was noted that Councillor Harris was in attendance at the meeting; he acknowledged that he was not a member of the Finance Committee and was at the meeting as an observer on behalf of Bowerhill Village Hall. Councillor Griffiths was in attendance on Zoom from 7.20pm but was classed as not present at the meeting.

Housekeeping: Councillor Glover welcomed everyone to the meeting. As the member of the public in the room was given the fire evacuation print out, this message was not read out. Everyone was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

483/25 Apologies:

The Clerk advised that Councillor Wood had a BASRAG (Berryfield and Semington Road Action Group) meeting, so would be arriving late; members approved this reason for absence. Councillor Griffiths was not present.

484/25 Declarations of Interest

Councillor Blackham declared a non pecuniary interest as Chair of BRAG (Bowerhill Residents Action Group). Councillor Glover subsequently declared an interest in min. 493/25, as his grandson was employed by the organisation being discussed.

485/25 Dispensation Requests for this Meeting

None.

486/25 To consider holding items in Closed Session due to confidential nature:

None.

487/25 Public Participation:

Standing Orders were suspended for a period of public participation.

A representative from the Bowerhill Scouts addressed the council regarding their grant application. He outlined the basis of the request and explained that the group has recently quadrupled the number of leaders involved. As a result, they are seeking funding towards driver training for their minibus to ensure enough qualified drivers are available to safely transport the scouts to their wide-ranging events and activities. Additionally, it was explained that the scouts are requesting financial support towards the purchase of tomahawk throwing equipment. He explained that this activity forms a fundamental part of scouting, providing young people with the opportunity to learn how to use the equipment safely for sporting and practical purposes only.

The meeting reconvened.

488/25 Grant Aid:

a) Grant Aid Policy:

Members noted the grant aid policy; Councillor Baines highlighted a few clauses that members needed to bear in mind when they were reviewing each grant application. Councillor Pafford noted that the policy stated that applications must accompany the latest set of accounts; however, some applicants had only submitted accounts up to 2024. It was clarified that if applicants have not supplied sufficient accounts, the council will request that they provide them before a grant is awarded.

b) Budget Provision for 2026/27:

Councillor Glover advised that the council had the following budget provisions in place:

S133 (Village Hall Grants)

£26,000

This included an element for match funding for Shaw Village Hall car park project if required.

S137 Grants

£25,000

S144 (Tourism)

£750.00

Community projects/ Match Funding reserve in 2026/27

£15,099

It was noted that the parish council had the General Power of Competence and, therefore, did not need to be tied to a maximum spend under S137 of the Local Government Act 1972. The parish council has previously agreed that it would be prudent to retain these budget headings in case it loses this in the future (the power is dependent on the number of councillors elected).

c) Method of how grants are awarded:

The Clerk explained that at last year's Annual Parish meeting, one of the organisations had commented that they were charged when they cashed in a cheque, which was why she had put it on the agenda for members to consider. The council's current procedure is to award grants by cheque, which would be presented to each successful organisation at the Annual Parish meeting. It was explained that the Annual Parish meeting was a celebration of a year in the parish and was a good opportunity for each organisation to say a few words about their activities during the year when they were awarded their grant. There has been a concern previously that if the council awarded grants by BACS, the meeting may receive a low attendance, and this would be a missed opportunity to celebrate all of the good work each group has done. In addition, one of the legal stipulations for organisations that have been awarded grants over £2,000 is for them to provide details on how they have spent the money, so by them filling out the application and attending the meeting it helps with this requirement, as they can explain how the previous year's grant has been spent.

Officers had produced a paper which included options that the council could consider. After a discussion, members agreed that the council should adopt a hybrid approach whereby the grant continues to be awarded by cheque at the meeting, but any organisation that wishes to be paid by BACS can return their cheque on the night and provide their BACS details in a secure way.

Recommendation: The council continue awarding grants by cheque at the Annual Parish meeting, with the option for organisations to be paid by BACS by returning the cheque on the evening and providing their bank details for payment, which complies with GDPR.

d) Grant Applications 2026/27

Councillor Glover explained that the council had received 42 grant applications, with requests totalling £59,581.95. The Clerk advised members that the grant received from that meeting space should be under section 133, as it was a small community space which quite often hosted start-up groups and organisations. It was noted that it wasn't a village hall, but this budget heading was more appropriate. Officers had moved this under the correct heading on the grant spreadsheet earlier on in the day.

Councillor Blackham abstained from voting on the Bowerhill Residents Action Group grant application, as he had declared an interest at the start of the meeting as Chair of this group.

Grants Awarded 2026/27

	TYPE	ORGANISATION	Awarding in 2026/27
SECTION 133 GRANTS (HALLS)			
1	Other halls	Bowerhill Village Hall Trust	£5,000
2	Owned by MWPC	Shaw Hill Playing Field and Village Hall	£10,500
3	Owned by MWPC	Berryfield Village Hall	£1,590

4	Other halls	The Rachel Fowler Centre	£250
5	Other halls	Whitley Reading Rooms	£3,490
27	Community	that meeting space administered by GoodNews Church	£300
SECTION 133 GRANTS (HALLS) total			£21,130.00
SECTION 137 GRANTS			
6	Action Groups	Bowerhill Residents Action Group (BRAG)	£600
7	Action Groups	Berryfield & Semington Rd Action Group (BASRAG)	£500
8	Action Groups	Community Emergency Group (CEG)- Whitley and Shaw	£354
9	Action Groups	Community Action Whitley Shaw (CAWS)	£3,000
Action Groups Total			£4,454.00
10	Youth	4Youth (South West) - formerly Young Melksham	£3,000
11	Youth	1st Bowerhill Scout Group	£1,500.00
12	Youth	Bowerhill Pre-School	Clarification required
13	Youth	Melksham Guide Association	£568.95
Youth Total			£5,068.95
14	Support Groups	Group Five	£600
15	Support Groups	Wiltshire and Bath Air Ambulance Charity	£1,000
16	Support Group	Age UK Wiltshire	£900
17	Support Group	Beyond Dementia (formerly Alzheimer's Support)	£450
18	Support Group	Meadowbrook (Wiltshire) CIC	£270
19	Support Group	Wiltshire Search and Rescue Team	£695
20	Support Group	Friends of Giffords Surgery	£700
21	Support Group	St John Ambulance Devizes and Central Wiltshire Network	£250
22	Support Group	Families Out Loud	£750
23	Support Group	Melksham Foodbank and Lifeline CIO	£400

24	Support Group	FearFree Charity (Formally Splitz Support Service)	£750
Support Groups Total			£6,765.00
25	Community	Melksham Food & River Festival	£600
26	Community	Shaw & Whitley Community Hub Ltd	£2,000
28	Community	Crimestoppers Trust – Wiltshire Volunteer Committee	£150
29	Community	Melksham Carnival	£520
Community Total			£3,270.00
42	Community Info	Shaw & Whitley Connect	Application withdrawn
30	Community Info	Melksham Remembers	£175
Community Info Total			£175.00
31	Clubs	AFC Melksham (Disabled)	£300
32	Clubs	Melksham Gardeners' Society	£300
33	Clubs	Shaw & Whitley Garden Club	£300
34	Clubs	Melksham WI	£150
35	Clubs	Corsham Windband Association	£0
36	Clubs	SixtyPlus	£500
37	Clubs	Corsham Cricket Club	£2,000
38	Clubs	Melksham and Corsham Gateway Club	£1,000
39	Clubs	Bowerhill Ladies	£500
40	Clubs	Shaw and Whitley Art Group	£200
Clubs Total			£5,250.00
Section 137 GRANTS Total			£24,982.95
SECTION 144 GRANTS (TOURISM)			
41	Tourism	Melksham Tourist Information Centre	£600
Tourism Total			£600
Grant Total			£46,712.95

8. CAWS and 42. Shaw & Whitley Connect: The Clerk reported that CAWS had submitted a funding request to support the reinstatement of Connect after speaking to the editor of the magazine, as it had stalled in recent times. Subsequently, the council had received an application from the Connect magazine in the post after the grant deadline. It

was noted that the application had been included with other correspondence that was dated prior to the deadline; therefore, it was believed to have been posted before the closing date. Both parties had been contacted to clarify the situation, and as a result, Connect magazine has requested that its application be withdrawn from the process. The Clerk highlighted to members that the accounts submitted in the Connect application were for the organisation, whereas the accounts submitted for the CAWS application were for CAWS as they obviously didn't have access to the other accounts. It was clarified that the funding request from CAWS was costed up to run, print and distribute the magazine across Shaw and Whitley for a year, without relying on advertising. It is assumed that as the magazine hasn't been printed for a while, a lot of the advertising has now gone. Although members felt that the funding request was high, they acknowledged that if the magazine had not been running for some time, they would need to get advertising back, so it was agreed to support the full request this year.

11. 1st Bowerhill Scouts: Members were happy to support the £1,500 request for D1 driver training; however, they were not happy to support the application for tomahawk axe equipment.

The representative from the Scouts left the meeting after the above application was discussed.

12. Bowerhill Pre School: It was noted that this application was only accompanied by a year-end balance sheet and did not include details of income and expenditure for the year. Concerns were raised about the fact that this application was requesting funding towards repairs on their access decking ramp, which was also used by children from Bowerhill Primary School. Members questioned whether, if the ramp was used by the primary school children too, the responsibility lay with the White Horse Federation. If this was the case, it would be contrary to clause 5 of the grant aid policy. It was acknowledged that the White Horse Federation were not responsible for the pre-school; however, they did have a responsibility to provide safe access to the school children.

Members discussed the location of the ramp and whether it was in fact used by primary school children as detailed in the grant application. Standing orders were suspended so that members could defer to Councillor Harris, who was on Zoom and was familiar with the school and pre-school buildings. He confirmed that there was an access at the back of the pre-school which went into the primary school, so this may be the ramp that is being referred to in the application. The meeting reconvened.

As members were unclear on the location of the ramp and who was responsible for its maintenance, it was agreed that this application should be refused subject to clarification on the matters raised.

14. Group Five: Members acknowledged the good work that this organisation does; however, noted that although the application mentions the number of people they have helped in Melksham does not specifically mention the areas of the parish. As these detailed were not provided in the application, members were unable to award the full grant requested and agreed to award £600.

21. St John Ambulance Devizes: Members noted that this application provided free first aid training to schools across Melksham; however, questioned how many residents of the parish would benefit from this training, as there were only Shaw, Bowerhill and Melksham

Oak School which resided in the parish. It was highlighted that although this organisation had applied to other councils for funding, they had not applied to Melksham Town Council, considering that they were providing training in facilities in the town. Members felt that based on the above discussions they could not award the full funding request; however, agreed to award £250. Members suggested that this organisation should apply to Melksham Town Council for funding.

36. SixtyPlus: Members could not see much evidence in the application that residents of the parish attended this group. It was noted that this group meets at Queensway Chapel, which is located in the town, and the application for funding was for community bus hire to get members to the venue. It was further noted that from the application, this group has not applied to Melksham Town Council despite it being held in the town. After a discussion, members did not feel that they could award the full amount requested; however, agreed to award £500.

37. Corsham Cricket Club: Members acknowledged that this application was for funding towards a new sports pavilion on the community field at the rear of St Barnabas Church in Beanacre. It was explained that due to the increase in usage in the Corsham area, they now need to use Beanacre to cope with the amount of participation. It was noted that the application did not detail how many residents of the parish attended, although the Clerk had since obtained this information from them in relation to another matter. Members were happy to support the project but did not feel that they could award £4,000 as requested. It was agreed to award £2,000 for this project.

39. Bowerhill Ladies: It was highlighted that there was some reference in this application that this organisation wishes to contribute more to charity. It was noted that quite often the speakers who come in give their fee to charity, which would not be against the grant aid policy, and there was no evidence in this organisation's accounts that they gave to charity themselves. Members were happy to support this application in full but felt that the organisation needed to be made aware that although the council understood that the speakers can give to charity, they would be ineligible if they presented the money themselves to charity.

Recommendation 1: The council refuse the request for funding from Bowerhill pre-school subject to clarification regarding the location of the access ramp and confirmation of responsibility for its maintenance. Officers to bring the information back to the March Full Council meeting in order for a final decision to be made on this application.

Recommendation 2: The Council award grants to organisations as per the list detailed above.

Recommendation 3: The Council do not award Grants to the following organisations for the following reasons:

35. Corsham Windband Association: Members noted that the application was for the purchase of instruments for students who attend Churchfields School in Atworth. Although it was acknowledged that there may be a few children who attend this school from Shaw and Whitley, it was considered that it would be very few, if any. After a discussion, members felt that this application should be refused on the basis that there is no evidence that it benefits the residents of Melksham Without, which is a requirement under clause 1 of the grant aid policy.

489/25 Area Board Grants:

This item went into closed session.

The Clerk raised concerns about how funding requests to the Melksham Area Board were being considered, as there didn't appear to be consistency between the towns and parishes. She reported that she was aware of some projects in the parish being required to have match funding from the parish council, whereas this didn't appear to be a requirement for projects in the town. There was no requirement detailed in their grant policy which stipulated that councils had to provide match funding towards projects that were applying to the Area Board for funding.

The Clerk explained that there had been an identified issue raised at the health and wellbeing meeting about residents not being able to get to Age UK Fun & Fitness sessions at Bowerhill or to counselling sessions in Trowbridge. She is aware that there was some Area Board Health & Wellbeing funding available, and Wiltshire Councillor Hubbard and the Wiltshire Council Community Engagement manager had dropped into the office to discuss a scheme that may help with this. It was explained that in order to set up a councillor initiative, it needs to have support, and it was asked whether the parish council would support a community transport scheme.

Discussions ensued on how to move forward, and it was felt that the council should identify which applications outside of the town have required match funding, to provide evidence to the Area Board. This should be looked at in conjunction with the outcome of applications for town projects. It was felt that correspondence should be sent to the Area Board stating that the parish council had reason to believe that there seems to be inconsistency between town and parish applications and ask for a policy to be adopted so that consistency is clear. It was agreed that a member of the council would attend the next Melksham Area Board meeting to speak on this matter.

Councillor Wood arrived at the meeting during this agenda item and voted on this item.

Recommendation: The council to send correspondence to the Melksham Area Board requesting that they adopt a policy on how they award funding so that there is consistency as per the discussions above.

490/25 CIL and Section 106:

a) Response from Melksham Town Council on joint CIL arrangements:

The Clerk reported that no response had been received from the town council following her email regarding the parish council's consideration of withdrawing from the joint CIL arrangement in place. It was understood that the town council were still looking into how much CIL they had received and how much was related to the shared pot as per the agreement.

Officers had met with the new RFO (Responsible Financial Officer) to show them how to find the Wiltshire Council CIL spreadsheet so that they could trace the CIL due to the town council, which was some weeks ago. Town council officers also met with the Wiltshire Council CIL officers to try and resolve the issue; however, no further update

had been received by the Clerk since then. It was noted that the end of the financial year was approaching and that, as part of the parish council's accounting procedure, any funds held relating to joint projects was documented in the accounts (including funds held by the town council where these relate to shared projects). Due to the town council being unable to identify how much CIL they had contributed into the shared pot, the parish council has been unable to accurately reflect this in their accounts over the past few years. As this matter had not progressed any further during the current financial year, it appears that the parish may again be unable to document this accurately in the 2025/26 accounts.

Members expressed frustration that this matter had not moved further forward, despite the parish council previously informing the town council that they were considering ending the joint agreement and withdrawing their funds from the pot to spend on projects within the parish. Members agreed that the town council has had sufficient time to identify how much CIL funds they had. As a result, it was agreed that, should the town council not make satisfactory progress by the Full Council meeting on the 23rd March, the parish council should withdraw from the joint CIL arrangement at the end of the financial year (31st March 2026). It was felt that as this was a recommendation to the Full Council on 23rd March, the Clerk should send an email to the town council now so that they had ample opportunity to respond.

Recommendation: The council withdraw all of their funds from the CIL sharing pot arrangement at year end (31st March 2026), if the town council have not made satisfactory progress by the Full Council meeting on 23rd March.

b) Update on transfer of funds from Melksham Town Council for East of Melksham Community Centre project:

The Clerk reported that she has not had an opportunity to follow up with the town CEO regarding the East of Melksham Community Centre funds, following the town council's resolution to transfer the funds to the parish council so that a large community centre could be built to serve the whole East of Melksham community. She noted that, in previous conversations with the CEO, she understood that the town council had contacted Wiltshire Council to request an extension for the use of CIL funding received from the Hunters Wood development, which was earmarked to be used towards the build of the new East of Melksham Community Centre. As discussed under the above agenda item, town council officers had since met with Wiltshire Council CIL officers; however, it was understood that they had not had any discussions with them in relation to this CIL at the meeting. As no clear answer has been received, and the town council has resolved to transfer the CIL back to the parish council for the East of Melksham Community Centre, the Clerk has contacted Wiltshire Council herself to try and obtain an answer. In addition, the Clerk has asked for clarification from Wiltshire Council regarding the total amount of CIL received from the Hunters Wood development, as the figures shown on the latest CIL spreadsheet appear to differ from those previously understood by parish officers. If the figures are different, this will affect the amount of CIL received by the town council from this development.

In terms of the s106 funding, Wiltshire Council had paid the town council c.£637,000 for the East of Melksham Community Centre; however, this was now being built in a different location than specified in the s106. She has asked Wiltshire Council how

permission may be granted for the community centre to be built at the Blackmore Farm site using this funding and whether a new side agreement would need to be drawn up. Members noted the latest update.

c) Appropriate rate of interest to be applied to joint funds:

The Clerk reminded members that, as part of the legal agreement when the parish council transferred c.£315k of CIL to the town council towards the East of Melksham Community Centre, the funds should be returned with interest should they not undertake the project themselves and transfer the funds back to the parish council. Additionally, there had been a comment some time ago from a town councillor as to whether the parish council was applying interest to the funds held in reserves for the Shurnhold Fields maintenance, as these monies are held on behalf of both councils. The Clerk explained that up until now, it has been difficult to determine a fair and workable interest rate, but she had noted that in the s106 agreements for both the Hunters Wood development and Shurnhold Fields maintenance, there is reference to an interest rate of 4% above the base rate. In addition, the s106 side agreement for the East of Melksham Community Centre requires the town council to put this money in a separate identifiable bank account with the accrued interest. She suggested that this rate could potentially be used as a basis for calculating interest on all joint funds held by both councils.

It was queried whether the s106 that Wiltshire Council had paid to the town council for the East of Melksham Community Centre was being held in a separate account. The Clerk advised that she could see no records of this in their published accounts. As discussed under the above agenda item the Clerk was in discussion with Wiltshire Council regarding the practicalities of using this funding, as the land on which the community centre is being built on differs from what is detailed in the s106. Members felt that, once clarification has been received from Wiltshire Council, and if it is confirmed that the funding can still be used for the new site, it would be clearer if the town council returned the funds to Wiltshire Council, who could then transfer them to the parish council. This would then place the responsibility on Wiltshire Council to ensure that the correct amount of interest had been applied to the funds as detailed in the s106 agreement.

Discussions moved on to the interest rate that should be applied to joint funds, as this would apply to the CIL the town council are holding for the community centre project (CIL transferred from the parish council), and the parish council are holding the s106 Shurnhold Fields maintenance fund. Members did not feel that 4% above the base rate could be applied to these funds as suggested because neither council would have accumulated this rate of interest. Members agreed that officers should investigate this further and bring back some suggestions to a future meeting.

Recommendation 1: The Clerk continue discussions with Wiltshire Council regarding the use of the s106 funding for the East of Melksham Community Centre given the change of the site location.

Recommendation 2: Subject to Wiltshire Council confirming that the s106 funding can be used for the new site, the parish council request that the town council return the s106 provision for the East of Melksham Community Centre to Wiltshire Council, so that it can be transferred to the parish council ensuring that the correct amount of interest has been applied to the funds as per the agreement.

Recommendation 3: Officers to investigate an appropriate interest rate to be applied to joint funds held by both the parish council and town council and bring back to a future meeting.

491/25 Procurement: Specification and evaluation of future project:

The Clerk advised that some members had raised comments about the council's capacity and skill set to ensure best value when procuring items and works. She sought a steer from members on how the council should approach procurement for future projects and had included a note in the meeting agenda pack detailing the council's current procurement procedures (deferred from the February full council meeting as was a late paper). The Clerk explained that for very large high cost projects, such as the construction of Berryfield Village Hall, the council recognised that it did not have the expertise to manage this project and, therefore, employed a project manager. This had worked well, as the project manager had the appropriate knowledge and experience to guide the council through appointing the project team and managing the project. In terms of the East of Melksham Community Centre, the Clerk advised that she was aware that a Bromham resident had project managed the build of Bromham Community Centre and suggested that there may be an opportunity to meet with them to discuss 'lessons learnt' from that project. There may also be an opportunity to see whether they were interested in undertaking the project management role for the East of Melksham Community Centre project or if they could recommend someone suitable. Members felt that it would be a good idea to meet with them informally. It was agreed that the council should form an East of Melksham Community Centre working party which included a member from the town council.

The council were currently reviewing their website and had resolved to create a new one in order to meet accessibility requirements. Officers had drawn up a specification in order to obtain quotes; however, some members felt that it needed some more work around weighting for quotation evaluation. Officers do not have the technical expertise, and it was suggested that a small working group of members with procurement experience should be formed to assist with the procurement process. It was noted that this group didn't necessarily need to be involved in the design and set up of the website, as there was already an IT working party.

It was agreed at the January Full Council meeting that officers would obtain a quote for the equipment that needed to be replaced and a cost for replacing all of the equipment inside of Beanacre Play Area. This would be difficult for officers to do without any steer on specification requirements because they would be unable to get comparable quotes. It was noted that there were some play area companies that offered surveys and design schemes; however, any scheme produced would likely favour that company's equipment. The Clerk advised that she had received some correspondence from a project manager offering services for play area projects and queried at what stage it would be appropriate for the council to appoint a project manager, as this was much more straightforward for large projects such as a community centre but less clear for smaller projects like this. Members discussed the type of play equipment required for this play area and whether the council wished to replace it with higher end items or keep it at a basic level. Members did not feel that Beanacre would be a destination play area; therefore, considered that more basic equipment would be appropriate. Members moved on to discuss the budget, as it would be difficult to ask someone to come up with a scheme for the site without an

idea of the budget. Members felt that officers should contact a few play area companies and ask them to come up with proposals to replace all of the equipment inside of the play area, specifying that this should be metal rather than wooden equipment.

The Clerk explained that for small scale works, officers did not always try to obtain for three estimate; this was primarily because contractors were often unwilling to spend time attending sites to quote for minor works. Additionally, it can cost more in officer time for them to arrange and attend the site in order for a contractor to quote. The council has an approved supplier list, and officers sometimes request quotes from a contractor on this list for small scale works, as they know the areas and do not require officers to attend site each time. For works associated with the Bowerhill Sports Field, officers normally ask for advice from the council's ground contractors who undertake the normal maintenance of the field and do not obtain alternative quotes for additional maintenance works.

For noticeboards, bins and benches, the parish council have their own standardised models for each of these items to maintain consistency across the whole parish, which also has the same key system, and as such, these items are not purchased from an alternative supplier. Additionally, these items are delivered to the ground contractor's yard, as the parish council do not have their own storage facility, and as a result, they are asked to install these items. The Clerk highlighted that the council were not currently fully meeting their financial regulations with regard to the requirement for officers to either obtain three quotes or estimates for works. After a discussion, it was felt that a clause should be put in the financial regulations which stated, 'Where the council has standardised products such as bins, benches and noticeboards, it is acknowledged that the council will not seek alternative quotes in order to achieve uniformity across the parish.' Members also agreed that officers did not need to obtain alternative quotes for installation of benches, noticeboards and bins, as these were delivered directly to the ground contractor's yard.

Recommendation 1: The parish council set up and appoint members to the following working parties at the March Full Council meeting:

- East of Melksham Community Centre Working Party
- Website Procurement Working Party

Recommendation 2: The council arrange a site visit and an informal meeting with the project manager of Bromham Community Centre to discuss 'lessons learned'.

Recommendation 3: Officers to contact a few play area companies and ask them to come up with proposals to replace all equipment inside of Beanacre Play Area.

Recommendation 4:

- The council does not need to obtain alternative quotations for small scale works if it is for council standardised items and if they are delivered to the ground contractor's yard for installation.
- The financial regulations should be updated to include a clause under the procurement section which states 'Where the council has standardised products such as bins, benches and noticeboards it is acknowledged that the council will not seek alternative quotes in order to achieve uniformity across the parish'.

492/25 Bank Accounts:

a) Unity Trust Bank Instant Access account:

The Clerk explained that the Unity Trust Bank Instant Access account was previously used to spread the council's money between banks, but officers did not feel this account was now required. It was noted that the council deposited the majority of their funds into a CCLA account, which is treated as an instant access account, as funds can be accessed on the same day as long as the request is submitted before the deadline. Members agreed that this account was no longer required and it could be closed.

Recommendation: The council close the Unity Trust Bank Instant Access account as it was no longer required.

b) Increase of FSCS deposit protection limit and implications for the council:

The Clerk made members aware that the Financial Services Compensation Scheme (FSCS) deposit protection was increasing to £120,000. It was noted that local authorities were not eligible under this scheme unless they had a budget less than €500,000, which refers to the amount of income available to spend during the year. This equated to around £430,000 but does vary depending on exchange rates. As it currently stands for the current financial year, the parish council is not eligible under this scheme, as the budgeted income for the year was £497,600. For 2026/27 the council is slightly below the threshold so would be eligible (depending on exchange rates); however, members were cautioned on this because the budget was not too far away from the threshold. It was noted that most of the council's money was held in the CCLA Public Sector Deposit Fund, which is a money market fund and not a bank account, so it is not covered by the FSCS. It was noted that the fund is regulated by the FCA (Financial Conduct Authority) and has an AAmmf credit rating by Fitch (credit rating agency), which is the highest possible rating it can have. The fund is designed to provide high liquidity and capital stability. Members noted this.

493/25 Bowerhill Sports Field:

a) Requests from teams to hire the sports pavilion and field for next season:

The Finance & Amenities Officer explained that FOF FC had advised that they were looking to enter an adult team into the adult Trowbridge and District league next season. They had asked whether there would be capacity for their adult team to use the sports field as their home venue next season. The Finance & Amenities Officer reminded members that FOF FC hosted all of their youth matches at the sports field across the weekend and wished to continue doing so with an adult team, allowing their younger teams to watch and see a progression route. It was noted that this was normally an Asset Management meeting matter; however, it did inform the council's fees and charges, and the organisation was seeking an answer as soon as possible.

The Finance & Amenities Officer had included a report in the agenda pack which outlined the council's current procedure when it came to home bookings and pitch capacity. It was noted that this season the council hosts four home teams, one on a Saturday and three on a Sunday, with two 11 aside pitches available. Members were aware that a number of matches have been cancelled this season due to poor weather

conditions, but this had also affected other venues too. It was explained that the middle 11 aside pitch has waterlogging issues; however, the council has approved works to this pitch, which should improve the pitch drainage. Due to the weather, the contractors have been unable to get onto the field to undertake the mole ploughing works, but it is expected that these works will be completed before the start of next season.

Members discussed whether it would be possible to accommodate a further team if all current teams returned next season, or whether FOF FC would have to wait and see whether a team withdraws. The Finance & Amenities Officer explained that there can only be two home teams at home per day, and if the council were minded to allow an additional team, a special agreement could be put in place whereby only one Saturday team is scheduled at home per weekend. This would mean that the maximum number of 11 aside matches played per weekend would be three. Members expressed concerns about overuse of the pitches, considering that only two 11 asides were available and would therefore be used every weekend. The Finance & Amenities Officer advised that the council had recently entered into the second year of the sports field enhancement project, so more maintenance was being undertaken at the field to improve its overall condition. Members also acknowledged that FOF FC hired a large majority of the sports field on the weekend and felt that it was important that they didn't dominate the use of the facility, as it would start looking like it was their own facility and not the parish council's; additionally, the field was very much for the community to use. Furthermore, members felt that even though the field was receiving more maintenance, it was only in the early stages, and the council did not want to risk overusing the pitches, which would undo the work that has already been done.

After a discussion, members agreed that they should not increase their capacity to five adult home teams, and FOF FC should be put on the waiting list in case one of the current adult teams decides not to return to the sports field next season.

Recommendation: The council do not increase their capacity to five adult teams next season and add FOF FC to a waiting list in case one of the current teams withdraws next season.

b) Fees and charges for the 2026/27 football season starting 1st August 2026:

The Finance & Amenities Officer had provided members with the current fees and charges for the sports field and pavilion, ready to be implemented from 1st August 2026. Members felt that all rates should be increased by 3.8%, which is the rate that the Government use to increase their benefits annually (September 2025 rate of inflation) and are as follows for 2026/27:

Football Pitch	2026/27
Club – per match – adult with use of pavilion	£74.00
Club- per match – adult without use of pavilion	£43.00
Club – per match – junior 9v9 pitch without use of pavilion	£37.00
Club – per match – junior 7v7 pitch without use of pavilion	£31.00
Club – per match – junior 5v5 pitch without use of pavilion	£24.00

Blanket Booking- Future of Football FC (FoF FC)	£123.00 per weekend (For the use of Youth Pitches only)
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Hire of outside toilet and car park for training sessions	2026/27
Under 25 people	£18.00
From 26-50 people	£25.00
Over 50 people	£37.00

Hire of 11 aside moveable goal posts for training (Note this is for the hire of the goal post equipment only and does not include use of car park or pavilion facilities)	2026/27
Hire of 11 aside moveable goal posts for training	£11.00 per training session

Training Camps for Future of Football Ltd	2026/27
Includes use of car park, changing rooms to store bags for the day and outside toilet	£123.00 per session

Bowerhill Bomber race	£92.00
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Hire of Kitchen and games room	2026/27
To charge an hourly rate of £6.00 per hour with a minimum charge of £12.00 per session.	
1 hour hire	£13.00
2-hour hire	£13.00
3-hour hire	£19.00
4-hour hire	£25.00
5-hour hire	£31.00

Recommendation: The council increase the sports field and pavilion hire charges to the fees listed above for the 2026/27 football season, to come into effect from the 1st August 2026.

c) Charges for youth tournament in the summer:

The Finance & Amenities Officer reported that FOF FC were hosting a youth tournament across the weekend of 13th & 14th June at the Bowerhill Sports Field. The council do not have a charging schedule for tournaments and have looked at this on a case by case basis each year. The Finance & Amenities Officer advised that last year the council charge the organisation for the following:

- FOF FC weekend blanket booking rate for the field- (For 25/26 the rate is
- £118.50)

- Cleaning costs for the changing rooms (£84)
- Use of kitchen and games room for the whole weekend (£50)
- Specialist line marking which is yet to be determined depending on the layout.

Members agreed that the organisation should be charged as per the above for their tournament.

Members commented that this was a good event for children across the whole of Wiltshire.

Recommendation: The parish council charge FOF FC for their youth tournament as detailed above.

494/25 Audit:

a) Appointment of Internal Auditor for 2026/27:

The Clerk explained that an internal auditor needed to be independent and competent as well as having relevant knowledge of the public sector. This was something that the council reviewed on an annual basis for the next financial year. The Clerk had included information from the JPAG (Joint Panel on Accountability and Governance) Practitioners Guide, which details what the council should be looking at when appointing an internal auditor. Officers had obtained an alternative quote from another internal auditor, which was sent out as a late paper, as the council had been with the current auditor for some time. Members agreed that the council received good service from the current internal auditor and, as he had the relevant knowledge, was still independent and competent did not feel that the council needed to change internal auditors.

Recommendation: The council appoint IAC Audit and Consultancy as the internal auditor for the 2026/27 financial year.

b) Potential response to new Assertion 10 (Data Protection & Website Accessibility) on the AGAR (Annual Governance & Accountability Return) for 2025/26 to the External Auditor:

The Clerk reminded members that there was a new assertion being added to the AGAR (Annual Governance and Accountability Return) for the current financial year, known as Assertion 10. This requires councils to have compliance with digital governance and data protection standards. Officers had provided members with a brief overview of where the council was with this new requirement. The one thing the council did not currently have was a fully accessible website, which was something that was in progress but would not be done before the end of the current financial year. The Clerk explained that there seemed to be some conflicting information with regard to whether the council could answer 'yes' or 'no' to this assertion at year end. Some advice seemed to imply that the council could say 'yes' because they had a plan to address it, whereas other information seems to suggest that the council was unable to because they don't fully meet the requirements under this assertion. The Clerk had contacted WALC (Wiltshire Association of Local Councils) for some guidance on this and was waiting for a response.

The Clerk wanted to pre-warn members that the council may have to answer 'no' to this assertion in the annual governance statement at the 2025/26 year end. As a response had not been received from WALC, members were unable to consider a response until the guidance had been received.

Recommendation: The council wait for guidance from WALC in order to consider a response to assertion 10.

c) Trial/pilot for digital AGAR submission for 2025/26

The Clerk advised members that the parish council were taking part in the pilot for the digital AGAR submission system for 2025/26.

Members noted this.

Meeting closed at 9.57pm

Signed.....
Chairman, Monday 23rd March 2026

Marianne Rossi

From: Mike ARogers [REDACTED]
Sent: 04 March 2026 19:01
To: Marianne Rossi
Subject: AfcMelksham Ability Counts Ending

Marie Anne

Please remove our request for a grant as due to lack of numbers we have regrettably have to call it a day .

Can you pass my massive thanks to MWPD for its unwavering support over the years .

I kind regards

Mike [REDACTED]

Sent from my iPad

Marianne Rossi

From: [REDACTED]
Sent: 10 March 2026 09:50
To: Marianne Rossi
Cc: Teresa Strange
Subject: Re: Information/ clarification required- Bowerhill Pre School grant application
Attachments: INCEXP 24-25.xlsx

Good morning Marianne,

Apologies for the delay in getting back to you, I've got all the answers.

The location of the ramp is at the front of the preschool. This is within an outer gate which leads to the primary school meaning that although the path runs alongside the ramp, many children use the ramp to bypass the path! The access at the back of the preschool is steps and is within the secure garden area. Hope that makes sense, happy to send a photo if that helps?

The preschool is responsible for the maintenance and repair of the ramp.

I will attach the expenditure sheet to this email.

Please let me know if I can help any more.
Thank you for your time.

[REDACTED]

Sent from my iPhone

On 4 Mar 2026, at 12:40, Marianne Rossi <admin@melkshamwithout-pc.gov.uk> wrote:

Hi [REDACTED]

I hope all is well.

The Finance Committee have recently reviewed grant applications; however, were unclear on a few things included in your grant application, that I wonder whether you could help us with, please.

- They noted that you were looking for a grant to repair the ramp access to the pre-school; however, you mention in your application that it is also used by the Bowerhill Primary School children. Could you confirm the location of the ramp please? We understand that there is an access at the back of the pre-school which goes into the primary school, is this the one that you are referring to in your application?

- In addition, the council would like clarification on who is responsible for this ramp and it's maintenance.
- They had also noted that you had provided a balance sheet with your application and there are no details of the types of income and expenditure for the year, is this something that could be provided?

Best Wishes,
Marianne

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

Want to keep in touch?

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

On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

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Marianne Rossi

From: [REDACTED]
Sent: 12 March 2026 11:17
To: Marianne Rossi
Cc: Teresa Strange
Subject: Re: Information/ clarification required- Bowerhill Pre School grant application

No problem.

Hope the photo helps make sense of it. The damage is where the red cone is at the far end. Although there is a padlock on the gate, it's not actually locked.



Bowerhill Pre-School
Income and Expenditure Account
Year Ending 31st March 2025

INCOME	£	EXPENDITURE	£
Fees	£92,802.83	Wages	88692.47
Consumables	2021.84	Pension	6447.93
Fundraising	1315.00	Consortium/Gompels	735.00
Parties/Trips	0.00	Rent/Utilities	1745.96
Milk	98.25	Milk	102.60
T-shirts/Sweatshirts	15.25	Subsistence	897.21
Building Society Interest	53.03	Stationery	244.03
Misc	13.60	PLA/OFSTED	895.80
Holding Fees	200.00	Party	341.04
		HMRC	1004.24
		Resources	2068.92
		Training	952.74
		Building	2196.03
		Accountant	315.00
		Holding Fee Returned	400.00
		Misc	1464.28
	£96,519.80		£ 108,503.25
NET SURPLUS for the year	-£11,983.45		

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		6,986.95					6,986.95	
V4956-BACS	Banked: 03/02/2026	232.25						
V4956-BACS	Future of Football	232.25			1210	210	232.25	Inv.534b-Oct/ Nov usage
V4957-BACS	Banked: 06/02/2026	473.00						
V4957-BACS	Future of Football FC	473.00			1210	210	473.00	Inv.540- Nov & Dec usage
V4958-BACS	Banked: 06/02/2026	540.75						
V4958-BACS	Future of Football FC	540.75			1210	210	540.75	Inv.545- January 25 usage
V4959-BACS	Banked: 25/02/2026	9.24						
V4959-BACS	BASRAG	9.24			1130	110	9.24	Inv.535- Flyer photocopying
V4960-BACS	Banked: 26/02/2026	10.00						
V4960-BACS	Berryfield Village Hall	10.00			1120	110	10.00	Inv.549- Village Hall rent
Total Receipts for Month		1,265.24	0.00	0.00			1,265.24	
Cashbook Totals		<u>8,252.19</u>	<u>0.00</u>	<u>0.00</u>			<u>8,252.19</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/02/2026	Water2Business	V4950-DD	232.52			4323	320	232.52	Berryfield Allotment water
02/02/2026	Water2business	V4951-DD	330.95			4323	320	330.95	Briansfield allotment water
03/02/2026	Lloyds Bank PLC	V4952-SERV	8.50			4140	120	8.50	Service Charge
16/02/2026	Daisy (Onebill)	V4953-DD	63.85		10.64	4190	120	53.21	Inv.958-Office wifi & line
16/02/2026	Daisy (Onebill)	V4954-DD	72.11		12.02	4384	220	60.09	Inv.959-Pavilion wifi & line
24/02/2026	EDF Energy	V4955-DD	233.38		11.11	4312	220	222.27	Inv.08-Pavilion gas
Total Payments for Month			941.31	0.00	33.77			907.54	
Balance Carried Fwd			7,310.88						
Cashbook Totals			8,252.19	0.00	33.77			8,218.42	

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		25,976.09					25,976.09	
V4949-INTE	Banked: 03/02/2026	2,518.17						
V4949-INTE	CCLC Investmrent Management	2,518.17			1080	110	2,518.17	Interest
Banked: 24/02/2026		38,000.00						
V4947-TRAN	CCLA	38,000.00			240		38,000.00	Transfer from CCLA TO Unity
Total Receipts for Month		40,518.17	0.00	0.00			40,518.17	
Cashbook Totals		<u>66,494.26</u>	<u>0.00</u>	<u>0.00</u>			<u>66,494.26</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/02/2026	Grist Environmental	V4945-DD	118.63		19.77	4770	220	98.86	Inv.51-B'hill waste away
04/02/2026	Core Clean	V4943-BACS	750.00			4600	142	750.00	Inv.1085-Bus shelter deep clea
04/02/2026	CCLA	V4944-TRAN	20,000.00			240		20,000.00	Transfer from Unity to CCLA
16/02/2026	Lloyds Bank PLC	V4942-DD	387.06		64.03	4686	170	6.99	MCS Line
						4175	120	72.45	Office 365- Councillors
						4175	120	24.97	PDF Subscription
						4370	120	10.57	Adhesive remover spray
						4150	120	20.15	Pens, mouse mat & whiteboard t
						4150	120	5.82	Green pens
						4820	142	6.24	Litter picking kit
						347	0	-6.24	Litter picking kit
						6000	142	6.24	Litter picking kit
						4820	142	6.24	Litter picking kit
						347	0	-6.24	Litter picking kit
						6000	142	6.24	Litter picking kit
						4820	142	7.64	Litter picking hoops
						347	0	-7.64	Litter picking hoops
						6000	142	7.64	Litter picking hoops
						4150	120	17.41	Photo Frame
						4175	120	30.24	Officer office 365
						4175	120	6.33	MWPC Websitre hosting
						4200	120	12.99	Online meeting subscription
						4055	130	85.00	Reginal Training Seminar-Clerk
						4686	170	6.99	MCS Line
						4140	120	3.00	Monthly Fee
17/02/2026	EDF Energy	V4946-DD	143.45		6.83	4302	220	136.62	Inv.016- Pavilion electricity
27/02/2026	Agilico	V4922-BACS	57.31		9.55	4130	120	47.76	Inv.247-Office photocopying
27/02/2026	Aquasafe Environmental Ltd	V4923-BACS	168.00		28.00	4212	220	140.00	Inv.204-February 2026 PPM Visi
27/02/2026	Cleveland Sitesafe	V4924-BACS	144.00		24.00	4820	142	120.00	Inv.7207-Allen Keys for shed
						347	0	-120.00	Inv.7207-Allen Keys for shed
						6000	142	120.00	Inv.7207-Allen Keys for shed
27/02/2026	IAC Audit & Consultancy Ltd	V4925-BACS	474.00		79.00	4100	120	395.00	Inv.2093-Interim Audit 25/26
27/02/2026	JH Jones & Sons	V4926-BACS	2,742.77		457.13	4402	320	72.94	Inv.5782-Allotment grass cutti
						4402	320	21.88	Inv.5782-BSF Hedge cutting
						4400	142	417.42	Inv.5782-Play Area grass cutti
						4780	142	149.86	Inv.5782-Play Area bin emptyin

Continued on Page 289

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						4400	142	21.84	Inv.5782-Beanacre Leaf clearan
						4400	142	42.03	Inv.5782-Kestrel Shurb mainten
						4820	142	39.36	Inv.5782-SHF Annual cut
						347	0	-39.36	Inv.5782-SHF Annual cut
						6000	142	39.36	Inv.5782-SHF Annual cut
						4401	220	1,150.06	Inv.5782-JSF Pitch maintenance
						4400	142	25.00	Inv.5782-Grass cut outside BYF
						4781	220	96.50	Inv.5782-JSF Bin emptying
						4405	220	50.67	Inv.5782-JSF Hedge cutting
						4409	142	198.08	Inv.5782-Hornchurch POS
27/02/2026	JH Jones & Sons	V4927-BACS	2,365.60		394.27	4740	220	1,960.37	Inv.5772- Pitch enhancement
						355	0	-1,960.37	Inv.5772- Pitch enhancement
						6000	220	1,960.37	Inv.5772- Pitch enhancement
						4740	220	10.96	Inv.5772- Pitch enhancement
27/02/2026	JH Jones & Sons	V4928-BACS	1,158.00		193.00	4540	142	965.00	5815-SID Deployment-22.12-15.2
27/02/2026	Place Studio Ltd	V4929-BACS	3,818.40		636.40	4680	170	3,182.00	Inv.075-Appeal Representations
27/02/2026	Wiltshire Publication	V4930-BACS	59.52		9.92	4230	120	49.60	Inv.826- Grant advert
27/02/2026	Community Heartbeat Trust	V4931-BACS	170.34		28.39	4049	142	141.95	Inv.954- Child pads-New Inn d
27/02/2026	JH Jones & Sons	V4932-BACS	384.00		64.00	4590	142	320.00	Inv.819-BYF Allotments noticeb
27/02/2026	HM Revenue & Customs	V4933-BACS	2,876.92			4041	130	1,205.73	Period 11- February 2026
						4000	130	523.40	Period 11- February 2026-T
						4000	130	230.70	Period 11- February 2026-N
						4010	130	268.40	Period 11- February 2026-T
						4010	130	118.91	Period 11- February 2026-N
						4010	130	14.00	Period 11- February 2026
						4020	130	204.80	Period 11- February 2026-T
						4020	130	92.18	Period 11- February 2026-NI
						4460	142	208.00	Period 11- February 2026
						4800	320	10.80	Period 11- February 2026
27/02/2026	Wiltshire Pension Fund	V4934-BACS	2,249.23			4000	130	267.36	Period 11- February 2026
						4010	130	146.99	Period 11- February 2026

Continued on Page 290

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						4020	130	127.61	Period 11- February 2026
						4045	130	1,707.27	Period 11- February 2026
27/02/2026	Teresa Strange	V4935-BACS	██████		10.63	4000	130	██████	February 2026 Salary
						4820	142	48.71	Padlocks for shumhold fields
						347	0	-48.71	Padlocks for shumhold fields
						6000	142	48.71	Padlocks for shumhold fields
						4155	120	9.53	Refreshments
						4190	120	4.42	February 26- Out of hours mobi
									Total Salaries February 2026
									£7,499.41
27/02/2026	Marianne Rossi	V4936-BACS	██████			4010	130	██████	February 2026 salary
27/02/2026	Fiona Dey	V4937-BACS	██████			4020	130	██████	February 2026 Salary
27/02/2026	Terry Cole	V4938-BACS	██████			4460	142	██████	February 2026 Salary
						4050	142	47.50	February 2026 Travel Allowance
						4051	142	45.00	Mileage x100
27/02/2026	David Cole	V4939-BACS	██████			4800	320	██████	February 2026 Salary
27/02/2026	Jens Cleaning	V4940-BACS	350.00			4750	220	350.00	Pavilion deep clean
27/02/2026	Jens Cleaning	V4941-BACS	183.00			4381	220	183.00	Changing room clean-10.1-11.2
28/02/2026	Unity Trust Bank	V4948-SERV	9.45			4140	120	9.45	Service Charge
Total Payments for Month			46,274.88	0.00	2,024.92			44,249.96	
Balance Carried Fwd			20,219.38						
Cashbook Totals			66,494.26	0.00	2,024.92			64,469.34	

Receipts for Month 11

Nominal Ledger Analysis

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

Payments for Month 11

Nominal Ledger Analysis

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

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	2,969.10					2,969.10	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>2,969.10</u>	<u>0.00</u>	<u>0.00</u>			<u>2,969.10</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		2,969.10						
	Cashbook Totals		2,969.10	0.00	0.00			2,969.10	

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		771,000.00					771,000.00	
	Banked: 04/02/2026	20,000.00						
V4944-TRAN	Unity Bank	20,000.00				220	20,000.00	Transfer from Unity to CCLA
Total Receipts for Month		20,000.00	0.00	0.00			20,000.00	
Cashbook Totals		<u>791,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>791,000.00</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/02/2026	Unity Bank	V4947-TRAN	38,000.00				220	38,000.00	Transfer from CCLA TO Unity
Total Payments for Month			38,000.00	0.00	0.00			38,000.00	
Balance Carried Fwd			753,000.00						
Cashbook Totals			<u>791,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>791,000.00</u>	

Teresa Strange

From: Employer Relations <Employer.Relations@wiltshire.gov.uk>
Sent: 05 March 2026 11:18
To: Teresa Strange
Cc: Marianne Rossi
Subject: Confirmed Employer Contribution Rates
Attachments: 2025 FSS Consultation - Employer Note.pdf; Melksham Without Parish Council - Resolution bodies pool 2025 valuation contribution report v2.pdf

Importance: High

Dear Employer,

EMPLOYER CONTRIBUTION RATES | 2025 TRIENNIAL VALUATION

Following the 2025 Triennial Valuation and the Funding Strategy Statement being approved, we can **confirm your employer contribution rates** from 1 April 2026 to 31 March 2029 as follows:

00059 Melksham without Parish Council	
Financial year ending 31 March 2027	17.7%
Financial year ending 31 March 2028	17.7%
Financial year ending 31 March 2029	17.7%

Attached is a report from our actuaries Barnett Waddingham, confirming the above rates for your organisation. As your organisation is part of the Town and Parish Council Resolution Bodies Pool, we've attached the whole Pool results.

Please ensure your payroll provider is advised of your employer contribution rates that should apply from 1 April 2026 as soon as possible.

The employee contribution rates have also been update nationally from 1 April 2026, these can be found on our website here: [Employee Contributions - Wiltshire Pension Fund Employer Area](#). **Please ensure that your payroll provider is also informed of the new employee contribution rates from this date.**

We also attach a document summarising the Funding Strategy Statement consultation feedback and the Fund's response to each point raised. The final Funding Strategy Statement can be viewed on the Fund's website here: [Policies and strategies - Wiltshire Pension Fund](#).

Should you have any queries regarding the above, please contact: employer.relations@wiltshire.gov.uk

Regards,

Matt

Matt Allen

Employer Funding and Risk Lead



Tel: 01225 713510

Web: www.wiltshirepensionfund.org.uk

Wiltshire Pension Fund, PO Box 2096, Livingston, EH54 0HH



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SURVEY**

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Fiona Dey

From: Teresa Strange
Sent: 10 March 2026 15:03
To: Fiona Dey
Subject: Fw: Melksham LHFIG - Meeting Scheduling

Importance: High

From: Rose, Martin <martin.rose@wiltshire.gov.uk>
Sent: Tuesday, March 10, 2026 11:49
To: Adrian Wasnicki <adriankwasnicki@sky.com>; Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; phil.alford@wiltshire.gov.uk <phil.alford@wiltshire.gov.uk>; Baker, Dean <Dean.Baker@wiltshire.gov.uk>; Georgina Berry (clerk@bgpc.org.uk) <clerk@bgpc.org.uk>; andrew.griffin@wiltshire.gov.uk <andrew.griffin@wiltshire.gov.uk>; Hayley Bell <ceo@melksham-tc.gov.uk>; nick.holder@wiltshire.gov.uk <nick.holder@wiltshire.gov.uk>; Hubbard, Jon <Jon.Hubbard@wiltshire.gov.uk>; Jonathon Tapper (jontapps@aol.com) <jontapps@aol.com>; Malcome Jones (Steeple Ashton) <emjones49@btinternet.com>; Mary Winterburn (marywinterburn@hotmail.com) <marywinterburn@hotmail.com>; Naomi <greathinton@gmail.com>; Nigel Hall Semington PC <Nigel.Hall37@btinternet.com>; Pat Aves <pat.aves@melksham-tc.gov.uk>; Pat Tucker <pat@keevilparishcouncil.gov.uk>; Robert- Keevil <robert@keevilparishcouncil.gov.uk>; Rogers, Richard <Richard.Rogers@wiltshire.gov.uk>; Rose, Martin <martin.rose@wiltshire.gov.uk>; Sarah Dow <sarah@keevilparishcouncil.gov.uk>; Simon Gough <simon@keevilparishcouncil.gov.uk>; Stokes, Charlie <Charlie.Stokes@wiltshire.gov.uk>; Renfrew, Stuart <Stuart.Renfrew@wiltshire.gov.uk>; Tekla Hicks (Clark semington PC) <clerk@semingtonparish.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Westbrook, Jennie <Jennie.Westbrook@wiltshire.gov.uk>
Subject: Melksham LHFIG - Meeting Scheduling

Dear LHFIG member,

From the start of the 26/27 financial year the number of area board meetings held will be reducing from four to three.

To ensure we have appropriate governance, we have been asked by Democatic Services to reduce the number of LHFIG meetings accordingly. .

For 26/27 the meeting dates for Melksham LHFIG are as follows .

Date of Melksham AB meeting	Date of LHFIG meeting
27 th May 2026	7 th May 2026 (already confirmed)
7 th October 2026	10 th Sept 2026 (I am on leave 17 th to 28 th Sept)
10 th February 2027	21 st January 2027

Any questions please drop me a line.

Regards

Bowerhill Site Visit Summary (School Parking and Dropped Kerbs) Tuesday 24th February 2026

Attendees:

Martin Rose – Wiltshire Council Principal Engineer – Traffic Engineering
Councillor Alan Baines
Councillor Mark Harris
Councillor David Pafford
Teresa Strange – Clerk, Melksham Without Parish Council
Fiona Dey – Officer, Melksham Without Parish Council

School Parking:

Parking on Halifax Road in the vicinity of the school was observed in the 20-30 minute period before the end of the school day. Many cars were observed parked with parents waiting to collect their children. The majority were parked appropriately but several were parked on the corners of junctions, blocking footpaths or partially blocking the entrance to the school. These cars, in particular, caused issues for other traffic using the road and navigating the traffic calming measures.



Options discussed to relieve the congestion included 'School – keep clear' marking and double yellow lines on the corners of the junctions. Birds mouth fencing or edge markers were suggested to prevent parking on the verges.



Dropped Kerbs:

The majority of side roads adjoining Halifax Road do not have dropped kerbs. It is proposed that dropped kerbs are installed at all the junctions where they are not present or where there is no suitable alternative such as a driveway in close proximity to the junction. It was suggested that an application could be made for Substantial LHFIFG funding to deliver these dropped kerbs, possibly in two phases.

The following roads were identified as benefitting from dropped kerbs:

Valient Close	Trenchard Way garages (east)
Hérons Court	Dowding Way
Gibson Close	Dowding Court
Anson Grove x1	Kestrel Court
Hampton Close	Beverley Close
Trenchard Way (requested)	Cheshire Close
Trenchard Way garages (east)	Stirling Close
Wellington Drive x1 (relocate existing dropped kerb)	De Havilland Place
Elm Close x1	Beaufort Close

Other points:

- A review of signage on the estate was suggested to rationalise the posts and to refresh the signs.
- Repainting of the worn road markings especially double yellow lines was suggested.
- Kestrel Play area needs a white H-bar across the gate to ensure MWPC contractors can access the field.
- Bollards or fencing to be added on north section of Halifax Road to prevent verge damage from off road parking



Next Steps:

To provide a report detailing the actions needed and specific locations. Once compiled this can be used to form the basis of an LHFIFG substantial request, other LHFIFG requests or requests on MyWilts.

Fiona Dey

From: Rose, Martin <martin.rose@wiltshire.gov.uk>
Sent: 03 March 2026 15:52
To: Teresa Strange
Cc: Alan Baines; andrew.griffin@wiltshire.gov.uk; Fiona Dey
Subject: RE: Semington Road by New Inn - Bus Stop Kassell Kerb changes

Thanks Teresa,

I share your frustration on this issue. It is not of the parish council's making and I understand this.

There is no financial allocation made by the LHIFG at this stage, so it will go back to members for discussion at the May meeting.

Regards

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



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

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Travelling by Rail

Trowbridge railway station is, approximately, a 10-minute walk from County Hall.

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 03 March 2026 14:40
To: Rose, Martin <martin.rose@wiltshire.gov.uk>
Cc: Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; Griffin, Andrew <Andrew.Griffin@wiltshire.gov.uk>; Fiona Dey <office@melkshamwithout-pc.gov.uk>
Subject: FW: Semington Road by New Inn - Bus Stop Kassell Kerb changes

Hi Martin

Thank you for sharing this, the parish council reviewed when they met at the end of February.

They approved the contribution to remediate the Semington Road Bus Stop (outside New Inn) of £2,367 (1/3 of £7,100).

They wish to explain that the contribution has been agreed in order to expedite delivery of a solution to benefit Berryfield residents but they are still frustrated at having to financially contribute to rectify a mistake which was not of the parish council's making.

I appreciate that its LHFIG that we are using as the vehicle to put this right, and a different arm of Wiltshire Council Highways that signed this off originally, so not really for you, but the parish council did want that point made.

With many thanks, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
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From: Rose, Martin <martin.rose@wiltshire.gov.uk>
Sent: 04 February 2026 15:26
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>
Subject: Semington Road by New Inn - Bus Stop Kassell Kerb changes

Hi Teresa,

Please see attached the outline design for the proposed changes to the bus stop layby on Semington Road.

The cost estimate is £7,100. (this includes a 20% contingency)

I welcome any comments you'd wish to make.

Regards

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

Wiltshire Council

Email: martin.rose@wiltshire.gov.uk
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Teresa Strange

From: Teresa Strange
Sent: 19 March 2026 17:12
To: Tom Macdonald
Cc: Fiona Dey
Subject: RE: Holistic review of Semington Road, Berryfield

Hi Tom

We have a council meeting on Monday so just wondered if there was any update on timescales for this?
All the best, Teresa

From: Tom Macdonald <Tom.Macdonald@walkwheelcycletrust.org.uk>
Sent: 11 March 2026 12:04
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Fiona Dey <office@melkshamwithout-pc.gov.uk>
Subject: Re: Holistic review of Semington Road, Berryfield

Hi Teresa,

Thanks for this, we look forward to working with you on the project! I need to finalise a proper fee proposal for you with my infrastructure colleagues and will be back in touch shortly.

Cheers,

Tom

Tom Macdonald

Network Development Manager | NCN
Working hours: Tuesday to Friday 09:00 – 17:00
T: 07710 626 695

Walk Wheel Cycle Trust

2 Cathedral Square, College Green, Bristol, BS1 5DD
www.walkwheelcycletrust.org.uk



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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 04 March 2026 18:10
To: Tom Macdonald <Tom.Macdonald@walkwheelcycletrust.org.uk>
Cc: Fiona Dey <office@melkshamwithout-pc.gov.uk>
Subject: RE: Holistic review of Semington Road, Berryfield

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Hi Tom

Our apologies for the delay in replying to you.

The parish council are happy to proceed with you on this basis.

The geographic area for the review was suggested to be:

- Semington Road from the Kennet and Avon canal northwards, through Outmarsh, past the Police Station, through Berryfield to the roundabout with the A350
- The vicinity of the roundabout at the north end of Semington Road and the A350
- Hampton Park West from Semington Road east to the roundabout with the A350

But we would like to look at the onward journeys to schools and town centre connectivity.

We had an indicative budget of £10,000, but are happy to go to the £15,000 as indicated. We don't have s106 funding to fund this, but will use CIL (Community Infrastructure Levy) to fund.

There is some pooled s106 highways funding for this stretch of road that we like this study to inform.

We also have a bus shelter in a s106 we can't fit on the stretch of road in a safe and usable manner that you may be able to help with too.

We are keen to move forward as soon as possible, and the spring would be a good time to do this.

Happy to host any meetings with stakeholders and yourselves etc at our meeting space in the centre of town, but there is a village hall in a really good position, in the middle of Semington Road, so would could look to see if we could find some free time there to book it in (link to their diary if you were considering dates <https://www.hallbookingonline.com/berryfield/index.php> and we could book and cover the cost.

With kind regards, Teresa

Teresa Strange

Clerk & Responsible Financial Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place, Melksham

Wiltshire, SN12 6ES

01225 705700

www.melkshamwithout-pc.gov.uk

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Teresa Strange

From: Teresa Strange
Sent: 18 March 2026 15:52
To: 'CEO'
Cc: 'David Skinner'; Marianne Rossi
Subject: RE: Market Place Toilets

Hi Hayley/David
Any update on this report please? Our agenda pack is going out today.
Thanks, Teresa

From: Teresa Strange
Sent: 26 February 2026 10:01
To: 'CEO' <ceo@melksham-tc.gov.uk>; Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Cc: David Skinner <rfo@melksham-tc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Market Place Toilets

Thanks Hayley
Our Finance meeting is Monday, but could go to our Full Council meeting as before year end.
So would require end of Friday 13th March to go out in the agenda the following week.
Kind regards, Teresa

From: CEO <ceo@melksham-tc.gov.uk>
Sent: 26 February 2026 07:10
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Hayley Bell <hayley.bell@melksham-tc.gov.uk>; CEO <ceo@melksham-tc.gov.uk>
Cc: David Skinner <rfo@melksham-tc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Market Place Toilets

Hi Teresa,

Thank you for your email.

It is on our list of work to complete. Could you confirm the deadline, and we will ensure you have all the information required for your meeting.

Kind regards,



Hayley Bell

01225 704 187

hayley.bell@melksham-tc.gov.uk



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

Sent: 25 February 2026 17:39

To: Hayley Bell <hayley.bell@melksham-tc.gov.uk>; CEO <ceo@melksham-tc.gov.uk>

Cc: David Skinner <rfo@melksham-tc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Subject: RE: Market Place Toilets

Hi Hayley and David

Just wondered if you had chance to look at this? the parish council will be reviewing its annual grants at its March finance and full council meeting, and it would be good to report this too as part of our year end reporting.

Many thanks, Teresa

From: Teresa Strange

Sent: 18 January 2026 12:18

To: Hayley Bell <hayley.bell@melksham-tc.gov.uk>

Cc: David Skinner <rfo@melksham-tc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Subject: RE: Market Place Toilets

Hi Hayley and David

As per the other email, please invoice in the new financial year for anything that is for 2026/27 as otherwise we will have to make year end adjustments.

Re the toilets, and our discussion at the end of last week.

We look forward to a brief report on the Market Place toilets to reflect the level of funding provided by the parish council. The parish council provided £5,000 and if this had been a grant then under s137 of the LGA 1972 the mandatory reporting rules would have kicked in. It's not a grant, but I still think the parish council require some sort of feedback from the town council to confirm that the funds were spent on the Market Place toilets and on what as part of its requirements to ensure public money is spent as intended. We haven't had

this for several years, and as you know, that is why the parish council moved from partnership working and 50% contribution to a flat £5k. I would also envisage that there is a parish council expectation that when you replace the signage on the toilets that it continues to reflect that they are jointly funded by the parish council.

With kind regards, Teresa

Teresa Strange
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From: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Sent: 07 January 2026 21:23
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: David Skinner <rfo@melksham-tc.gov.uk>
Subject: Re: Market Place Toilets

Good evening Teresa,

Happy New Year! Thank you for confirming the parish council's contribution towards the Market Place toilets.

Would you like David to invoice the parish council on 1st April? The new cleaning contractor has now started, and the feedback so far has been very positive.

Please let me know if you require any further information about the toilets in future to report back to the council.

Kind regards,
Hayley Bell

Kind regards,

Hayley Bell

Chief Executive

+44 7368 839721

Hayley.Bell@Melksham-tc.gov.uk

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

Sent: Wednesday, December 10, 2025 12:54:45 PM

To: Hayley Bell <hayley.bell@melksham-tc.gov.uk>; CEO <ceo@melksham-tc.gov.uk>

Subject: RE: Market Place Toilets

Hi Hayley

The parish council considered this request when they met on Monday evening and are happy to confirm a contribution of £5,000 for the financial year 2026/27 towards the Market Place toilets.

With kind regards, Teresa

From: Hayley Bell <hayley.bell@melksham-tc.gov.uk>

Sent: 24 November 2025 17:49

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

Subject: Market Place Toilets

Hi Teresa and Councillors,

Thank you for taking the time to meet today - it was great to discuss our council working relationship and how we can continue to progress together. I wanted to provide you with an update on the Melksham Market Place toilets as discussed.

We have received the new toilets and have implemented an action plan to ensure everything is in order. The toilet doors have been painted black in a heritage style, and the interiors have also been freshly painted. All toilets are now open 24/7 to better serve our local residents and businesses.

Starting from 1st January 2026, we will have a new cleaning contractor in place, as the existing one has not been meeting our expected standards. In addition, our team will conduct daily checks on the building to promptly report and address any defects. We will also keep a close watch on any anti-social behaviour and ensure it is reported.

Lastly, the toilets will undergo a deep clean during the transition between contractors to maintain the highest level of cleanliness.

Please could I confirm if the council continue to support the public toilets at £5,000 per year.

Thank you once again, and I look forward to our continued collaboration.

Best regards,
Hayley Bell

Kind regards,



Hayley Bell

01225 704 187

hayley.bell@melksham-tc.gov.uk

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Marianne Rossi

From: Matt Harris <Matt@hawkinsltd.org>
Sent: 25 February 2026 12:59
To: Marianne Rossi
Cc: Teresa Strange
Subject: RE: Quote to survey bus shelters

Hi Marianne,

The cost to carry out a Management survey to the 3 bus stops would be £375 + £15 per sample taken + Vat (if all booked on the same visit).

Many thanks

Regards

Matt Harris – Surveyor



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From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Sent: 24 February 2026 13:26

To: Matt Harris <Matt@hawkinsltd.org>

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

Subject: Quote to survey bus shelters

Good Afternoon,

I wonder whether you can help?

We are looking to paint the inside of a few of our bus shelters; however, we have noted on our asset register that one of them has suspected asbestos. I wonder whether you could provide me with a quotation to undertake a management survey on the following bus shelters:

- Concrete Bus Shelter- Shaw, near Church- on the right hand side coming out of Melksham, before the junction with Corsham Road (What3Words: ///jumps.skinny.publisher)
- Concrete Bus Shelter- Shaw, near Church- Bath side (What3Words: ///variety.dumps.salmon)
- Concrete Bus Shelter- A350 Beanacre (What3Words:///space.increased.hiking)

If you could provide a cost per shelter that would be great.

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

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Teresa Strange

From: Lyndon Taylor <Lyndon.Taylor@wiltshirefa.com>
Sent: 03 March 2026 12:48
To: James Stapleton; Simon Russell; Stuart Lamb; Teresa Strange; Shem Doran; Geeson, Daniel; Adam Young; David Wiltshire
Subject: RE: Melksham 3G Steering Group Meeting

Good afternoon all,

Thank you again for your time yesterday and efforts prior to collaborate over fundraising, usage etc.

I think first and foremost it is important to say that the fundraising plans and target figures would a hugely commendable effort and doubt would take a huge amount of drive from you as volunteers, so thank you for your positive effort towards that. As Simon noted it is important to recognise however that it is clear for any potential sponsors that they cannot expect direct financial return on their investment from the 3G.

Clearly there are challenges with this project. I think it was important to cover off whether there was any realism in two being delivered at once for the economies of scale and clear need in the town. However, I think from the partnership funding being discussed, we are in agreement that the focus of one being achieved is more realistic at this moment in time with a longer plan of two.

As discussed, if the clubs could go away and consider a draft usage plan for single 3G site with a focus on those priority groups that Stuart discussed. In the meantime, the CFA, FF and WCC/MWPC will approach the school for a discussion to see whether there is any interest in a 3G project there. As soon as that discussion has taken place, someone will touch base to feedback.

Thank you again for all your efforts with this. I will be sorry not to see the project through, but I do hope some progress can be made and a 3G delivered for all those players you have all worked so hard to create opportunities for.

All the very best,
Lyndon

From: Lyndon Taylor
Sent: 13 February 2026 18:29
To: 'James Stapleton' <Jstapleton@futureoffootball.co.uk>; Simon Russell <Simon.Russell@wiltshirefa.com>; Stuart Lamb <stuart.lamb@footballfoundation.org.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Shem Doran <shem.doran@footballfoundation.org.uk>; Geeson, Daniel <daniel.geeson@wiltshire.gov.uk>; Adam Young <youthchairman@melkshamtownfc.net>; David Wiltshire <dave.bmtm@gmail.com>
Subject: RE: Melksham 3G Steering Group Meeting

Hi all,

On that basis, shall we lock in the 2nd – say 3PM? Any problems, let me know. If not, I will send across a meeting invite for then.

Best wishes
Lyndon

From: James Stapleton <Jstapleton@futureoffootball.co.uk>
Sent: 13 February 2026 17:24

To: Simon Russell <Simon.Russell@wiltshirefa.com>; Stuart Lamb <stuart.lamb@footballfoundation.org.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Shem Doran <shem.doran@footballfoundation.org.uk>; Lyndon Taylor <Lyndon.Taylor@wiltshirefa.com>; Geeson, Daniel <daniel.geeson@wiltshire.gov.uk>; Adam Young <youthchairman@melkshamtownfc.net>; David Wiltshire <dave.bmtm@gmail.com>
Subject: Re: Melksham 3G Steering Group Meeting

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Both dates are fine with me

Sent from [Outlook for iOS](#)

From: Simon Russell <Simon.Russell@wiltshirefa.com>

Sent: Friday, February 13, 2026 3:39:11 PM

To: Stuart Lamb <stuart.lamb@footballfoundation.org.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Shem Doran <shem.doran@footballfoundation.org.uk>; Lyndon Taylor <Lyndon.Taylor@wiltshirefa.com>; Geeson, Daniel <daniel.geeson@wiltshire.gov.uk>; Adam Young <youthchairman@melkshamtownfc.net>; James Stapleton <jstapleton@futureoffootball.co.uk>; David Wiltshire <dave.bmtm@gmail.com>

Subject: Re: Melksham 3G Steering Group Meeting

Hi all,

Not that I expect to spending a lot of time with Stuart (!) but I find that I also can't make the 6th and on the 2nd I'm only available between 1.00 and 5.00.

All the best, Simon



Simon Russell

CEO, Senior Safeguarding Lead, and FA Council Member
Mental Health First Aider | mhfaengland.org

Phone: 07711 202 532 Email: Simon.Russell@WiltshireFA.com

Wiltshire FA, Green Lane Playing Fields, Green Lane, Devizes, SN10 5EP

wiltshirefa.com

From: Stuart Lamb <stuart.lamb@footballfoundation.org.uk>

Sent: 13 February 2026 14:41

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Shem Doran <shem.doran@footballfoundation.org.uk>; Lyndon Taylor <Lyndon.Taylor@wiltshirefa.com>; Simon Russell <Simon.Russell@wiltshirefa.com>; Geeson, Daniel <daniel.geeson@wiltshire.gov.uk>; Adam Young <youthchairman@melkshamtownfc.net>; James Stapleton <jstapleton@futureoffootball.co.uk>; David Wiltshire <dave.bmtm@gmail.com>

Subject: RE: Melksham 3G Steering Group Meeting

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Hi all

I can't do 6th March. I could make 2nd March but only after 2.30pm.

Kind regards
Stuart

Stuart Lamb

Senior Delivery Manager (South & South East Region)

The Football Foundation
Wembley Stadium | Wembley | London | HA9 0WS

E: stuart.lamb@footballfoundation.org.uk

M: 07712 534633

[Instagram](#) | [Facebook](#) | [LinkedIn](#) | [X](#) | [YouTube](#)



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Please consider the environment before printing this email

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

Sent: 13 February 2026 14:10

To: Shem Doran <shem.doran@footballfoundation.org.uk>; lyndon.taylor@wiltshirefa.com; Simon Russell <Simon.Russell@wiltshirefa.com>; Stuart Lamb <stuart.lamb@footballfoundation.org.uk>; Geeson, Daniel <daniel.geeson@wiltshire.gov.uk>; Adam Young <youthchairman@melkshamtownfc.net>; James Stapleton <jstapleton@futureoffootball.co.uk>; David Wiltshire <dave.bmtm@gmail.com>

Subject: RE: Melksham 3G Steering Group Meeting

I can do those two dates too

From: Shem Doran <shem.doran@footballfoundation.org.uk>

Sent: 13 February 2026 13:59

To: lyndon.taylor@wiltshirefa.com; Simon Russell <Simon.Russell@wiltshirefa.com>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Stuart Lamb <stuart.lamb@footballfoundation.org.uk>; Geeson, Daniel <daniel.geeson@wiltshire.gov.uk>; Adam Young <youthchairman@melkshamtownfc.net>; James Stapleton <jstapleton@futureoffootball.co.uk>; David Wiltshire <dave.bmtm@gmail.com>

Subject: RE: Melksham 3G Steering Group Meeting

Hi Lyndon,

I could do the afternoon of the 2nd or 6th March?

Shem

Shem Doran

Technical Project Manager

M: 07513 711659

The Football Foundation
Wembley Stadium | Wembley | London | HA9 0WS

E shem.doran@footballfoundation.org.uk

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Please consider the environment before printing this email

From: Lyndon Taylor <Lyndon.Taylor@wiltshirefa.com>

Sent: 13 February 2026 13:26

To: Simon Russell <Simon.Russell@wiltshirefa.com>; Shem Doran <shem.doran@footballfoundation.org.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Stuart Lamb <stuart.lamb@footballfoundation.org.uk>; Geeson, Daniel <daniel.geeson@wiltshire.gov.uk>; Adam Young <youthchairman@melkshamtownfc.net>; James Stapleton <jstapleton@futureoffootball.co.uk>; David Wiltshire <dave.bmtm@gmail.com>

Subject: RE: Melksham 3G Steering Group Meeting

Good afternoon everyone,

Thank you again for your time yesterday in what was hopefully a largely positive meeting.

Thank you to both clubs for their cooperation and intent to work together to try and make a project happen, this was a really positive outcome.

As promised, I have attached a template business plan which can be used to facilitate your discussions around what a usage plan could look like.

Once these discussions have taken place, please let us know and we can finalise a meeting with all parties, including the Football Foundation. In anticipation of this, I have copied in Stuart Lamb (Senior Delivery Manager) and Shem Doran (Technical Project Manager). Stuart/Shem if there are any good times post-half term which work well for you, do let us know and we look to get this scheduled in.

Ahead of the next meeting, it would be useful to have:

- A. An idea of whether/how usage could work for a single 3G pitch
- B. What you think might be achievable in terms of fundraising/funding opportunities from the clubs perspectives
- C. What the S106 might be available to support the project(s) and an idea of timings around these

B and C will then give us a much better idea as to whether there is any realism in aiming for 2 3Gs or we focus on a phased approach with 1 3G delivered initially.

In the meantime, if anyone has any questions, please do fire them across.

Thanks again everyone.

Kind regards
Lyndon

From: Simon Russell <Simon.Russell@wiltshirefa.com>
Sent: 09 February 2026 16:57
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Lyndon Taylor <Lyndon.Taylor@wiltshirefa.com>; Stuart Lamb <stuart.lamb@footballfoundation.org.uk>; Geeson, Daniel <daniel.geeson@wiltshire.gov.uk>; Adam Young <youthchairman@melkshamtownfc.net>; James Stapleton <jstapleton@futureoffootball.co.uk>
Subject: Re: Melksham 3G Steering Group Meeting

Hi Teresa, all.

On Thursday early afternoon, I'm travelling back from Wembley, so I will not be able to join you.

I'll pick up with Lyndon after the meeting.

All the best, Simon



Simon Russell

CEO, Senior Safeguarding Lead, and FA Council Member

Mental Health First Aider | mhfaengland.org

Phone: 07711 202 532 Email: Simon.Russell@WiltshireFA.com

Wiltshire FA, Green Lane Playing Fields, Green Lane, Devizes, SN10 5EP

wiltshirefa.com

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 09 February 2026 16:51
To: Lyndon Taylor <Lyndon.Taylor@wiltshirefa.com>; Simon Russell <Simon.Russell@wiltshirefa.com>; Stuart Lamb <stuart.lamb@footballfoundation.org.uk>; Geeson, Daniel <daniel.geeson@wiltshire.gov.uk>; Adam Young <youthchairman@melkshamtownfc.net>; James Stapleton <jstapleton@futureoffootball.co.uk>
Subject: RE: Melksham 3G Steering Group Meeting

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Hi all

When you arrive at the Campus, come up the stairs/lift to the right to Melksham Without Parish council, and their meeting room on the first floor.

3 hour free parking.

Address as per my signature. For those who don't know the Campus, you are looking for the entrance down the side of the town hall (through the stone pillars), look out for the brown signs on the main roads in.

With kind regards, Teresa

**Play Area quarterly inspection frequency Officer report:
For Full Council meeting Monday 23rd March 2026**

Background Information:

At a previous Asset Management Committee meeting, officers were tasked to investigate the legal requirements around play area inspections to inform whether the council needed to have quarterly operational inspections or whether these could be undertaken every six months. The Caretaker is undertaking a visual check of all play areas on a weekly basis and logging these on a check sheet as a record.

At this current time, no quarterly inspections are taking place by the council; however, the ROSPA (The Royal Society for the Prevention of Accidents), annual independent inspections were done in September 25. It's important to be aware that the Caretaker has received ROSPA training previously and has the knowledge and understanding to be able to undertake a more in depth inspection, but due to capacity, is unable to undertake the quarterly inspections. Whilst he has the training, his qualification as an Operational Inspector has expired, as too has the Clerk's – it only lasts for 3 years. The Allotment Warden has also undertaken the training but just to fill in for the Caretaker absence to cover leave. For members' clarification, the three levels of play area inspections are as follows:

- **Routine Visual Inspection:** Undertaken on a weekly basis by the Caretaker and is a health and safety check of the play areas. He looks for obvious hazards, does a basic check of the condition of the equipment and looks for vandalism.
- **Operational inspection:** This is a more in-depth check to look at the operation and stability of the equipment and surfaces. It looks at wear and tear of the equipment and loose or missing fixtures. This was being undertaken quarterly but is not currently being done by the council.
- **Annual Inspection:** This is an independent inspection and is undertaken by ROSPA and is a more comprehensive inspection. This inspection looks at whether the equipment meets the British Safety standards, and the inspector will undertake surface and structural checks and looks at signs of wear and tear and corrosion. This was last undertaken in September 2025.

As the annual ROSPA inspections were undertaken around six months ago, now is the time to consider the frequency of the inspections.

Information from investigations:

From research undertaken there does not appear to be anything detailed in law that specifies the frequency of inspections and the law focuses more on what is reasonable for the council to do, but there are standards that are considered to be best practice.

There are a few pieces of legislation which relates to play area safety such as the Health and Safety at Work Act¹. Under this act it specifies that people who are not under the employment of the council should not be exposed to any health and safety risks which is where play areas come in. The requirement is for play areas to be as safe as far as 'reasonably practicable'. This act does not specifically name play areas, but it comes under duties around people who are not employed by the council.

From information detailed in the Health and Safety Executive note on children's play and leisure, the council are expected to 'deal with risk responsibly, sensibly and proportionately'. Although not law, under the (British and European Safety Standards) BS EN 1176 it details that play equipment should be inspected and maintained according to the manufacturer's guidance. It does detail in this guidance that operational inspections should be 'every 1-3 months or as indicated by the manufacturer's instructions'. This is guidance but is used when ROSPA are undertaking their annual inspections.

I have contacted Zurich; the council's current insurance provider and they are unable to advise the council on this matter, but they have provided an information leaflet which is attached to this paper. You will note a section in this document which states the following: *'All play equipment should be subject to a detailed inspection by specialists (preferably independent) at least annually. Depending upon the amount of use and/ or vandalism, this may have to be increased to six monthly inspections. At this time chains, nuts and bolts, shackles and weld joints should be inspected and a detailed report produced'*.

Summary:

In summary, from the research undertaken, there is no law which specifically details the frequency of inspections it is what you as a council feel is reasonable to do based on the assessment of risk for our specific play area's. The BS EN 1176 standards should be taken into account when making a decision on this because they are considered to be best practice and would show that reasonable care has been taken. We don't have any manufacturer's instructions in relation to how often the play areas should be inspected, additionally some of your play areas have old equipment, so this needs to be taken into account when considering the frequency.

Budget:

In terms of budget in place for the 2026/27 financial year, there is £3,550 which includes for the Annual ROSPA inspections too.

Options:

1. **Six monthly:** You undertake an inspection every six months alongside the weekly routine inspections (so in essence the annual one that you currently do plus one other). If you do this, I would recommend that you create a risk assessment or document explaining why it is safe to do it at this frequency. This is because it would be a change from what you have previously done

¹ Health and Safety Act 1974, sec.3 and sec. 4

and you would need to show justification as to why you have changed the frequency of these inspections. Even though you still undertake weekly routine inspections caution needs to be taken with this approach, as it would be more difficult to show that reasonable care has been taken, if an incident did occur. As detailed in this document, this type of inspection is more in depth and can identify issues before they develop further. If you did agree with this option, I would recommend asking ROSPA to do this additional inspection to maintain continuity as they do the annual one.

2. **Quarterly:** You undertake the quarterly inspections as per what you have undertaken previously alongside the weekly health and safety inspections the Caretaker undertakes. This would be in line with what the BS EN 1176 detail. Please see quotes included in your agenda pack
3. **None:** You just undertake the annual independent ROSPA inspection and just do the weekly visual health and safety inspections the Caretaker undertakes.

Parks and recreation grounds

Description

Organisations own and manage a variety of parks and recreation grounds.

The extent to which precautions are required varies according to the facility, the users and the local conditions. However, the judiciary, enforcing authorities and central government are accepting that all risks cannot and in some cases need not be eliminated.

Control measures

- Pedestrian paths and play areas should be segregated from car parking areas and roads
- Pedestrian and vehicular access routes need to be clearly defined. An organised flow of traffic should be provided
- All facilities should be regularly inspected
- All inspections, any defects noted and any action taken should be recorded. Even if there are no defects, this fact should be recorded
- All defects found must be rectified. The repair response time may be dependent on the severity of the defect.
In some circumstances, immediate action will be required to make the area safe before permanent repairs can be carried out. If defective equipment belongs to another party e.g. a bowling club, they should be notified promptly and asked to undertake necessary repairs.
If they fail to do this, or ownership is in doubt, the organisation may have to carry out the repairs

- The frequency of inspections will depend upon many factors including the nature of the facility and the general usage. Some areas may need additional inspections during the summer when the number of users increases. An initial assessment should determine the frequency required. Checklists should be used to ensure that items are not overlooked.

Example incident

A teenager was playing football on a football pitch owned and maintained by a local authority when he injured his arm on a protruding bolt on the goal post. It was found that the goal post was defective. The local authority had not carried out any regular inspections of the area and no defects had been reported.

Relevant sections

- › [BMX and skateboard parks](#)
- › [Good management procedures](#)
- › [Grounds maintenance](#)
- › [Hiring of facilities](#)
- › [Playgrounds](#)
- › [Public conveniences](#)
- › [Return to list of topics](#)

› Why manage risk?

› Managing your risks

- › Outdoor facilities
- › Good management procedures
- › Buildings
- › Employee/Volunteer activities
- › Events management

› Conducting your own risk assessments

› Useful documents

› Further information

Playgrounds

Description

Organisations provide a variety of playground equipment from a simple swing to a complicated multi-play activity site. It should be noted that a greater duty of care is owed to children, who are not able to perceive risks to the same extent as adults.

Control measures

- Carry out a risk assessment for all play areas
 - Carefully consider the design and layout of playgrounds. Reference should be made to all relevant British or European Standards including BS EN 1176-7. This Standard covers the design and layout of the play area, installation, inspection and maintenance regimes, and the general layout of the facility
 - General landscaping and drainage considerations should be taken into account, as should ease of access for the emergency services
 - Play areas should be distanced from other facilities, such as football pitches etc which could present risks to users
 - Proximity to overhead cables and other service utility equipment should be avoided
 - The planting of poisonous plants and shrubs should be avoided
 - If possible, an emergency telephone should be available nearby
- Equipment for younger children should be distanced and segregated from that for older ones. Careful consideration should be given to segregating different types of equipment and there should always be a safety zone of at least 1.8 metres (or 6 feet) around moving items such as swings and roundabouts
 - Wherever possible, play areas should be fenced to ensure segregation from other facilities and safety from roads, rivers, lakes, car parks, etc.
 - Gates should have self-closers to keep out dogs
 - A policy on cleanliness of play areas should be implemented taking into account litter collection, dog fouling and vandalism
 - Information and safety signage should be displayed where necessary
 - The equipment itself should be designed to be free of any finger, hand or foot trapping hazards
 - All equipment should be manufactured and installed by reputable companies and comply with appropriate British or European Standards. Home-made equipment should never be installed in playgrounds
 - If installed, safety surfaces should comply with the appropriate British or European standard on installation and safety performance

[Playgrounds continued](#)

> Why manage risk?

> Managing your risks

> Outdoor facilities

> Good management procedures

> Buildings

> Employee/Volunteer activities

> Events management

> Conducting your own risk assessments

> Useful documents

> Further information

- All play equipment should be subject to a detailed inspection by specialists (preferably independent) at least annually. Depending upon the amount of use and/or vandalism, this may have to be increased to six-monthly inspections. At this time chains, nuts and bolts, shackles and weld joints should be inspected and a detailed report produced
- Any defects noted should be repaired immediately and both the report and details of any action taken should be securely filed
- Detailed inspections should be supplemented with more frequent inspections by the organisation's own employees/volunteers. The frequency of inspection should be determined by the risk assessment for the facility
- All inspections should be formally recorded and we recommend the use of a checklist which can then be kept with the records
- Any equipment found to be unsafe should be taken out of use. In some cases it may be sufficient to cordon off the area in others it may be necessary to remove the item completely to ensure the safety of users
- DIY repairs should not be carried out unless they are endorsed by the original manufacturer or installer
- Repairs should always be carried out by a competent person. Where a safety surface has been installed, more regular inspection and maintenance may be required to ensure that it remains in good condition.

Example incident

A child suffered serious injuries when she fell onto steel stumps in a playground which had been left following the removal of a piece of play equipment. It was found that the organisation had not carried out any checks to ensure the work had been completed after contractors had been used to remove a piece of equipment.

Relevant sections

- > [BMX and skateboard parks](#)
- > [Good management procedures](#)
- > [Grounds maintenance](#)
- > [Parks and recreation grounds](#)
- > [Return to list of topics](#)

- > [Why manage risk?](#)
- > [Managing your risks](#)
 - > [Outdoor facilities](#)
 - > [Good management procedures](#)
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 - > [Employee/Volunteer activities](#)
 - > [Events management](#)
- > [Conducting your own risk assessments](#)
- > [Useful documents](#)
- > [Further information](#)

DRAFT Allotment plot inspection and notice procedure:

1. Purpose of plot inspections:

The parish council carries out plot inspections to:

- Ensure that plots are being cultivated and well maintained in line with the tenancy agreement.
- Identify any issues at an early stage so that they can be rectified promptly, preventing any impact to other tenants.
- Ensure fairness to all allotment tenants and those on the waiting list.
- Maintain good site management.

2. Type of inspections:

Routine inspections:

Routine inspections will be undertaken in accordance with the criteria which is set out under section 4 of this document.

Plot inspections will take place in: January, March, May, July and September each year. The dates of these inspections will be agreed by the Asset Management Committee on an annual basis and communicated to all allotment tenants in advance. **For 2026, these dates will be: W/C 30th March, W/C 18th May, W/C 20th July, W/C 14th September.**

Plot inspection outside of routine inspection dates:

Inspections for individual plots outside of the above times will only be undertaken in the following circumstances:

- Where a plot has received a warning notice and has been asked to address any issues identified by a certain date.
- Where a tenant has been given extra time to address their plot due to illness/ injury
- Where concerns or complaints have been raised about a plot
- Where urgent health and safety or animal welfare issues require attention OR when new housing/ biosecurity measures have been issued by the Government.

3. Method of inspection:

The Allotment Warden will carry out the routine inspections each year during the specified weeks agreed by the Asset Management Committee. An inspection checklist will be used, which contains a row for each plot number and columns for the criteria detailed under section 4 of this document.

Photos of any issues identified on plots will be taken by the Allotment Warden and along with the completed inspection form will be sent to the Finance & Amenities Officer for necessary action.

4. Inspection criteria:

Plots will be inspected based on the following criteria:

- General plot condition:
Plots will be inspected based on overall appearance, maintenance and tidiness.
- Rubbish on the plot:
This includes items such as play equipment which is not permitted at the allotments.
- Hazardous objects:
We will check for any materials or conditions that pose a safety risk,
- Percentage of plot cultivated:
At least two thirds of the Allotment Garden must be in cultivation at any one time. Cultivation includes:
 - Growing fruit, vegetables or flowers
 - Prepared soil, mulched areas, or cleared areas ready for planting.
- Shed/ greenhouse condition (if applicable):
- Walkway between plot condition:
- Animal condition (if applicable):
For those plots that have chickens and rabbits, we will inspect to ensure that tenants are adhering to the parish council's policy and are in accordance with the Animal Welfare Act 2006 or any subsequent legislation. This includes ensuring that:
 - The plot has no more than the permitted number of animals (maximum 6 hens or rabbits)
 - The animals appear in a healthy condition and are well cared for
 - The housing is clean, secure and weatherproof
 - Adequate food and water are being provided.

Any concerns in relation to animal welfare will be sent to the tenant immediately to address and may be reported to the RSPCA as per the council's chicken and rabbit policy.

4.1. Plot condition inspection rating:

Please note that for: general condition, Shed/greenhouse condition, Walkway condition and Animal condition, the following ratings will be given:

- **Good-** No issues identified, fully meets the expected standard. No action required.
- **Satisfactory-** A few minor issues identified, such as small areas requiring tidying or light weed growth. Issues that can be addressed during normal activity at the allotments. No action required.
- **Poor-** Does not meet the required standards set out in the tenancy agreement. E.g. Overgrown plot, unsafe structure, blocked pathway between plot, untidy plot. An improvement notice will be sent to tenant

Some criteria are unable to be assessed in the same way as above, and as such, will be assessed based on the following:

Rubbish on plot: If rubbish is present on the plot, this will automatically trigger an email/ letter being sent to the tenant asking them to remove.

Hazardous objects: If hazardous objects are identified on a plot, the tenant will be contacted immediately and asked to remove the object without delay.

Percentage worked: For the percentage worked, the Allotment Warden will estimate how much of the plot has been worked on. If cultivation is deemed to be below 66%, a notice to begin cultivation will be sent. New tenants are given a three-month probationary period before any enforcement action can be taken. The percentage worked ratings are given as follows:

Please bands C, D & E are below the required standard and will trigger an automatic cultivation notice regardless of other inspection scores

Rating band	% cultivated	Rating
A	80%-100%	Good- No action required
B	66%-79%	Satisfactory- No action required
C	34%-65%	Below standard required- rated as poor and a cultivation notice will be sent to tenant
D	1%-33%	Significantly below required standard, rated as poor and a cultivation notice will be sent to tenant
E	0%	No cultivation- rated as poor and a cultivation notice will be sent to tenant

5. Notice procedure:

If any criteria are rated as poor during the inspection, the following notice procedure will be triggered.

Stage 1: Tenants will be contacted by email (if we don't hold an email address a letter will be sent) outlining the issues identified. We will ask tenants to address prior to the next scheduled inspection. This is of the exception of the following where the expectation will be that these issues are addressed immediately:

- Hazardous objects
- Animal welfare concerns
- Health and safety issues

If the tenant has taken steps to improve their plot on the date of the next routine inspection, no further action will be taken.

Allowances for illness, injury or personal circumstance:

If a tenant is temporarily unable to maintain their plot due to injury, illness or exceptional circumstances, they must inform the council as soon as possible (within

14 days of receiving the initial notice). The council may grant additional time for the tenant to address their plot, and all stages of the notice procedure will be paused during this time.

The length of the extension will be based on the circumstances but a guide to the typically extension periods are detailed as follows:

For **short term illnesses and injuries**, an extension of 4 weeks will be granted in order for the tenant to address their plot.

If the illness or injury is **ongoing**, the council may grant a further extension, up to a maximum of 12 weeks. The tenant should be in communication with officers during this time. If tenant's circumstances mean that they are unable to maintain their plot beyond the additional 12 weeks extra time, this will have to be referred back to the Asset Management Committee for a decision on the next steps, to ensure that plots are fairly managed for all tenants.

Stage 2: If the tenant has not taken steps to significantly improve their plot by the next routine inspection date a letter will be sent asking them to address the issues within 14 days of the date of the letter. A follow up inspection will take place after 14 days and if significant improvement has been made, no further action will be taken.

Stage 3: If the re- inspection (undertaken under stage 2) identifies that no attempt has been made to address the issues identified, a plot termination notices will be sent to the tenant. The tenant will be given 28 days' notice to clear the plot of all rubbish and structures and materials or crops that they wish to keep before it is made available to be re-let.



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

INVOICE

FAO:
 Jacques Abi Saad
 UK Facilities Manager
 Knorr-Bremse Rail Systems (UK) Ltd.
 Westinghouse Way
 Hampton Park East
 Melksham
 SN12 6TL
jacques.abisaad@knorr-bremse.com

Monday 23rd February 2026

INV: 548-MR230226

Date	Details	Amount £
23/02/26	<p style="text-align: center;"><u>Bowerhill Pavilion Car Park Usage</u></p> <p>Provision of access to the Bowerhill Sports Pavilion car park facilities for the period between the 1st March 2026 to 31st July 2026. (Hours of daily usage between 6:00 AM and 4:00 PM Mon- Fri)</p> <p>As agreed, Knorr Bremse will make a 50% contribution towards the upkeep and maintenance of the car park as per the following estimated costs:</p> <ul style="list-style-type: none"> • Replacement footbridge- Estimated cost £7,000 + VAT • Car park maintenance- Quoted cost £575.00 + VAT <p>Note: MWPC claim back their VAT so the contribution will be NET of VAT.</p> <p>Total cost: £7,575 + VAT-</p> <p>50% share £3,787.50</p>	
TOTAL		£3,787.50

Serving rural communities around Melksham



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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

Please can you arrange for payment to be made (cheques - payable to Melksham Without Parish Council or BACs transfer - Sort Code: 30-98-75, Account number: 02027655)

Marianne Rossi
Finance & Amenities Officer
Email: admin@melkshamwithout-pc.gov.uk

Payment due: 23rd March 2026

Fiona Dey

From: Mark Harris
Sent: 15 March 2026 18:41
To: Teresa Strange
Cc: Fiona Dey; Marianne Rossi
Subject: Re: Recordings of meetings

Categories: Full council

Hi Teresa,

The reason for my request is to give everyone the opportunity to watch (or re-watch) meetings at their leisure.

We know that the approved minutes are the true record, but sometimes watching the discussion is more informative.

Other Councils leave their recordings up indefinitely and I don't see why we can't do the same - it's all to do with honesty, openness and transparency.

Regards,

Mark.

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 13 March 2026 14:06
To: Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>
Cc: Fiona Dey <office@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Recordings of meetings

Hi Mark

Thankyou for your request, which I will put on the agenda for the next Full Council meeting.

For members, and the public, to be able to consider can you let us know the reason for your request please.

Many thanks, Teresa

From: Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>
Sent: 11 March 2026 23:03
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Fiona Dey <office@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: Recordings of meetings

Madam Clerk,

I wish to propose a change to Paragraph f of Item 12 of our Standing Orders regarding draft minutes or, more precisely, **recordings of meetings**. Currently Paragraph f states:-

"Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes **or recordings** of the meeting for which approved minutes exist shall be destroyed."

I would like to propose the following:-

"Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes of the meeting for which approved minutes exist shall be destroyed. **Recordings of meetings may be kept indefinitely.**"

I am prepared to accept a friendly amendment reducing the timespan to a fixed number of years or months if the "indefinite" period is unacceptable.

Kind regards,

Cllr Mark Harris
Bowerhill Ward
Melksham Without Parish Council

CIVILITY & RESPECT PLEDGE

Councillor Statement of Assurance

Melksham Without Parish Council is committed to maintaining the highest standards of conduct, professionalism and governance.

The National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) jointly promote the Civility & Respect Pledge as part of a national initiative to improve working relationships, strengthen governance, and reduce incidents of bullying, harassment and intimidation within the local council sector.

The Civility & Respect Governance Checklist recommends that councils sign up to the Civility & Respect Pledge and that councillors individually sign a Statement of Assurance confirming their commitment to its principles.

Adopting and signing this Statement supports compliance with the Council's adopted Code of Conduct, good governance practice, positive working relationships between councillors and staff, and eligibility towards standards recognised under the NALC Local Council Award Scheme.

Proposal

That the Council:

1. Formally adopts the attached Councillor Statement of Assurance.
2. Requests that all serving councillors sign the Statement.
3. Requires newly elected or co-opted councillors to sign the Statement as part of their induction process.
4. Publishes confirmation of its commitment to the Civility & Respect Pledge on the Council's website.

Civility & Respect Pledge – Councillor Statement of Assurance

I, _____, having been elected or co-opted as a Councillor of Melksham Without Parish Council, confirm that:

1. I support the principles of the Civility & Respect Pledge as promoted by NALC and SLCC.
2. I will treat fellow councillors, the Clerk and Council staff, members of the public, contractors and partners with courtesy, dignity and respect at all times.
3. I will not engage in bullying, harassment, discrimination, intimidation or conduct that could reasonably be regarded as bringing the Council into disrepute.
4. I will uphold and comply with the Council's adopted Code of Conduct and all relevant Council policies.
5. I recognise that the Council is a corporate body and that councillors may only act collectively through properly made Council decisions.
6. I will work constructively, openly and professionally to support effective governance, lawful decision-making and positive community engagement.
7. I understand that alleged breaches of the Code of Conduct may be referred to the Monitoring Officer of Wiltshire Council and may result in formal investigation.

This assurance is given voluntarily as part of the Council's commitment to maintaining high standards of conduct, good governance and a respectful working environment.

Signed: _____

Name (print): _____

Date: _____



To the Clerk Melksham Without Parish Council

For the attention of the Cllr Glover Chairman

sent by email: clerk@melkshamwithout-pc.gov.uk

24th February 2026

Dear Cllr Glover

Wilts & Berks Canal Trust

Dauntsey Lock Canal Centre
Chippenham, SN14 4HD

Office: 0845 625 1977

info@wbct.org.uk

www.wbct.org.uk

Melksham Link Project

As you may be aware the Wilts and Berks Canal Trust has a very ambitious programme of restoration work.

The Melksham Link project is one of four flagship restoration programmes along the length of the canal.

The project aims to construct a new canal from Semington on the Kennet and Avon Canal, to a point north of Melksham. From this point it will eventually be extended, on the original line of the canal to Reybridge.

As you will be aware the Planning application for the Melksham Link was submitted to Wiltshire Council in 2012. We plan to resolve any outstanding issues with the Council and the Environment Agency so that the outstanding planning application can be determined as soon as possible. The construction of the Melksham Link will generate significant economic, environmental, heritage and community benefits for local residents and visitors.

The Trust has set out a 5-year business plan and 25-year vision which will set out its primary objectives over the coming years.

In summary the Melksham Link Project objectives are as follows:

A vision, that by 2050

- The proposed works set out in the 2012 Planning application, delivered in 5 x 5-year business cycles, will be completed.
- A 5 Km wide-beam navigable waterway linking the K&A to the town of Melksham will be constructed.
- A new fully accessible 3 Km stretch of towpath linking Melksham to the K&A towpath will be provided.
- There will be £10.1m per annum injected into the local economy per year, with £74m in the next 10 years.
- The project will significantly support the regeneration of the town as proposed in the Neighbourhood Plan.
- Significant biodiversity gain with wetlands, buffer strips and tree planting will be generated.

Patron: Her Majesty the Queen

Registered in England and Wales No. 2267719. Registered Charity No. 299595



Priorities for the Next 5 Years

- Finalise and resolve any outstanding issues with the existing planning application.
- Agree a construction commencement date in consultation with Wiltshire Council.
- Agree with Wiltshire Council contributions from s106 and CIL funding.
- Ensure any policy updates in the local Plan reflects the requirement to deliver the project.
- Prepare a concept design for the Hydroelectric scheme.
- Work with land owners and developers to facilitate the construction phase.

The Trust believes that its ambitious programme will only be achieved by working closely with Communities, Councils and Landowners.

The Trust's principle objective is to generate as much community benefit as is possible as it carries out the work of restoration.

We have found that the best way to establish a structured means of communication and dialogue between the Trust and Councils is by the use of a Memoranda of Understanding (MoU).

An MoU is non-binding, but allows Councils to ensure that any opportunities to benefit their communities are not overlooked.

The Trust would like to invite Melksham Without Parish Council to enter into an MoU. To that end I have attach a draft for your consideration.

As you will see it provides an opportunity for the Parish Council to nominate a member to sit on the WBCT Melksham Link Strategy Steering Group.

In the meantime if you require any further information, please let me know

Yours Sincerely

Ron Crook

Deputy CEO

ron.crook@wbct.org.uk
07788 520394



Memorandum of Understanding between the Wilts & Berks Canal Trust and Melksham Without Parish Council (Draft)

1.0 Purpose of the Memorandum of Understanding:

- For the Council to support the priorities of the Trust as they apply to the restoration of the canal in or adjacent to the Melksham Without Parish.
- To seek support and assistance from the Council in delivering specific projects related to the restoration of the canal.
- To ensure that the canal restoration project maximises economic, recreational and environmental benefits for the Melksham Without area.

2.0 The Wilts & Berks Canal Trust will:

- Provide the Council with a copy of its 2050 vision and 5-year business plan, specifically identifying Trust proposed projects in the Melksham Without area.
- Identify projected economic, recreational and environmental benefits arising from canal restoration projects.
- Provide the Council with a list of projects or activities planned each year.
- Maintain the canal, when constructed in a satisfactory condition.
- Facilitate an annual meeting between the Trust and the Council to discuss and agree any joint priorities and investment plans as they affect the restoration of the canal.
- Invite the Council to nominate a member to sit on the Melksham Link Strategy Steering Group.

3.0 The Council will:

- Take account of the Canal in the development of, and consultation on, any new Neighbourhood Plan.
- In responding to planning consultations received from Wiltshire Council, related to new development located in the vicinity of the Canal, draw attention to the benefits that the restoration of the canal will bring.
- Consider funding specific projects or activities, as they relate to the delivery of the Council's own objectives, through the Council's grant funding process.

4.0 Administration:

- The Chief Executive of the Trust and the Chairman of the Council will set the agenda for any partnership working and where they delegate responsibilities to officers or volunteers within these organisations the Chairman shall be kept informed of progress.

5.0 Status:

This MoU is not intended to be legally binding, and no legal obligations or legal rights or liabilities shall arise between the Parties from this MoU. The Parties enter into this MoU intending to honour their obligations.

Nothing in this MoU is intended to, or shall be deemed to, establish any partnership or joint venture between the Parties, constitute any of the Parties as the agent of the other Parties, nor authorise the Parties to make or enter into any commitments on behalf of the other Parties.

6.0 Termination:

- The Council or the Trust may terminate this Memorandum of Understanding by giving 12 months notice.
- Any projects which will not be completed within a 12-month termination period will be allowed to complete provide that such completion is achieved within the funding provided.

SIGNED for and on behalf of Wilts & Berks Canal Trust

Martin Holliss Chair of the Trustees

Dated:

SIGNED for and on behalf of Meksham Without Parish Council

Dated:

Teresa Strange

From: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Sent: 16 February 2026 16:21
To: Teresa Strange
Cc: Community Officer
Subject: RE: Melksham Schools Project

Hi Teresa,

No problem, I hope you have had a good Monday.

The headteacher at Rivermead is working with all the schools and is coordinating it, she will also be discussing it with Melksham Oaks.

If you could come back to us after your full council meeting and then we will know if to add your logo.

Have a good week.

Kind regards,



Hayley Bell

01225 704 187

hayley.bell@melksham-tc.gov.uk

www.melksham-tc.gov.uk

Melksham Town Council, Town Hall,
Market Place, Melksham, Wiltshire SN12 6ES



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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 16 February 2026 15:55
To: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Cc: Community Officer <community@melksham-tc.gov.uk>
Subject: RE: Melksham Schools Project

Hi Hayley

Sorry for the slow reply, I have been at County Hall this afternoon.

I will ask the parish council at their next Full Council meeting, Monday 23rd March.

Not sure what the school are waiting for? If the town council are designing the banners?

All the schools in the parish are in the same Academy as schools in the parish, so have White Horse got a view on them?

Are you covering just primary, or MOCS too?

Thanks, Teresa

From: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Sent: 16 February 2026 12:55
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Community Officer <community@melksham-tc.gov.uk>
Subject: RE: Melksham Schools Project

Thank you, it will be at no cost to the parish.

If you let me know when you can discuss with the council, I will inform the school to wait until then.

Kind regards,



Hayley Bell

01225 704 187

hayley.bell@melksham-tc.gov.uk

www.melksham-tc.gov.uk



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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 16 February 2026 12:53
To: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Cc: Community Officer <community@melksham-tc.gov.uk>
Subject: RE: Melksham Schools Project

Ok, thanks, will have to ask the council..... when do you need to know by?

From: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Sent: 16 February 2026 12:51
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Community Officer <community@melksham-tc.gov.uk>
Subject: RE: Melksham Schools Project

Hi Teresa,

Rivermead School approached us regarding the project they would like to have the same banner across all the schools in Melksham, including the parish.

Kind regards,



Hayley Bell

01225 704 187

hayley.bell@melksham-tc.gov.uk

www.melksham-tc.gov.uk

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 16 February 2026 12:38
To: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Cc: Community Officer <community@melksham-tc.gov.uk>
Subject: RE: Melksham Schools Project

Hi Hayley

Thanks for this, does this mean that you intend putting up in the schools in the parish?
Thanks, Teresa

From: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Sent: 16 February 2026 12:24
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Community Officer <community@melksham-tc.gov.uk>
Subject: Melksham Schools Project

Afternoon Teresa,

I hope this message finds you well. Melksham Town Council has been collaborating with Rivermead School on a fantastic project that they believe can make a significant impact in our community.

They are leading an initiative to have banners printed with children's artwork, each carrying powerful messages such as 'We Stand Against Racism' and 'We All Belong in Melksham'. These banners will be displayed on the gates and fences of all the schools involved to spread these important messages of unity and inclusion.

I am pleased to inform you that we have secured sponsorship to cover the costs of printing these banners for all the schools, and Melksham Town Council will design the banners with the children's art work. With this in mind, we wondered if Melksham Without Parish Council would like to be part of this meaningful project. We would love to include your logo on the banners, demonstrating a united front between both councils and all the Melksham schools.

We would greatly appreciate your thoughts.

Looking forward to hearing from you soon.

Kind regards,



Hayley Bell

01225 704 187

hayley.bell@melksham-tc.gov.uk



www.melksham-tc.gov.uk

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Teresa Strange

From: Teresa Strange
Sent: 18 March 2026 15:56
To: 'CEO'; 'community@melksham-tc.gov.uk'; 'community@melksham-tc.gov.uk'
Cc: 'Phil Alford'; Fiona Dey
Subject: RE: Cemeteries Task & Finish Group Tuesday 13th January

Hi Hayley

Just to say that I have spoken to Andrew on this earlier in the week, and have written the response to Wiltshire Council (from both councils) on the first point outstanding from autumn last year – the push back to Wiltshire Council that they should be providing the 3 year extension – and won't move on to asking about the larger extension until we see what they come back with. **Phil**, I copied your WC email address into that correspondence.

The bit about the cricket club I asked before Christmas and had the answer, which I sent to the working party before the January meeting.

All the work/actions from the September Cemetery working party seems to have been missed at the Jan meeting, so perhaps when we hear back from WC we can arrange a working party and work through the responses to the previous actions.

With kind regards, Teresa

From: Teresa Strange
Sent: 05 March 2026 12:06
To: CEO <ceo@melksham-tc.gov.uk>; community@melksham-tc.gov.uk; community@melksham-tc.gov.uk
Cc: Phil Alford <phil.alford@melksham-tc.gov.uk>; Fiona Dey <office@melkshamwithout-pc.gov.uk>
Subject: FW: Cemeteries Task & Finish Group Tuesday 13th January

Hi Hayley, Ian and Andrew

Can you confirm to me the action required on the Cemeteries please?

On 13th Jan, the task group met, and tasked MWPC officers to

Allocated to Melksham Without Parish Council: -

Officers to ask Wiltshire Council about what would be required for expansion to the current Melksham Cemetery (to the south of the cricket club e.g. would they want to hand over the whole cemetery and work with plans for the cricket club?)

But this is in the press?

This looks like a request of MWPC last Autumn got to a MTC meeting, but the decision seems to directly contradict what you asked us to do in January? I was on leave then, and didn't attend the Jan meeting.



Councils call for cemetery decision to be reversed

The town and parish councils are calling on Wiltshire Council to reverse its decision not to extend Melksham Cemetery as it nears capacity.

Melksham Town Council and Melksham Without Parish Council have agreed to write to Wiltshire Council requesting that it reconsider its decision not to extend the cemetery on land along the A350

The call comes after Wiltshire Council predicted that new burial plots could run out by April, following its latest review of cemetery provision. Space for ashes and Muslim burials is expected to last until around 2027.

Read more here: <https://buff.ly/PHaVHaf>

Pictured: Cllr Phil Alford at Melksham Cemetery



Please advise. Are we saying they must reverse their decision on not doing the extension, and then asking what the extension would entail if we did it if they reply to say they won't change their mind?
Thanks, Teresa

From: Committee Clerk <committee.clerk@melksham-tc.gov.uk>

Sent: 20 January 2026 10:46

To: Phil Alford <phil.alford@melksham-tc.gov.uk>; Andrew Griffin <andrew.griffin@melksham-tc.gov.uk>; Charlie

Stokes <charlie.stokes@melksham-tc.gov.uk>; Mark Blackham <mark.blackham@melkshamwithout-pc.gov.uk>;
John Glover <john.glover@melkshamwithout-pc.gov.uk>; Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>;
CEO <ceo@melksham-tc.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Fiona Dey
<office@melkshamwithout-pc.gov.uk>; Community Officer <community@melksham-tc.gov.uk>
Subject: Cemeteries Task & Finish Group Tuesday 13th January

Good morning all.

Minutes for the meeting last week have now been published and are attached.

Please note the actions.

I was in and out towards the end of the meeting so thanks to Ian and Fiona for confirming actions and who they were allocated to.

Have a good day.

Andrew



Andrew Meacham

Committee Clerk

01225 704 187

committee.clerk@melksham-tc.gov.uk

www.melksham-tc.gov.uk

Melksham Town Council, Town Hall,
Market Place, Melksham, Wiltshire SN12 6ES



Teresa Strange

From: Teresa Strange
Sent: 18 March 2026 15:50
To: Smith, Martin; Noyce, Mary; Hampton, Adrian; Bullock, David
Cc: CEO; Committee Clerk; Alford, Phil (Phil.Alford@wiltshire.gov.uk)
Subject: FW: Melksham Cemetery - future plans for expansion?
Attachments: Melksham Cemetery.pdf

Dear Wiltshire Council colleagues

Thank you for your response and the information provided regarding the Melksham Cemetery.

I am writing jointly on behalf of Melksham Town Council and Melksham Without Parish Council regarding the future provision of burial space in Melksham.

Our primary concern is that the current position does not align with Wiltshire Council's own adopted policy framework. The need for new or extended cemetery provision in Melksham is clearly identified within the Wiltshire Core Strategy and is included within the Council's Community Infrastructure Levy (CIL) Infrastructure List. These documents recognise that existing provision is, or will shortly be, at capacity and that additional infrastructure is required to support growth. Given this, the decision not to bring forward the identified extension—particularly one that could provide a further three years of capacity—appears inconsistent with that established policy position.

We also note your comments that no capital funding has been secured. However, significant CIL receipts have arisen from development in Melksham and in particular from Melksham Without, specifically intended to mitigate the impacts of growth and support infrastructure such as this. It is therefore difficult to understand why these funds are not being prioritised to deliver a clearly identified and policy-supported need.

In addition, we requested in early December that Wiltshire Council supports the inclusion of appropriate S106 contributions towards future burial provision in current large-scale planning applications within the parish, including all the Local Plan site allocations. We have not received a response on this point, and would welcome clarity as to whether your service is engaging with the planning officers to secure such contributions. The parish council have requested them for all the major development planning applications, and at recent appeals.

Whilst we acknowledge your offer to explore service delegation and potential asset transfer, both councils consider it essential that Wiltshire Council fulfils its role in the short term. Specifically, we strongly believe that the Council should bring forward the identified extension to ensure continued burial provision in Melksham for at least the next three years. This would provide a necessary and reasonable window for both councils to fully assess and develop longer-term solutions. Without this interim provision, there is a real risk of a gap in local burial capacity, which would be unacceptable for residents and inconsistent with the infrastructure planning principles set out in your own policy documents.

Finally, while Wiltshire Council has responded to queries raised, this should not be taken as evidence of proactive engagement with either Melksham Town Council or Melksham Without Parish Council on this issue; we doubt that we would have been aware at all if Cllr Phil Alford had not been Cabinet Member for Assets at the time.

We therefore ask Wiltshire Council to reconsider its current position, confirm how it intends to align delivery with its Core Strategy and CIL Infrastructure List commitments, and set out how both CIL and S106 mechanisms will be utilised to support burial provision in the Melksham area.

We look forward to hearing from you.
With kind regards,
Teresa Strange
Clerk, Melksham Without Parish Council

Extract below from Wiltshire Council’s published “Appendix C: The Community Infrastructure Levy Infrastructure List”

<https://www.wiltshire.gov.uk/article/5697/Appendix-C-The-Community-Infrastructure-Levy-Infrastructure-List>

Place-shaping Infrastructure

(As set out in paragraphs 4.41 and 4.42 of the Wiltshire Core Strategy. Core Policy 3 priorities essential infrastructure in the event of competing demands.)

Category	Project	Explanation
Open space, green infrastructure, and the environment	New cemeteries, or expansion of existing cemeteries in: <ul style="list-style-type: none">Bradford on AvonHoltMelksham	New cemeteries or extensions to existing cemeteries. Council will be required to meet the need for additional funding to cover the cumulative impact of new development. Those identified as being full, or close to being full, will require additional funding.
	<ul style="list-style-type: none">TrowbridgeWarminster	

From: Noyce, Mary <Mary.NOYCE@wiltshire.gov.uk>

Sent: 23 October 2025 15:05

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Hampton, Adrian <Adrian.Hampton@wiltshire.gov.uk>

Cc: Bullock, David <David.Bullock@wiltshire.gov.uk>; CEO <ceo@melksham-tc.gov.uk>

Subject: RE: Melksham Cemetery - future plans for expansion?

Good afternoon Teresa,

Answers to your questions below; we would be happy to explore the service delegation of the cemetery and the strip of land for a potential extension with either Melksham Without Parish Council or Melksham Town Council.

1. When we were investigating the extension the detailed breakdown of costs was not carried out as we were informed that funding for further extensions would not be provided. We do have the costs from the previous extension works which were carried out; and these came in at around £5,000 for design and planning fees, around £20,000 for works on the wall and new fencing and around £5,000 for landscaping work. This was for a similar sized area of extension around 5 – 6 years ago.
2. I have attached a plan showing the strip of land between the current extension to the cemetery and the campus that was allocated for a future extension. It is roughly the same area as the existing extension, however, there has been a bund constructed between the cricket pitch and this land since the attached plan was drawn up and this would slightly reduce the area of land

available. There is further land in Wiltshire Council ownership on the former rugby pitch, but I am aware that there may be some archaeological concerns, along with concerns about the loss of sports land from Sport England if this land were to be considered for additional cemetery use.

3. We are not closing the service, the cemetery in Melksham will continue to be in use for those who have already purchased plots. We have sought to engage with and inform both Melksham Town Council and yourselves at Melksham Without Parish Council on this matter as we became aware of the limited capacity, and likelihood of the cemetery becoming full to new burials.

Regards,
Mary

Mrs Mary Noyce
Technical Team Manager
Highway Operations

Wiltshire Council

Tel: 01249 706364
Email: mary.noyce@wiltshire.gov.uk
Website: www.wiltshire.gov.uk

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 23 October 2025 10:30
To: Hampton, Adrian <Adrian.Hampton@wiltshire.gov.uk>
Cc: Noyce, Mary <Mary.NOYCE@wiltshire.gov.uk>; Bullock, David <David.Bullock@wiltshire.gov.uk>; CEO <ceo@melksham-tc.gov.uk>
Subject: RE: Melksham Cemetery - future plans for expansion?

Morning Adrian

A couple of further questions please on the Melksham Cemetery, to aid decisions when the two councils next meet on this issue.

1. How much was the capital expenditure required for the extension on the small strip of land to give another 3 year capacity – can you let us know, and the breakdown please.
2. Was the small strip the bit between the Campus and the Cemetery? The old rugby pitch? As indicated on the map?
3. Do Local Authorities have a statutory duty to engage/inform with local residents and the parish/town councils before closing a service such as this?

Many thanks, Teresa

From: Hampton, Adrian <Adrian.Hampton@wiltshire.gov.uk>
Sent: 02 October 2025 15:22
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Cc: Noyce, Mary <Mary.NOYCE@wiltshire.gov.uk>; Bullock, David <David.Bullock@wiltshire.gov.uk>
Subject: RE: Melksham Cemetery - future plans for expansion?

I will have to find out and come back. I am not aware of any funding currently.

Adrian

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 02 October 2025 13:53
To: Hampton, Adrian <Adrian.Hampton@wiltshire.gov.uk>
Cc: Noyce, Mary <Mary.NOYCE@wiltshire.gov.uk>; Bullock, David <David.Bullock@wiltshire.gov.uk>
Subject: RE: Melksham Cemetery - future plans for expansion?

Hi Adrian

I understand from Cllr Phil Alford that there was a strip of land assigned for this 3 year provision, and funding too, when he enquired in Summer 2024.

We are trying to understand what has happened to that, when/how was a decision made to no longer provide that land and funding?

Thanks, Teresa

From: Hampton, Adrian <Adrian.Hampton@wiltshire.gov.uk>
Sent: 30 September 2025 12:40
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Noyce, Mary <Mary.NOYCE@wiltshire.gov.uk>; Bullock, David <David.Bullock@wiltshire.gov.uk>
Subject: RE: Melksham Cemetery - future plans for expansion?

Teresa

I apologise for any concern caused.

I have checked with the team, and they have stated that any estimate on capacity is only ever a best guess at the time, based on availability of plots and current trends for demand.

They have confirmed that looking at Melksham Cemetery it is likely that we will run out of new full burial plots in the current extension within the next 6 months. However, there will still be some new ashes plots and some new Muslim full burial plots that are likely to continue to meet demand into 2027, at which point there will then be no new plots of any kind available.

Where possible we look to use space as efficiently as possible to meet the current demands and may be able to reallocate areas to create some additional full burial plots which are currently expected to provide ashes plots or form part of the Muslim area, this may extend the availability of new full burials beyond the current 6 month estimate.

Adrian

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 29 September 2025 14:26
To: Hampton, Adrian <Adrian.Hampton@wiltshire.gov.uk>
Cc: Phil Alford <phil.alford@melksham-tc.gov.uk>; CEO <ceo@melksham-tc.gov.uk>
Subject: FW: Melksham Cemetery - future plans for expansion?

Hi Adrian

Hope you are well....

We corresponded last year about the future of Melksham Cemetery and at the time you said that there was enough room for burials to continue to 2027 (see attached).

We have just followed up the policy of the new administration on this, and the email below states that there is less than 6 months capacity and no plans to extend the cemetery with capital funding.

Can you let us know how this has happened please, how has it gone from 2027 to less than 6 months?

With many thanks, Teresa

From: Smith, Martin <Martin.Smith@wiltshire.gov.uk>
Sent: 28 September 2025 14:40
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: ceo@melksham-tc.gov.uk; committee.clerk@melksham-tc.gov.uk; Belcher, Helen <Helen.Belcher@wiltshire.gov.uk>; Foster, Adrian <Adrian.Foster@wiltshire.gov.uk>
Subject: Re: Melksham Cemetery - future plans for expansion?

Hello Teresa,

Thank-you for your email.

Currently Wiltshire Council manages 5 open cemeteries in the former West Wiltshire District Council area; from 1st Jan 2026 this will reduce to 4 as the Service Delegation and Asset Transfer of Westbury Cemetery to Westbury Town Council completes. As such Westbury Cemetery has not been included in the details below. Elsewhere in the County Town and Parish Councils are the main providers. There is no statutory duty on a local authority to provide burial space and no residual duty to continue to provide burial space if a cemetery reaches capacity.

In 2023 a review considered the options for Melksham Cemetery as the existing provision was nearing capacity; a small strip of land adjacent to the existing cemetery has been allocated for a potential extension which would provide approximately 3 years additional capacity. However, there is no capital funding allocated to bring this extension forward and into use, and the decision at that time was that instead of allocating capital to extend the cemetery we would instead continue to use the facility until full and then close the cemetery to new burial (burials could continue in existing plots where families wished to have additional interments where space allows for this). As such there are currently no future plans for the extension of Melksham Cemetery. Whilst there is mention of expansion to cemeteries in the CIL infrastructure list, this is a list of projects that 'may' be funded by CIL; it's not a guarantee of action.

The table below shows the current capacity in each of the 4 open cemeteries, and details whether any land is currently allocated to potential extensions. Any extensions would require council approval and capital funding to bring into use.

Cemetery	Capacity (approx.)	Extension land/potential extension land
Melksham	<6 months	Yes, small strip would give approx. 3 years additional capacity. No capital funding to extend.
Holt	2 years approx.	Yes, area allocated for potential extension – 25 years capacity. No capital funding to extend.
Hilperton	12-15 years	No

Pine Lawns, Warminster	30years+ but only useable in summer months	New extension with 30 years capacity, but no infrastructure provided to allow for year-round usage. No capital funding for this infrastructure – bid is in for this to be considered.
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Kind regards
Martin

Martin Smith
Wiltshire Councillor for the Sherston Division
Cabinet Member for Highways, Streetscene and Flooding

Wiltshire Council

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



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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Tuesday, September 23, 2025 15:42
To: Foster, Adrian <Adrian.Foster@wiltshire.gov.uk>; Belcher, Helen <Helen.Belcher@wiltshire.gov.uk>; Smith, Martin <Martin.Smith@wiltshire.gov.uk>
Cc: ceo@melksham-tc.gov.uk <ceo@melksham-tc.gov.uk>; committee.clerk@melksham-tc.gov.uk <committee.clerk@melksham-tc.gov.uk>
Subject: RE: Melksham Cemetery - future plans for expansion?

Some people who received this message don't often get email from clerk@melkshamwithout-pc.gov.uk.
[Learn why this is important](#)

Dear Cabinet members

Are you in a position to reply to this email at all please?

The joint parish and town council Cemetery task group is meeting tonight, and we are keen to gather as much information as we can on future plans.

Many thanks Teresa

From: Teresa Strange

Sent: 12 September 2025 16:09

To: Foster, Adrian <adrian.foster@wiltshire.gov.uk>; helen.belcher@wiltshire.gov.uk;
martin.smith@wiltshire.gov.uk

Cc: ceo@melksham-tc.gov.uk; committee.clerk@melksham-tc.gov.uk; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Subject: Melksham Cemetery - future plans for expansion?

Dear Councillors

Cllr Adrian Foster – re CIL funding and Core Strategy

Cllr Helen Belcher – re Assets

Cllr Martin Smith – re Streetscene

The question of the future of Melksham Cemetery was raised last year, with an understanding that it will reach capacity within the next 2 years.

Melksham Town Council and Melksham Without Parish Council are conducting initial exploratory investigations and I am writing to you to find out what plans Wiltshire Council have for future burial space in the Melksham area.

In the CIL Infrastructure list the Melksham Cemetery is listed as a project from CIL funding and is listed in the Core Strategy (extract below).

With a new administration now in place, we would be pleased to hear from you what your future plans for the Melksham Cemetery are, an extension or new site as per the CIL list? Do you have an update on when the Melksham facility will reach capacity?

What plans are there for the piece of land next to the cemetery to rear of the Campus (the old rugby pitch), could it be used to extend the Cemetery or just for the internment of ashes? Map attached.

We look forward to hearing from you.....

Extract below from Wiltshire Council's published "Appendix C: The Community Infrastructure Levy Infrastructure List"

<https://www.wiltshire.gov.uk/article/5697/Appendix-C-The-Community-Infrastructure-Levy-Infrastructure-List>

Place-shaping Infrastructure

(As set out in paragraphs 4.41 and 4.42 of the Wiltshire Core Strategy. Core Policy 3 priorities essential infrastructure in the event of competing demands.)