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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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

Email: clerk@melkshamwithout-pc.gov.uk

Web: www.melkshamwithout-pc.gov.uk

Tuesday 21st July 2026

Dear Members

You are summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 27th July 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.

PLEASE NOTE THAT THERE IS WORK BEING UNDERTAKEN IN THE CAMPUS CARPARK SO LEAVE PLENTY OF TIME TO ARRIVE AND FIND A PARKING SPACE AS THERE WILL BE FEWER SPACES AVAILABLE THAN USUAL. YOU MAY NEED TO USE ALTERNATIVE CAR PARKS IN THE AREA.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09&omn=84175855146>

Or go to www.zoom.us or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**

Passcode: 070920. Instructions on how to access Zoom are on the parish council website www.melkshamwithout.co.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

Teresa Strange, Clerk

YOU CAN ACCESS THE AGENDA PACK HERE



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AGENDA

1. **Welcome & Housekeeping**
2. **Announcements**
3. **To receive Apologies and approval of reasons given**
4. **To consider holding items in Committee due to confidential nature**
Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
5. **Declarations of Interest:**
 - a) To receive declarations of interest
 - b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
6. **Public Participation & Invited Guests**
 - a) Wiltshire Councillor Nick Holder, Bowerhill
 - b) Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold Wiltshire
 - c) Councillor Andrew Griffin, Melksham Without West & Rural
7. **Full Council**
 - a) To approve the Minutes of the **Full Council** meeting held on 29th June 2026
 - b) To receive answers to queries raised about Real Time Information (RTI) and to consider the next steps
8. **Planning:**
 - a) To approve the Minutes of the **Planning Committee** meeting held on 13th July 2026.
 - b) To formally approve the **Planning Committee** recommendations of 13th July 2026.
 - c) To consider cancelling the Planning Committee meeting scheduled for 3rd August 2026 due to lack of new planning applications.
 - d) To approve delegated powers for the Clerk to submit comments on Tree Preservation Orders (TPOs) and small planning applications/amended plans following consideration by email by Planning Committee members over the August recess. New large planning applications, or significant changes to ongoing applications, will necessitate a committee meeting being called.
9. **Finance**
 - a) To note Receipts & Payments reports for June 2026.
 - b) Quarterly Reports for Quarter 1 (Apr, May, Jun).
 - i. To note Budget vs Actual
 - ii. To note Bank Reconciliation
 - iii. To note VAT reclaims submitted
 - c) To seek **cheque signatories/online authority** for August payments.
 - d) To approve/ratify Bank Account and Fund Transfers.
10. **Asset Management**
 - a) To approve the Minutes of the **Asset Committee** meeting held on 6th July 2026.
 - b) To formally approve the **Asset Committee** recommendations of 6th July 2026.

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- c) To approve the Confidential Notes to accompany the **Asset Committee** of 6th July 2026.
- d) To approve the quote specification package for Beanacre play area site.
- e) To approve the quotation for an additional meeting room Microphones
- f) To consider additional regular spot weed spraying at Shaw Play Area
- g) To approve quote for tree works following tree inspection recommendations
- h) To consider pro-rotta approach to allotment fees in final quarter of allotment year
- i) To consider creating smaller and starter allotment plots
- j) To consider requesting enlarged and improved carparks at Shaw Village Hall and Bowerhill Sports Field as Wiltshire Council Social Value Projects

11. Staffing

- a) To approve the Minutes of the **Staffing Committee** meeting held on 20th July 2026.
- b) To approve the Confidential Notes to accompany the **Staffing Committee Minutes** of 20th July 2026.
- c) To formally approve the **Staffing Committee** recommendations of 20th July 2026.

12. Highways and Road Safety:

- a) To note receive feedback from Wiltshire and Swindon Road Safety Seminar held on 17th July 2026
- b) To note the next Highways, Footpaths and Streetscene committee meeting on 10th August 2026

13. Wiltshire Council New Central Depot in Melksham

- a) To approve the notes of the meeting held with Wiltshire Council on 14th July 2026 and to receive feedback from the public consultation events
- b) To consider a response to the public consultation

14. Community projects/partnership organisations:

- a) To note Age UK new funding for community connectors
- b) To consider invite to be involved in Melksham Town Council Sham Jam Festival
- c) To receive an update on the response to the Gigabit Broadband Voucher Scheme letters to eligible addresses
- d) To receive an update from Whitley Reading Rooms Annual General Meeting

**MINUTES of the Full Council Meeting of Melksham Without Parish Council
held on Monday 29th June 2026 at**

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

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

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

In attendance: Wiltshire Councillors Andrew Griffin, Nick Holder and Phil Alford

On Zoom: None

074/26 Welcome, Housekeeping & Announcements

Councillor Glover welcomed everyone to the meeting.

As there were no new members of the public or businesses present, the usual housekeeping announcements were not repeated. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

Members were reminded of following forthcoming meetings later that week:

- Wednesday 1st July at 10am: Aureus regarding the next stage of the underground cable route work on Corsham Road, Shaw
- Wednesday 1st July at 11am: Wilts & Berks Canal Trust.

075/26 To receive Apologies and approval of reasons given

Apologies were received from:

- Councillor Martin Franks (ill health)
- Councillor Chris Griffiths (early work commitment)
- Councillor Tony Hemmings (holiday)

Resolved: To accept the apologies and reasons given.

It was also noted that Councillor Mark Blackham would arrive later due to a prior appointment.

076/26 To consider holding items in Closed Session due to confidential nature

Under the Public Bodies (Admission to Meetings) Act 1960, the Council considered whether any items should be held in confidential session.

The Clerk advised that quotations included within the agenda pack contained commercially sensitive information and, if Members wished to discuss individual quotations in detail, the relevant discussion would need to move into confidential session.

No agenda items were identified for confidential consideration at that stage.

077/26 Declarations of Interest

a) Declarations of Interest

None.

b) To consider any Dispensation Requests received by the Clerk
None were received.

Councillor Blackham joined the meeting.

c) Publication of Councillors' Home Addresses

The Clerk advised Members of new Government guidance removing the requirement to publish councillors' home addresses on the Register of Interests (unless there was a specific reason that the address should not be published). The Clerk explained that the statutory position had changed and that, unless a councillor made a specific request, home addresses should now be removed from publication and replaced with the following text: "Interest registered but home address removed in accordance with Section 32A of the Localism Act 2011".

She also distinguished between the statutory Register of Interests maintained by Wiltshire Council and the Parish Council's own publication of councillor contact details.

Members discussed the implications of the change related to the Register of Interests and the desirability of adopting a consistent approach across the Council.

Members further discussed whether home addresses and telephone numbers should continue to be published elsewhere, including parish noticeboards and other Council publications. It was noted that these are not published on the Council's website.

Following discussion, Members agreed that future public contact should normally be via councillors' published email addresses or through the Parish Council office.

Resolved:

1. To remove all councillors' home addresses, and those of their Spouse/Civil Partner/Cohabitee from the published Register of Interests unless an individual councillor specifically requests publication.
2. To replace home addresses with the following text: "Interest registered but home address removed in accordance with Section 32A of the Localism Act 2011"
3. To remove councillors' home addresses and telephone numbers from Parish Council publications.
4. That members of the public wishing to contact councillors should normally do so via the Parish Council office or published council email addresses. Councillors were able to ring a resident requesting a call, and had the ability to hide their number.

078/26 Public Participation

Standing Orders were suspended to allow invited Wiltshire Councillors to address the Council and answer questions.

Wiltshire Councillor Andrew Griffin

Wiltshire Councillor Griffin reported on a recent meeting with Councillors, Officers and representatives of the Walk Wheel Cycle Trust regarding the holistic review of Semington Road. He considered the meeting to have been constructive and looked forward to receiving the consultant's recommendations.

He also advised Members of a presentation from developers Savills/Bellway relating to proposals for land at Berryfield, that had been given to Melksham Town Council's Planning Committee. As the application was likely to be determined by Wiltshire Council's Strategic Planning Committee, of which he is a member, he had intentionally avoided expressing a view on the proposal at this stage. It was noted that the parish council had held a separate pre-application meeting with the developers on 24th June 2026.

Wiltshire Councillor Nick Holder

Wiltshire Councillor Holder provided an update on recent progress in safeguarding public open space at Bader Park.

He confirmed that Wiltshire Council had now made permanent Tree Preservation Orders covering both areas of public open space at Bader Park following strong local support during the consultation (TPO/2026/00006 & TPO/2026/00007). He thanked the Parish Council for encouraging residents to submit representations.

He further advised that he had arranged a site meeting with Wiltshire Council's Tree Officer to consider whether additional trees elsewhere within the estate should also receive protection.

Members welcomed the update and questioned whether Wiltshire Council's Tree Officer could also be invited to inspect trees at Berryfield for a potential Tree Preservation Order (as the previous request for a TPO had not progressed)

Resolved: To request that Wiltshire Council's Tree Officer inspect the trees at Berryfield to revisit whether a Tree Preservation Order would be appropriate.

Wiltshire Councillor Holder also reported that he would be meeting with a Wiltshire Council lawyer to review historic land transfers from the former West Wiltshire District Council to ensure that all public open space in Bowerhill had been properly conveyed into Wiltshire Council ownership. He asked that the Clerk also attended the meeting. He considered this a positive outcome arising from the recent concerns regarding the attempted sale of land at Bader Park.

Wiltshire Councillor Phil Alford

With regards to the Beanacre Cricket Pavilion project, Wiltshire Councillor Alford explained that Sport England had requested additional information before supporting the proposal. Although the requests did not fully recognise the facilities already available on site, he explained that the Planning Officer was seeking for the Sports England comments to be addressed. He advised that the Cricket Club need to work with Sports England and the England Cricket Board to gain their support and to resolve the outstanding issues.

He also reported that Melksham Town Council had agreed in principle that Councillor David Pafford should represent both councils on Joint Melksham Neighbourhood Plan matters, whilst recognising that the Town Council wished to remain actively engaged in neighbourhood planning matters.

Finally, Wiltshire Councillor Alford drew Members' attention to two significant pre-application consultations currently underway outside the parish:

- approximately 1,300 dwellings between Semington and Hilperton (Great Whaddon).

It was noted that a public consultation event about the development was being held on Tuesday 30th June 2026 at Trowbridge Rugby Club.

- approximately 1,200 dwellings at Pewsham, Chippenham.

Although outside Melksham Without, he considered both developments could have significant cumulative traffic implications for the A350 corridor and the wider Melksham area.

During questions, Members discussed:

- the importance of safeguarding the route of the Wilts & Berks Canal through the Pewsham development;
- the likely impact of large-scale housing growth on the A350 corridor;
- continuing delays in progressing the A350 Melksham Bypass

Councillor Glover asked the Wiltshire Councillors for an update on Real Time Passenger Information (RTI) following previous requests made by the Parish Council for them to follow this up. Wiltshire Councillor Griffin advised that he had recently attended a seminar on bus infrastructure improvements, where it was confirmed that there were currently no plans within the Bus Service Improvement Programme to provide RTI displays. He noted, however, that the new standard bus shelter designs incorporate solar panels, providing a potential power source should RTI be introduced in the future.

Members questioned why Melksham remained without RTI displays when similar systems had been installed in other Wiltshire towns. It was further highlighted that Wiltshire Council's current RTI contract expires in January 2028 and that, without clarity over what would replace it, investment in new RTI infrastructure by the parish council would represent poor value for money. Councillor Griffin agreed to pursue the matter further with Wiltshire Council officers.

Resolved: The Clerk write to Jason Salter, Head of Passenger Transport at Wiltshire Council, expressing the Council's concern that, after pursuing the installation of RTI in the parish at its own cost for around ten years, Wiltshire Council had offered to support the units for only just over a year, despite the Parish Council's substantial investment.

Wiltshire Councillors Alford and Holder left the meeting.

Wiltshire Councillor Griffin drew Members' attention to a Wiltshire Council initiative to increase the availability of public bleed control kits across the county, supported by grant funding. It was noted that the Parish Council had previously considered the provision of bleed kits and had agreed to review the matter further. Members were advised that the Asset Management Committee would be reconsidering the issue in light of the latest guidance and funding opportunities, with the Clerk also intending to attend training to better understand the requirements and practicalities of providing the equipment within the parish.

Wiltshire Councillor Griffin left the meeting.

Standing Orders were reinstated.

079/26 Full Council

Resolved: To approve the Minutes of the Annual Council Meeting held on 18th May 2026 and for the Chair to sign them as a correct record.

The Clerk reported that following the Council's decision to donate to the Bobby Van Trust, a letter had been sent to the charity. A phonecall had subsequently been received from the Chief Executive thanking the Parish Council for its support and expressing an interest in working more closely with the Council on crime prevention initiatives within the community.

The Clerk also advised that Wiltshire Council had confirmed there had been no objections to the proposed 20mph speed limit on Telford Drive and that the scheme would now be implemented.

080/26 Planning

a) Resolved: To approve the Minutes of the Planning Committee Meetings held on 1st June and 22nd June 2026 as a correct record, subject to a minor amendment to Minute 028/26 b (1st June 2026) to correct a typographical error relating to the election of the Vice-Chair.

b) Planning Committee Recommendations

It was noted that there were no recommendations requiring formal approval from the Planning Committee meeting held on 1st June 2026.

Resolved: To ratify the recommendation from the Planning Committee meeting held on 22nd June 2026 to approve the costs already incurred for Place Studio in preparing additional information requested by the Planning Inspector in relation to the Snarlton Farm appeal.

The Clerk advised Members that, following discussions with Wiltshire Council's Planning Officer regarding the proposed development north of Berryfield Lane, it had become clear that requests for Section 106 contributions towards the ongoing maintenance of Berryfield Village Hall would not meet the legal tests for planning obligations. Instead, contributions would need to be linked to specific infrastructure projects directly related to the impact of the development.

Following discussions with representatives of Berryfield Village Hall and at a recent pre-application meeting, improvements to the village hall, including the provision of additional community space through new patio doors and a covered outdoor area had been identified. At the meeting with the Walk Wheel Cycle Trust a pedestrian crossing across Semington Road to the pedestrian entrance to the village hall following the potential desire line would improve accessibility and encourage sustainable travel from the development.

As the Planning Officer had requested the revised proposals within a very short timescale the Clerk had submitted the

Resolved: To ratify the submission of the revised Section 106 requests relating to Berryfield Village Hall improvements and enhanced pedestrian connectivity.

081/26 Finance

a) Resolved: To approve the Minutes of the Finance Committee meeting held on 15th June 2026.

b) Finance Committee Recommendations

Resolved: To approve the recommendations of the Finance Committee, excluding those considered separately under agenda items 9e to 9h relating to the Annual Governance and Accountability Return (AGAR), supporting year-end accounts and Financial Regulations.

c) Accounting and Audit - Year End Process

Members noted the information explaining the year-end accounting and audit process.

d) Internal Auditor's Final Report

Members noted the Internal Auditor's final report for the year ended 31st March 2026. It was noted that the recommendations arising from the audit had already been considered by the Finance Committee and appropriate actions identified; but this was an item that needed to be drawn to the attention of the Full Council under statutory requirements.

e) Annual Governance Statement (Section 1 AGAR)

Members considered the Annual Governance Statement for the year ended 31st March 2026.

The Clerk reminded Members that the Governance Statement represented the Council's formal confirmation that appropriate governance arrangements and internal controls had been in place throughout the financial year. The Finance Committee had reviewed the supporting evidence and recommended the answer "Yes" to the applicable questions.

The Clerk reported that that Councillor Griffiths had performed the Internal Control Check on 26th June 2026 and had made the following comments:

"On Friday I carried out the Internal Control check and reviewed the HMRC payments for the whole year against the amounts recorded as paid. Everything matched correctly.

I also checked all September allotment payments to confirm they had been received as expected, and these all reconciled correctly. In addition, I reviewed the Bath Wanderers payments and again found that all records matched.

Overall, I found the records to be accurate and in good order. Marianne does a cracking job keeping everything organised and up to date".

Resolved: To Council answer "Yes" to questions 1-8, and 10 on the Section 1 (Annual Governance Statement) of the Annual Governance and Accountability Return for the year ended 31st March 2026 and for the Chair and Clerk to sign the Statement. Question 9 on Trusts is not applicable.

f) Accounting Statements (Section 2 AGAR)

Members considered the Accounting Statements for the year ended 31st March 2026.

Resolved: To approve Section 2 (Accounting Statements) of the Annual Governance and Accountability Return for the year ended 31st March 2026 and for the Chair to sign the Statement.

g) Supporting Year End Accounts

Members considered the supporting year-end accounts and accompanying statements prepared in support of the Annual Governance and Accountability Return.

Resolved: To approve the supporting Year End Accounts and Statements for the year ended 31st March 2026.

h) Financial Regulations

Members considered the revised Financial Regulations following their review by the Finance Committee; as detailed in the Finance Committee recommendations.

Resolved: To adopt the revised Melksham Without Parish Council Financial Regulations.

i) Receipts and Payments

Members noted the Receipts and Payments report for May 2026.

j) Cheque Signatories / Online Authority

Resolved: That Councillors John Doel and David Pafford be authorised as cheque signatories/online authority for the July payment run.

It was noted that the June payment run had already been completed under delegated arrangements.

k) Bank Account and Fund Transfers

Members noted the transfer of £13,000 from the CCLA account to Unity Trust Bank on 23rd June 2026 to provide sufficient funds for the June payment run, this was done under delegated powers.

082/26 Asset Management

a) Delegated Powers – Oversized Greenhouses

Members considered a proposal to delegate authority to the Chair of the Asset Management Committee and the Clerk to determine requests for oversized greenhouses on parish allotments, noting that similar delegated powers already existed for oversized sheds.

It was recognised that such requests were generally straightforward and that delegated powers would avoid applicants having to wait until the next appropriate meeting for a decision.

Resolved: To delegate authority to the Chair of the Asset Management Committee and the Clerk to approve requests for oversized greenhouses on parish allotments.

b) Real Time Passenger Information (RTI)

Members continued to express frustration that Real Time Passenger Information (RTI) is not available at bus shelters, while it is available in other towns and cities.

The Clerk reported that she had attended Wiltshire Council's recent Bus Infrastructure Changes seminar* and had requested Wiltshire Council ensure that bus infrastructure improvements, including RTI, are sought and delivered through Section 106 agreements for new developments.

* Discussed further in Min 083/26 d.

The Clerk had also suggested the introduction of QR codes at parish bus stops as a simple interim measure, allowing passengers to access live bus information via their mobile phones.

Members noted that other applications were already able to display live bus tracking information and questioned why this could not be replicated at bus stops within the parish.

Resolved:

1. For Officers to investigate whether the live bus data used by third-party applications can be accessed directly to provide Real Time Information within the parish

It was also noted that Wiltshire Council's Bus Infrastructure Improvement Programme set out priorities for future investment and that officers would review the document further to identify opportunities for Melksham Without.

c) Whitley Reading Rooms

Members received an update on the forthcoming Annual General Meeting of the Whitley Reading Rooms and the challenges in recruiting sufficient trustees to manage the charity.

The Clerk advised that similar issues had arisen previously. Members acknowledged the importance of maintaining the Reading Rooms as a valued community asset whilst recognising that responsibility for managing the charity rested with its trustees.

Discussion took place regarding possible future arrangements should the charity struggle to recruit sufficient trustees. The parish council's insurers had confirmed that they were unable to insure the building as part of the parish council's cover as they did not own the building. Members considered whether the Parish Council could potentially act as a corporate trustee to provide a safeguarding role to ensure that the building remained protected should the charity become unable to operate, as per the advice on the ACRE factsheet. It was emphasised that any such role would be a last resort to protect the asset rather than for the Parish Council to assume responsibility for managing the facility.

The Clerk advised that she would be attending the AGM and would discuss the available options with the trustees.

Resolved: For the Clerk to attend the Whitley Reading Rooms AGM, progress the proposal for the Parish Council to act as a corporate trustee and ask for the item to be added to the AGM agenda.

d) Beanacre Play Area

Members considered the report following site visits with several play equipment suppliers to assess the condition of the Beanacre Play Area and identify appropriate refurbishment options.

The Clerk explained that the visits had confirmed that the majority of the existing equipment remained in good condition. However, the two timber swing frames had reached the end of their serviceable life and the timber overhead climber had deteriorated to the extent that replacement was recommended. The intention was

therefore to undertake a targeted refurbishment rather than a full redevelopment of the play area.

Members noted that indicative quotations received to date broadly aligned with the available budget (£25,000) and supported replacing the two swing units, removing the overhead climber and installing alternative play equipment, together with associated repairs and improvements. It was suggested that 10% contingency was added to the budget (£2,500).

The Clerk also recommended obtaining specialist technical assistance to prepare the specification and assist in evaluating quotations, recognising that specialist knowledge would help ensure a consistent and technically robust procurement process (£1950-£2500).

It was proposed that the Asset Management Committee undertake a site visit immediately prior to its next meeting to review the proposals on site and invite local residents and children to comment on the preferred replacement equipment before the specification was finalised.

Resolved:

1. To approve, in principle, a targeted refurbishment of Beanacre Play Area comprising replacement of the two swing units, removal and replacement of the overhead climber with alternative play equipment, together with associated repairs.
2. To approve an indicative project budget of up to **£30,000+VAT**, including specialist technical assistance to prepare the specification and assist with tender evaluation.
3. To obtain specialist support to prepare the specification and tender documentation.
4. To hold a site meeting at Beanacre Play Area prior to the next Asset Management Committee meeting, with Committee Members meeting at **6.00 pm** and local residents invited to attend from **6.15 pm** to comment on the proposed replacement equipment.
5. To submit the final specification for consideration at the July Full Council Meeting prior to seeking quotations.

e) Bowerhill Sports Pavilion Boiler

Members considered a quotation to replace the worn ignition/ionisation probe within the boiler serving Bowerhill Sports Pavilion. The Clerk clarified that, contrary to the wording within the agenda papers, the quotation related to the pavilion boiler rather than multiple hot water heaters.

Resolved: To approve the quotation from the JCC Services to replace the ignition/ionisation probe at Bowerhill Sports Pavilion at a cost of **£225 excluding VAT**.

083/26 Highways and Road Safety

a) Local Highways and Footway Improvement Group (LHFIG)

Members noted that the LHFIG allocation for 2026/27 had been reinstated to **£24,338**, following confirmation that the previously reduced provisional allocation had been revised.

It was also noted that the final Parish Council contribution towards the installation of dropped kerbs at the bellmouth of Bader Park would be **£706.93**, which was lower than the estimate previously approved.

Resolved: To approve the Parish Council contribution of **£132** towards the installation of additional verge markers on Halifax Road opposite the school.

Councillor Baines commented that work would start on the waiting restrictions (double yellow lines) on the 1st July 2026.

b) Highways, Footpaths and Streetscene Committee Meeting

Members considered the need to hold an additional Highways, Footpaths and Streetscene Committee meeting to enable new requests to be submitted to the next LHFIG meeting before the deadline of 27th August 2026.

Resolved: To hold an additional meeting of the Highways, Footpaths and Streetscene Committee on **Monday 10th August 2026**.

c) Semington Road Holistic Review

Members received feedback from the site visit held on 23rd June with the Walk Wheel Cycle Trust as part of the Holistic Review of Semington Road.

The Clerk reported that the consultants had undertaken a detailed assessment of the route, considering walking, cycling, public transport, road safety and the wider highway environment. The visit included discussion of existing issues and potential improvements, with Members taking the opportunity to identify additional matters for consideration.

Members requested that the consultants also consider how current and proposed developments could contribute through Section 106 agreements towards future highway improvements and pedestrian connections where appropriate.

It was noted that the consultants expected to complete their assessment and prepare recommendations within approximately six weeks.

Members welcomed the independent review and considered that it would provide an important evidence base to support future discussions with Wiltshire Council and developers.

d) Bus Shelter Infrastructure Improvement Programme

The Clerk reported on Wiltshire Council's recent presentation outlining its new Bus Shelter Infrastructure Improvement Programme.

She had specifically asked whether the Government-funded programme included provision for Real Time Passenger Information (RTI), and was advised that the current scheme did not include RTI.

It was noted that the programme included a new standard design for bus shelters incorporating improved accessibility features and solar panels to provide an independent power supply for future technologies where appropriate.

The Clerk advised that she had taken the opportunity to raise several issues during the presentation on behalf of the Parish Council, including:

- the continued absence of Real Time Passenger Information (RTI) within Melksham;
- the need for Wiltshire Council to include achievable bus infrastructure requirements within Section 106 agreements for new developments;
- the desirability of standard specifications for developer-provided bus shelters; and

It was also noted that Wiltshire Council would be cleaning all bus shelters across the county. Officers would seek further information regarding the timing of the works to avoid unnecessary duplication with the Parish Council's own maintenance arrangements.

Members noted the update.

084/26 Emergency Plan

a) Red Severe Heat Warning

Members considered whether any lessons could be learned following the Met Office Red Severe Heat Warning issued for 24th and 25th June 2026.

The Clerk advised that, in response to the warning, staff had adjusted working practices for the Grounds Team to minimise prolonged physical work during the hottest parts of the day. Welfare arrangements for staff had also been reviewed.

The Council had worked jointly with Melksham Town Council to publicise advice encouraging residents to check on vulnerable neighbours and ensure that those who might require assistance had access to food, medication and other essential supplies before the hottest weather arrived.

Members welcomed the joint approach and recognised the importance of communicating advice ahead of severe weather events rather than once they had commenced.

b) Joint Emergency Plan

Members received an update on the preparation of a joint Emergency Plan with Melksham Town Council.

The Clerk advised that work was continuing to update the Plan following recent exercises and that amendments had been made to improve procedures and contact information.

Members noted the progress.

c) Emergency Telephone Number

Members considered options for establishing an emergency telephone number for the Community Action: Whitley & Shaw Community Emergency Group (CAWS CEG).

The Clerk explained that advances in telephone technology meant that calls could now be diverted automatically to different volunteers or officers, with voicemail messages also being transcribed and distributed electronically. For example, option 1 could be the Flood Wardens and option 2 would be the Parish Council's out of hours phone number. This offered a more resilient solution than had previously been available and could provide a single contact number for community emergency volunteers whilst avoiding the need to publish multiple personal telephone numbers.

Members recognised the potential benefits of a single emergency contact number, both for flooding incidents and other community emergencies, and supported further investigation of the proposal.

Resolved: To continue exploring options for a dedicated emergency telephone number in partnership with CAWS Community Emergency Group and report back with detailed proposals

085/26 Community Projects / Partnership Organisations

a) Stakeholder Steering Group – Future Healthcare Provision

Members considered a proposal to establish a stakeholder steering group to help influence the future provision of healthcare services within Melksham.

Councillor Sullivan reported on recent discussions with representatives of the Integrated Care Board (ICB), the Friends of Melksham Hospital and other stakeholders regarding the NHS Ten-Year Plan and the development of neighbourhood health services. She explained that the ICB was keen to engage with local communities to better understand local healthcare priorities and identify opportunities to deliver more services closer to where people live.

Members recognised the continued concerns of residents regarding the availability of healthcare services alongside significant housing growth and agreed that the Parish Council was well placed to facilitate discussions between key organisations. It was suggested that membership of the steering group could include representatives from the Parish and Town Councils, GP surgeries, Patient Participation Groups, Friends of Melksham Hospital, the Integrated Care Board and local health and wellbeing organisations.

It was acknowledged that the proposal would require further discussion with potential partners to ensure that the group's role complemented, rather than duplicated, existing arrangements.

Resolved: To support, in principle, the establishment of a stakeholder steering group to consider future healthcare provision within Melksham and for Councillor Sullivan to continue discussions with the relevant organisations before bringing detailed proposals back to Council.

b) Gigabit Broadband Voucher Scheme

Members received an update on the Gigabit Broadband Voucher Scheme following letters issued to eligible households across the parish.

The Clerk advised that, although approximately 230 letters had been distributed, the response rate had been low. Following discussions with Wiltshire Council officers, it had become apparent that the four largest broadband providers were not participating in the scheme due to its limited timescale, with funding currently due to end in August 2026.

Members noted concerns that the scheme was unlikely to achieve its intended objectives unless it was extended and opened to smaller broadband providers who may be better placed to deliver local solutions.

Resolved: To write to the Member of Parliament requesting that the Government extend the duration of the Gigabit Broadband Voucher Scheme and allow smaller broadband providers to participate.

c) Proposed Fire Station Closures

Members noted that the proposed closure of Bradford-on-Avon Fire Station was no longer being pursued.

d) National Grid Community Fund

Members noted that the Parish Council was not eligible to apply directly to the National Grid Community Fund.

Discussion took place regarding opportunities for local community organisations and village halls to benefit from the funding instead. Members considered that the Parish Council could play a useful role in bringing community groups together to share information and coordinate potential applications, helping to maximise the benefit of available funding whilst avoiding duplication.

It was also noted that a future Village Hall Meeting may provide an appropriate forum for discussing funding opportunities.

Resolved: For Officers to engage with local community groups and village halls regarding the National Grid Community Fund and facilitate discussions on potential funding opportunities.

e) Banking Hub

Members considered whether to request that Melksham be assessed for a Banking Hub.

The Clerk explained that recent guidance suggested Banking Hubs could now be considered where no bank branches remained, even where a Post Office or building society continued to operate. Members noted that Banking Hubs provided face-to-face banking services on behalf of several high street banks and could improve access to banking for residents, businesses and community organisations.

Whilst recognising that previous requests had been unsuccessful, Members agreed that the eligibility criteria appeared to have changed sufficiently to justify a further request.

Resolved: To request that Melksham be considered for the provision of a Banking Hub.

f) Devizes Community Area Governance Review

Members noted that there were no implications for Melksham Without Parish arising from the current Devizes Community Area Governance Review which included three parishes with adjoining boundaries.

g) Bowerhill Sports Field – Potential 3G Pitch

Members received feedback from discussions with Wiltshire FA regarding the potential for Bowerhill Sports Field to become the location of a Football Foundation-funded 3G pitch.

It was explained that, whilst Wiltshire FA recognised the quality of the existing facilities, the Melksham Town FC site at Oakfields was currently considered more suitable for Football Foundation investment due to factors including changing facilities, car parking capacity and the concentration of football activity particularly the community involvement. Members noted that opportunities remained to improve the existing facilities, including potential funding to enhance changing provision for female players.

It was noted that extension of the carpark would be considered at the next Asset Committee on Monday 6th July 2026.

h) Village Hall Meeting and INPOST Lockers

It was noted that INPOST lockers had been discussed and a presentation received at the recent Village Hall meeting. It was explained that parcel lockers could provide an additional income stream for village halls whilst also offering a convenient collection and returns service for local residents, potentially reducing the number of delivery vehicles travelling through villages.

As landlord of Shaw Village Hall and Berryfield Village Hall, the Parish Council's agreement in principle was sought should either management committee wish to pursue the opportunity.

Resolved: To support, in principle, the installation of parcel lockers at parish-owned village halls, subject to the agreement of the relevant management committee and any necessary landlord approvals.

i) Government Crisis Resilience Fund

Members noted details of the Government's new Crisis Resilience Fund, administered by Wiltshire Council.

It was agreed that information about the scheme should be shared locally to ensure that residents and community organisations were aware of the support available.

The meeting closed at 9.26 pm.

Date: 09/06/2026	Melksham without Parish Council Current Year	Page: 268
Time: 13:09	Cashbook 1	User: MR
	Current Account & Instant Acc	For Month No: 2

Receipts for Month 2				Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail	
Balance Brought Fwd :		120,431.58					120,431.58		
V5130-BACS	Banked: 21/05/2026	20.97							
V5130-BACS	Age UK Wiltshire	20.97			1486	170	20.97	Inv.566- MCS phone line costs	
V5131-HMRC	Banked: 22/05/2026	4,673.80							
V5131-HMRC	HM Revenue & Customs	4,673.80			105		4,673.80	VAT Refund 1st Jan 26-31st Mar	
V5132-BACS	Banked: 29/05/2026	71.00							
V5132-BACS	Bath Road	71.00			1210	210	71.00	Inv.563- 10th May match	
Total Receipts for Month		4,765.77	0.00	0.00			4,765.77		
Cashbook Totals		125,197.35	0.00	0.00			125,197.35		

Date: 09/06/2026	Melksham without Parish Council Current Year	Page: 269
Time: 13:09	Cashbook 1	User: MR
	Current Account & Instant Acc	For Month No: 2

Payments for Month 2				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/04/2026	Shaw Village Hall	V5000-6246	-10,500.00			4620	170	-10,500.00	RETURNED CHQ
27/04/2026	Berryfield Village Hall	V5001-6247	-1,590.00			4620	170	-1,590.00	RETURNED CHQ
27/04/2026	Whitley Reading Rooms	V5003-6249	-3,490.00			4620	170	-3,490.00	RETURNED CHQ
27/04/2026	Wiltshire Search and Rescue	V5018-6264	-695.00			4610	170	-695.00	RETURNED CHQ
27/04/2026	Friends of Giffords Surgery	V5019-6265	-700.00			4610	170	-700.00	CHQ RETURNED
27/04/2026	Melksham Food & River Festival	V5052-6270	-600.00			4610	170	-600.00	RETURNED CHQ
27/04/2026	Shaw & Whitley Community Hub	V5025-6271	-2,000.00			4610	170	-2,000.00	RETURNED CHQ
27/04/2026	Melksham Gardeners Society	V5029-6275	-300.00			4610	170	-300.00	RETURNED CHQ
06/05/2026	Unity Bank	V5120-TRAN	109,000.00				220	109,000.00	Transfer from Lloyds to Unty
15/05/2026	Daisy (Onebill)	V5133-DD	79.43		13.24	4190	120	66.19	Inv.739-Office line & wifi
15/05/2026	Daisy (Onebill)	V5134-BACS	87.68		14.61	4384	220	73.07	Inv.09-Pavilion line & wifi
21/05/2026	EDF Energy	V5135-DD	121.28		5.78	4312	220	115.50	Inv.11-Pavilion gas
26/05/2026	Unity Bank	V5123-6286	17,000.00				220	17,000.00	052-Transfer Lloyds TO Unity
Total Payments for Month			106,413.39	0.00	33.63			106,379.76	
Balance Carried Fwd			18,783.96						
Cashbook Totals			125,197.35	0.00	33.63			125,163.72	

Receipts for Month 2				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount
Balance Brought Fwd :		23,356.29					23,356.29
V5128-INTE	Banked:05/05/2026	2,266.97					
V5128-INTE	CCLA Investment Management	2,266.97			1080	110	2,266.97 Interest
	Banked:06/05/2026	109,000.00					
V5120-TRAN	Current Account & Instant Acc	109,000.00			200		109,000.00 Transfer from Lloyds to Unty
	Banked:19/05/2026	2,984.41					
V5129-TRAN	Instant Access Unity 20476339	2,984.41			230		2,984.41 Transfer to Unity
V5129-INTE	Banked:19/05/2026	7.65					
V5129-INTE	Unity Trust Bank	7.65			1080	110	7.65 Interest from instrant access
	Banked:22/05/2026	23,000.00					
V5122-TRAN	CCLA	23,000.00			240		23,000.00 Transfer from CCLA to Unity
	Banked:26/05/2026	17,000.00					
V5123-6286	Current Account & Instant Acc	17,000.00			200		17,000.00 052-Transfer Lloyds TO Unity
Total Receipts for Month		154,259.03	0.00	0.00			154,259.03
Cashbook Totals		177,615.32	0.00	0.00			177,615.32

Date: 09/06/2026

Time: 13:09

Melksham without Parish Council Current Year

Cashbook 2

Unity Bank

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User: MR

For Month No: 2

Payments for Month 2				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/05/2026	Grist Environmental	V5124-DD	108.36		18.06	4770	220	90.30	Inv.699-B'Hill Waste away
15/05/2026	CCLA	V5121-TRAN	109,000.00			240		109,000.00	Transfer from Unity to CCLA
19/05/2026	Lloyds Bank PLC	V5125-DD	939.97		78.33	4175	120	53.38	Monthly subscription
					4686	170		6.99	Age UK MCS phone line
					4175	120		72.45	Office 365 Cllrs
					4175	120		24.97	PDF Subscription 1 of 2
					4155	120		24.16	Biscuits for meetings
					4370	120		4.99	Surface wipes
					4150	120		24.99	Leaflet holder
					4155	120		6.66	Cups
					4370	120		2.92	Washing up liquid
					4175	120		30.24	Officer office 365
					4175	120		6.65	MWPC Website domain
					4175	120		24.97	PDF Subscription 2 of 2
					4200	120		12.99	Meeting subscription
					4250	120		14.00	Shaw school land registry
					4250	120		14.00	Shaw School land registry 2
					4650	170		439.00	SLCC Membership
					4190	120		41.28	Office phone calls
					4175	120		54.00	Monthly subscription
					4140	120		3.00	Monthly Fee
20/05/2026	EDF Energy	V5126-DD	128.31		6.11	4302	220	122.20	Inv.019-Pavilion electricity
28/05/2026	Shaw Village Hall	V5077-BACS	10,500.00			4620	170	10,500.00	Grant Award 2026/27
28/05/2026	Berryfield Village Hall	V5078-BACS	1,590.00			4620	170	1,590.00	Grant Award 2026/27
28/05/2026	Whitley Reading Rooms	V5079-BACS	3,490.00			4620	170	3,490.00	Grant Award 2026/27
28/05/2026	Wiltshire Search and Rescue	V5080-BACS	695.00			4610	170	695.00	Grant Award 2026/27
28/05/2026	Friends of Giffords Surgery	V5081-BACS	700.00			4610	170	700.00	Grant Award 2026/27
28/05/2026	Melksham Food & River Festival	V5082-BACS	600.00			4610	170	600.00	Grant Award 2026/27
28/05/2026	Shaw & Whitley Community Hub	V5083-BACS	2,000.00			4610	170	2,000.00	Grant Award 2026/27
28/05/2026	Melksham Gardeners Society	V5084-BACS	300.00			4610	170	300.00	Grant Award 2026/27
28/05/2026	Agilico	V5085-BACS	60.19		10.03	4130	120	50.16	Inv.576- Office photocopying
28/05/2026	Aquasafe Environmental Ltd	V5086-BACS	168.00		28.00	4212	220	140.00	Inv.404-April 2026 PPM Visit
28/05/2026	Jens Cleaning	V5087-BACS	351.00			4381	220	351.00	Pavilion Cleaning- March-April
28/05/2026	JH Jones & Sons	V5088-BACS	144.00		24.00	4721	220	120.00	Inv.5947-Bridge emergency repa
28/05/2026	JH Jones & Sons	V5089-BACS	2,742.77		457.13	4402	320	72.94	Inv.5979-Allotment grass cutti
						4402	320	21.88	Inv.5979-BSF Hedge cut
						4400	142	417.42	Inv.5979-Play Area grass cutti
						4780	142	149.86	Inv.5979-Play Area bin emptyin
						4400	142	21.84	Inv.5979-Beanacre leaf clearan

Continued on Page 299

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Date: 09/06/2026

Time: 13:09

Melksham without Parish Council Current Year

Cashbook 2

Unity Bank

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User: MR

For Month No: 2

Payments for Month 2				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4400	142	42.03	Inv.5979-Kestrel Shrub Mainten
						4820	142	39.36	Inv.5979-SHF Annual cut
						347	0	-39.36	Inv.5979-SHF Annual cut
						6000	142	39.36	Inv.5979-SHF Annual cut
						4401	220	1,150.06	Inv.5979-JSF Pitch maintenance
						4400	142	25.00	Inv.5979-Grass cutting Berryfl
						4781	220	96.50	Inv.5979-JSF Bin emptying
						4405	220	50.67	Inv.5979-JSF Hedge
						4409	142	198.08	Inv.5979-Hornchurch POS
28/05/2026	Cardinus	V5090-BACS	180.00		30.00	4390	120	150.00	Inv. M4- Shaw V Hall valuation
28/05/2026	Cardinus	V5091-BACS	180.00		30.00	4390	120	150.00	Inv.W4-Pavilion valuation
28/05/2026	Cardinus	V5092-BACS	180.00		30.00	4390	120	150.00	Inv.D9-Berryfield V Hall valua
28/05/2026	Open Spaces Society	V5093-BACS	45.00			4650	170	45.00	Annual subscription 26/27
28/05/2026	Place Studio Ltd	V5094-BACS	480.00		80.00	4680	170	400.00	Inv.088-NHP Workshop
28/05/2026	ROSPA Play Safety	V5095-BACS	960.00		160.00	4410	142	800.00	Inv.96389-Operational inspecti
28/05/2026	SLCC Enterprises Ltd	V5096-BACS	168.00		28.00	4055	130	140.00	Inv.305-1- Parish Officer ILCA
28/05/2026	Wellers Law Group	V5097-BACS	50.00		2.00	4390	120	48.00	Inv.051- Berryfield P/A land r
28/05/2026	Wiltshire Council	V5098-BACS	21.00		3.50	4560	142	17.50	Inv.383- Flood warden DBS Admi
28/05/2026	Wiltshire Council	V5099-BACS	21.50			4560	142	21.50	Inv.384-Flood warden DBS Check
28/05/2026	Wiltshire Publication	V5100-BACS	89.28		14.88	4230	120	74.40	Inv.927-Annual parish advert
28/05/2026	Zurich Insurance	V5101-BACS	458.17			4281	142	458.17	Refund for Beanacre shelter
28/05/2026	Radcliffe Fire Protection Ltd	V5102-BACS	148.80		24.80	4212	220	124.00	Inv.43403-Six monthly alarm
28/05/2026	Clerks & Councils Direct	V5103-BACS	15.50			4650	170	15.50	Annual subscription
28/05/2026	JH Jones & Sons	V5104-BACS	2,502.00		417.00	4740	220	2,085.00	Inv.6022-Verti drain all pitch
						355	0	-2,085.00	Inv.6022-Verti drain all pitch
						6000	220	2,085.00	Inv.6022-Verti drain all pitch
28/05/2026	Core Clean	V5105-BACS	250.00			4751	220	250.00	Pavilion external cleaning
28/05/2026	Zurich Municipal	V5106-BACS	6,921.98			4281	142	778.61	Berryfield Village Hall insura
						4282	220	1,149.20	Bowerhill Pavilion insurance
						4281	142	4,994.17	Parish Insurance

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Date: 09/06/2026		Melksham without Parish Council Current Year					Page: 300	
Time: 13:09		Cashbook 2					User: MR	
		Unity Bank					For Month No: 2	
Payments for Month 2				Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
28/05/2026	Gallagher	V5107-BACS	649.92			4281 142	649.92	Cyber Insurance
28/05/2026	Bobby Van Trust	V5108-BACS	300.00			4610 170	300.00	Donation
28/05/2026	HM Revenue & Customs	V5109-BACS	2,922.16			4041 130	1,223.05	Period 2- May 2026
						4000 130	523.20	Period 2- May 2026-T
						4000 130	230.70	Period 2- May 2026-NI
						4010 130	279.20	Period 2- May 2026-T
						4010 130	125.03	Period 2- May 2026-NI
						4010 130	14.00	Period 2- May 2026
						4020 130	204.80	Period 2- May 2026-T
						4020 130	92.18	Period 2- May 2026-NI
						4460 142	215.80	Period 2- May 2026
						4800 320	14.20	Period 2- May 2026
28/05/2026	Wiltshire Pension Fund	V5110-BACS	2,112.18			4045 130	1,547.50	Period 2- May 2026
						4000 130	267.36	Period 2- May 2026
						4010 130	169.71	Period 2- May 2026
						4020 130	127.61	Period 2- May 2026
28/05/2026	Teresa Strange	V5111-BACS			1.76	4000 130		May 2026 Salary
						4190 120	4.42	Out of Hours mobile-April 26
						4190 120	4.42	Out of Hours mobile-May 26
						4048 130	10.60	Parking SLCC Health & Wellbein
28/05/2026	Marianne Rossi	V5112-BACS				4010 130		May 2026 Salary
28/05/2026	Fiona Dey	V5113-BACS				4020 130		May 2026 Salary
28/05/2026	Terry Cole	V5114-BACS				4460 142		May 2026 Salary
						4050 142	47.50	Travel Allowance- May 26
						4051 142	46.80	Mileage x104 miles
28/05/2026	David Cole	V5115-BACS				4800 320		May 2025 Salary
28/05/2026	Woods Business Services	V5116-BACS	85.24		14.21	4150 120	71.03	Inv.946-A3 & A4 paper
28/05/2026	Rialtas Business Solutions Ltd	V5117-BACS	1,104.00		184.00	4185 120	920.00	Inv.908-Year end closedown
28/05/2026	IAC Audit & Consultancy Ltd	V5118-BACS	474.00		79.00	4100 120	395.00	Inv.2146-Year end audit 25/26
28/05/2026	Wiltshire Council	V5119-BACS	706.93			4510 142	706.93	Inv.85-Bader park dropped kerb
31/05/2026	Unity Trust Bank	V5127-SERV	10.60			4140 120	10.60	Service Charge
Total Payments for Month			162,252.54	0.00	1,720.81		160,531.73	
Balance Carried Fwd			15,362.78					
Cashbook Totals			177,615.32	0.00	1,720.81		175,894.51	

Total Salaries
May 2026
£7,583.18

Date: 09/06/2026

Time: 13:10

Melksham without Parish Council Current Year

Cashbook 4

Instant Access Unity 20476339

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User: MR

For Month No: 2

Receipts for Month 2				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		2,984.41					2,984.41	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		2,984.41	0.00	0.00			2,984.41	

Date: 09/06/2026	Melksham without Parish Council Current Year	Page: 76
Time: 13:10	Cashbook 4	User: MR
	Instant Access Unity 20476339	For Month No: 2

Payments for Month 2				Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount Transaction Detail
19/05/2026	Unity Bank	V5129-TRAN	2,984.41			220		2,984.41 Transfer to Unity
Total Payments for Month			2,984.41	0.00	0.00			2,984.41
Balance Carried Fwd			0.00					
Cashbook Totals			2,984.41	0.00	0.00			2,984.41

Date: 09/06/2026	Melksham without Parish Council Current Year	Page: 51
Time: 13:10	Cashbook 5	User: MR
	CCLA	For Month No: 2

Receipts for Month 2				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		719,000.00					719,000.00	
Banked: 15/05/2026		109,000.00						
V5121-TRAN	Unity Bank	109,000.00			220		109,000.00	Transfer from Unity to CCLA
Total Receipts for Month		109,000.00	0.00	0.00			109,000.00	
Cashbook Totals		828,000.00	0.00	0.00			828,000.00	

Date: 09/06/2026	Melksham without Parish Council Current Year	Page: 52
Time: 13:10	Cashbook 5	User: MR
	CCLA	For Month No: 2

Payments for Month 2				Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount Transaction Detail
22/05/2026	Unity Bank	V5122-TRAN	23,000.00			220		23,000.00 Transfer from CCLA to Unity
Total Payments for Month			23,000.00	0.00	0.00			23,000.00
Balance Carried Fwd			805,000.00					
Cashbook Totals			828,000.00	0.00	0.00			828,000.00

Teresa Strange

From: Lockwood Norris, Rebecca <Rebecca.LockwoodNorris@wiltshire.gov.uk>
Sent: 09 July 2026 14:52
To: Teresa Strange
Cc: andrew.griffin@wiltshire.gov.uk; phil.alford@wiltshire.gov.uk;
nick.holder@wiltshire.gov.uk; Salter, Jason
Subject: RE: Request for support to purchase RTPI in the parish

Good Afternoon Teresa,

Further to you email to Jason below, I can provide responses to the three questions raised, as follows: -

1. Whether Wiltshire Council can provide any assurance that the data feed and central system access for the Melksham Without RTPI units would continue beyond 12 January 2028.
At present we cannot guarantee this as it is beyond the current contract period.
2. Whether, if Wiltshire Council's contract is extended, parish-funded units installed through the same Wiltshire Council supplier/system would automatically continue to operate, subject to any properly identified ongoing maintenance or data costs.
We do not foresee the exclusion of any 3rd party funded RTPI units, that are working from the R2P system we have in place, from any future contract extension, subject to funded ongoing costs.
3. Whether the proposed MoU can be revised to give the Parish Council a more reasonable and proportionate period of service for the significant funding being invested.
This would need to be subject to a contract extension, which we do not have in place at present.

Kind Regards,

Rebecca Lockwood Norris
National Bus Strategy Manager
Passenger Transport
Highways and Transport



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Wiltshire Council

www.wiltshire.gov.uk



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From: Salter, Jason <Jason.Salter@wiltshire.gov.uk>

Sent: 07 July 2026 11:40

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

Cc: Griffin, Andrew <Andrew.Griffin@wiltshire.gov.uk>; Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Holder, Nick <Nick.Holder@wiltshire.gov.uk>; Lockwood Norris, Rebecca <Rebecca.LockwoodNorris@wiltshire.gov.uk>

Subject: RE: Request for support to purchase RTPI in the parish

Teresa,

My apologies in not responding sooner, I have only just picked this up.

Please accept this as a holding email and I will arrange a full response to your email, which should be with you before the end of the week.

Jason

Jason Salter



Head of Service, Passenger Transport Unit

Wiltshire Council

Bythesea Road

BA14 8JD



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

Sent: 30 June 2026 19:13

To: Salter, Jason <Jason.Salter@wiltshire.gov.uk>

Cc: Griffin, Andrew <Andrew.Griffin@wiltshire.gov.uk>; Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Holder, Nick <Nick.Holder@wiltshire.gov.uk>

Subject: Request for support to purchase RTPI in the parish

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Dear Jason,

I am writing on behalf of Melksham Without Parish Council to ask for your support with the proposed Real Time Passenger Information provision for the parish.

The Parish Council is extremely disappointed and frustrated at the position we now find ourselves in. Members have been trying for many years to secure RTPI for residents, using local CIL contribution receipts where necessary, but the process has been very difficult and the Council does not feel that the project has been supported in a way that has enabled it to move forward with confidence.

In summary:

The Parish Council has sought RTPI provision since at least 2016, including through new development, Section 106 and infrastructure funding. In particular, the Parish Council had sought to agree with developers that RTPI would be funded through Section 106 agreements as part of new bus shelters coming forward with development. However, this was not included, as it was not supported by Wiltshire Council on the basis that there was no existing RTPI system in the Melksham area.

This left the Parish Council in a difficult “chicken and egg” position: RTPI could not be secured through development because there was no existing local provision, but without Wiltshire Council or parish-funded retrospective installation, that local provision would never be established.

The Parish Council then pursued the possibility of buying its own RTPI units using local CIL contribution receipts. In 2020, the parish council were advised that Wiltshire Council was not actively progressing RTPI in the same way, and the Parish Council had previously been advised that residents could access information via smartphones. The Parish Council did not agree that this was an adequate alternative to RTPI at bus stops, particularly for residents without ready access to that technology. The Parish Council was also told that, if Wiltshire Council agreed a specification for its own procurement, this could be shared so that the Parish Council could seek compatible quotes. However, the Parish Council did not receive that specification; despite regularly checking in.

In August 2022, the Parish Council then saw Wiltshire Council’s announcement that 188 new RTPI digital signs were to be installed across the county. The Parish Council raised its disappointment that Melksham Without’s long-standing request had not been included, despite previous discussions and the Parish Council’s requests for the specification needed to pursue its own compatible provision.

Since then, the Parish Council has continued to work with Wiltshire Council officers to identify sites, progress surveys, confirm locations, consider power options and obtain costs. They managed to get a couple of pilot sites installed and want to roll out across the parish, having consulted the local community on the best shelters for the most impact. Costs during this period had included 54 months maintenance. The Parish Council approved the quote from Wiltshire Council in July 2025, subject to amendments and confirmations, and in August 2025 confirmed that it wished to proceed with the original smaller-size model and asked for the final spreadsheet and contract details so that a purchase order could be raised.

However, when the draft MoU was finally received in April 2026, it became clear that the agreement would terminate on 12 January 2028. Given the lead-in time for installation, this would mean the Parish Council being asked to spend approximately £55,000 from its own funding for RTPI provision which may only operate for just over a year once installed. At its meeting on 18 May 2026, the Parish Council unanimously agreed not to proceed with the MoU in the form presented. We await a revised version which we understand is forthcoming.

The Parish Council understands that Wiltshire Council has limited funding for RTPI, and that Wiltshire Council-funded projects are informed through the BSIP. However, the current Melksham Without project has been instigated by the Parish Council on the basis that it would be funded from its own funding, not from Wiltshire Council’s own RTPI budget.

The Parish Council remains committed to improving public transport information for residents, but Members need confidence that any significant investment of local CIL contribution receipts will provide a reasonable and proportionate period of service.

The Parish Council is therefore looking for your support in finding a practical way through this, and would be grateful if you could please advise:

1. Whether Wiltshire Council can provide any assurance that the data feed and central system access for the Melksham Without RTPI units would continue beyond 12 January 2028.
2. Whether, if Wiltshire Council’s contract is extended, parish-funded units installed through the same Wiltshire Council supplier/system would automatically continue to operate, subject to any properly identified ongoing maintenance or data costs.
3. Whether the proposed MoU can be revised to give the Parish Council a more reasonable and proportionate period of service for the significant funding being invested.

We would welcome your assistance in trying to resolve this. The Parish Council has found the process very difficult and frustrating, but remains keen to deliver RTPI for residents if a practical and proportionate way forward can be found.

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: Thomas, Dave <Dave.Thomas@wiltshire.gov.uk>
Sent: 14 July 2026 15:20
To: Teresa Strange
Cc: phil.alford@wiltshire.gov.uk; Fiona Dey
Subject: RE: Follow up after meeting to discuss highway concerns of cumulative cable routes to Melksham substation and streetworks issues

Follow Up Flag: Follow up
Flag Status: Flagged

Teresa,

Further to my acknowledgement message I set out below detailed answers to your questions as follows:

1. whether Wiltshire Council will formally consider the application of Section 59 of the Highways Act 1980 in relation to Westlands Lane and the cumulative impact of extraordinary traffic/construction activity;
See below*
2. whether any Section 171 licences or other highway permissions are in place for the relevant works, and whether they can be used to secure remedial works; **S171 was not used as works for the cables are under NRSWA only**
3. whether the condition of Westlands Lane will be formally recorded before and after the Corsham Road school holiday closure; **We will request that AUREOS complete a video survey**
4. whether Wiltshire Council is satisfied that Aureos' verge reinstatement is now acceptable on the Westlands Farm side; **Remedial works are now complete and compliant**
5. what action is being taken with Verdant regarding the outstanding verge reinstatement on the Middle Farm side, particularly where grass is now growing but the ground remains rutted and uneven; **We are still pursuing this with them**
6. whether Verdant are progressing a field route option; **It is our understanding they are**
7. and, if not, whether Verdant's works can be coordinated with Aureos during the Corsham Road closure in relation to any common working areas. **As always we look for achievable collaborative working where this exists, at the moment the only know potential is a small section at the junction with Westlands Lane, this is on the basis Verdant will be successful in their off highway route.**

The Parish Council's main concern is that the cumulative impact on Westlands Lane is treated as an extraordinary traffic / extraordinary use issue, rather than simply as isolated trench reinstatement or verge snagging. We would be grateful if this could now be reviewed on that basis.

***Whilst we recognise the concerns regarding the condition of the lane, it is important to distinguish between works undertaken under the New Roads and Street Works Act 1991 (NRSWA) and the statutory provisions relating to Extraordinary Traffic under Section 59 of the Highways Act 1980.**

Our review has found no evidence of a direct correlation between the volume or frequency of NRSWA works carried out within the highway and the level of traffic using Westlands Lane for the purposes of a Section 59 assessment. NRSWA works are governed by a separate legislative framework which places duties on undertakers to reinstate the highway in accordance with prescribed specifications and inspection regimes. Any defects identified in those reinstatements are addressed through the relevant NRSWA compliance processes.

Section 59 of the Highways Act, however, relates specifically to damage caused by extraordinary traffic using a highway and requires evidence that the traffic in question is of such a nature or volume that it has materially contributed to deterioration beyond that which would ordinarily be expected. The existence of utility works, trench reinstatements, or subsequent snagging activities does not, in itself, demonstrate extraordinary use or establish a causal link to traffic volumes operating under a Section 59 consideration.

Whilst the Parish Council views the impacts cumulatively, the available evidence does not support the conclusion that works undertaken under NRSWA have generated or are otherwise correlated with extraordinary traffic volumes sufficient to meet the threshold of Section 59. Accordingly, reinstatement defects and verge remediation issues must be considered through the appropriate NRSWA compliance mechanisms, whereas any potential Section 59 matter would require separate evidence demonstrating damage arising from extraordinary traffic.

We will, however, continue to monitor the condition of the highway and ensure that any defects associated with statutory undertakers' works are addressed through the established inspection and enforcement processes.

Regards

David M Thomas IEng MICE
Head of Highways Asset Management and Commissioning

01225713312

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 06 July 2026 15:22
To: Thomas, Dave <Dave.Thomas@wiltshire.gov.uk>
Cc: Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Fiona Dey <office@melkshamwithout-pc.gov.uk>
Subject: RE: Follow up after meeting to discuss highway concerns of cumulative cable routes to Melksham substation and streetworks issues

Dear David

Further to the Parish Council's ongoing concerns regarding Westlands Lane, the main issue we would like Wiltshire Council to consider is whether the cumulative impact of the various cable, solar and substation-related works now amounts to extraordinary traffic / extraordinary use of the highway, and whether cost recovery should therefore be pursued from the relevant contractors or promoters.

The Parish Council recognises that individual trench reinstatements may be compliant with the relevant specification. However, our concern is wider than the trench reinstatements themselves. Westlands Lane has been subject to repeated works, construction traffic, verge overrun and associated activity linked to multiple infrastructure projects. Taken together, this appears to have accelerated the deterioration of the carriageway and verges beyond normal wear and tear.

The Parish Council therefore asks Wiltshire Council, as Highway Authority, to formally consider whether Section 59 of the Highways Act 1980 applies in this case, where extraordinary traffic or construction activity has caused, or contributed to, damage to the highway. The Parish Council does not consider that the cost of wider remediation should simply fall to ordinary highway maintenance budgets, and therefore to the taxpayer, where the damage has been caused or accelerated by major infrastructure works.

We would also be grateful if Wiltshire Council could confirm whether any licences or permissions are in place under Section 171 of the Highways Act 1980 for any of the works, and whether these provide any mechanism for requiring contractors to undertake or fund necessary remedial works.

By way of update, we met with Aureos last week. They advised that the verge reinstatement on their side of the carriageway has been redone in places and is now considered acceptable. This is the right-hand side when travelling from Corsham Road into Westlands Lane — the Westlands Farm side.

Our understanding is that the outstanding verge reinstatement is now primarily on the Verdant side, being the left-hand side when travelling from Corsham Road into Westlands Lane — the Middle Farm side. The Parish Council remains concerned that the current grass growth may give the impression that the verge has been properly reinstated, but on closer inspection the ground remains rutted and uneven in places, in a way that was not the case before the works. We would therefore be grateful for confirmation that Wiltshire Council is continuing to pursue Verdant for proper verge remedial works, including levelling and making good, not simply

**MINUTES of the Planning Committee of Melksham Without Parish Council
held on Monday 13th July 2026 at Melksham Without Parish Council Offices
(First Floor), Melksham Community Campus, Market Place, SN12 6ES at
7:00pm**

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

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

In attendance: Wiltshire Councillor Holder, Councillor Hemmings (as an observer) and 1 member of the public (part)

On Zoom: Councillor Griffiths (as an observer) and 1 member of the public (part)

110/26 Welcome, Housekeeping and Announcements

The Chair welcomed everyone to the meeting.

As there were no new members of the public or businesses present, the usual housekeeping announcements were not repeated. Everyone present was aware that the meeting was being recorded and that the recording would be published on YouTube following the meeting and deleted once the minutes were approved.

111/26 Apologies

No apologies were received from committee members, as all members of the committee were present.

The Clerk advised that apologies had also been received from Wiltshire Councillors Alford and Griffin.

112/26 Declarations of Interest

a. Declarations of Interest

None.

b. Dispensation Requests

None received.

113/26 Consideration of Items in Closed Session

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media should 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.

Resolved: To consider agenda Item 17a (Planning Enforcement – Berryfield Lane) in closed session due to the confidential nature of enforcement matters.

114/26 Public Participation

Standing Orders were suspended for public participation.

MP1 – PL/2026/01555 – Land at Blackmore Farm, Sandridge Common
(Reserved Matters Application)

The Committee received representations from a resident of Sandridge Common (MP1), whose property directly adjoins the Blackmore Farm development site.

The resident emphasised that they did not object to the principle of development, recognising that outline planning permission had already been granted. Their concerns related to the detailed design of the Reserved Matters application and its impact on existing residents.

It was considered that the revised plans published in July had not addressed the concerns previously raised by residents or the Parish Council, particularly the request to move the development further south to provide greater separation from existing properties. Concern was expressed that the proposed row of two-storey dwellings would result in overlooking, loss of privacy and a significant reduction in residential amenity for properties along Sandridge Common.

The resident also questioned whether the proposed landscaping would provide an effective buffer, describing it as insufficient to create a sympathetic transition between the existing community and the new development. It was argued that the layout maximised housing numbers along one of the site's most sensitive boundaries rather than responding to the spacious character of Sandridge Common. A wider structural landscape buffer, greater stand-off distances, lower-density or single-storey dwellings, and additional tree planting were suggested as ways to improve the relationship between the existing and proposed development.

The resident also reiterated concerns regarding the cumulative impact of development in eastern Melksham, noting that Blackmore Farm should not be viewed in isolation given the number of other major developments proposed or under construction in the area. Concern was expressed regarding the cumulative effect on the local highway network and wider infrastructure.

The resident concluded by requesting that Wiltshire Council and the developer reconsider the design of the Sandridge Common boundary, including realigning dwellings to be side-on rather than back-to-back with existing dwellings, to provide a more sympathetic relationship with neighbouring properties through increased separation, enhanced landscaping and lower-density development.

Members thanked the resident for attending and for the detailed and constructive representations. They advised that the matters raised would be considered during the Committee's later discussion of the application.

Wiltshire Councillor Holder – National Scheme of Delegation for Planning Functions

Wiltshire Councillor Holder drew Members' attention to a briefing issued that day regarding the Government's new National Scheme of Delegation for Planning Functions, due to come into effect on 31 October 2026. He read through the briefing and highlighted key points. He explained that the changes would significantly increase the number of planning applications determined by planning officers rather than planning committees.

He advised that many applications, including householder developments, smaller developments and some Reserved Matters applications, would be required to be determined under delegated powers. Larger or more significant applications could still be referred to Planning Committee, but only if they met a new national "Gateway Test". Existing local arrangements allowing Wiltshire Councillors to call applications to committee, or automatic committee referral after a certain number of objections, would no longer apply.

Councillor Holder explained that transitional arrangements would apply before the new system came into force and encouraged the Parish Council to raise any significant planning concerns promptly while the current call-in arrangements remained available.

Members expressed concern about the potential impact on local democratic accountability and questioned whether important local issues would continue to receive public consideration by the Planning Committee. The Clerk also queried how town and parish councils would be consulted on Section 106 Agreements where applications were determined under delegated powers, noting recent experience where draft agreements had not been available until shortly before decisions were made with no notification of their publication.

Festival Organiser - Wiltshire Throwback Festival 2026

Agenda Item 13 was brought forward to allow the festival organiser, attending remotely, to participate in the discussion.

The Clerk reported that the Parish Council had received no complaints regarding the 2026 Wiltshire Throwback Festival. Comments seen on social media had also been largely positive, with some residents commenting humorously that the event had not been loud enough for them to listen from their gardens without attending.

Members similarly reported that they had not received complaints regarding the conduct of the festival.

Discussion took place regarding the apparent inconsistency between the requirement for the Wiltshire Throwback Festival to obtain planning permission and the arrangements applying to other temporary events.

The Clerk advised that enquiries had been made regarding WOMAD, a substantially larger event with an attendance understood to be around 40,000. The relevant parish council had confirmed that WOMAD was required to comply with licensing and noise-management requirements but had not been required to submit a planning application.

Members also noted that they were unaware of planning applications being required for other temporary events being held in King George V park in Melksham including the Melksham ice rink and Sham Jam. It was questioned why the Wiltshire Throwback Festival had been treated differently.

The organiser explained that the Wiltshire Throwback Festival had not exceeded the permitted period for temporary structures and that the principal reason given for requiring planning permission related to ecological constraints associated with the site.

Although similar licensing and event-management requirements applied to other festivals, the ecology of the Oakfields location had created an additional planning requirement. The organiser advised that the planning process, associated uncertainty and cost had placed a considerable burden on the event.

Members questioned why comparable ecological considerations did not appear to apply to WOMAD, which was also held on agricultural land. The organiser was unable to explain the distinction but agreed that the apparent difference warranted further enquiry.

The organiser advised that the suitability of the Oakfields site would need to be reviewed for any future event. In addition to the planning difficulties, problems

had arisen with one of the landowners. Taken together, these matters meant that a different location might need to be considered.

Members expressed disappointment that the regulatory process and associated costs could jeopardise the continuation of an event which had generated positive feedback and no complaints to the Parish Council.

Resolved: To write to Wiltshire Council seeking clarification on:

- why planning permission had been required for the Wiltshire Throwback Festival;
- the specific ecological circumstances which triggered that requirement;
- why comparable temporary festivals and events, including WOMAD, did not appear to require planning permission; and
- how Wiltshire Council ensured that planning requirements were applied consistently to temporary outdoor events.

Standing Orders were reinstated.

115/26 New Planning Applications

a. **PL/2026/03638 – 2a Valldata House, Valldata, Halifax Road, Bowerhill.** Full Planning Permission – Erection of a first-floor extension to the north of the site and a three-storey side extension on the western elevation, with new access arrangements and associated works.

Comments: SUPPORT

Members welcomed the proposed expansion of an existing business within Bowerhill Industrial Estate and the additional employment opportunities it would provide. The proposal supports the aims of Joint Melksham Neighbourhood Plan Policy 10 (Employment Sites), which seeks to support the retention and growth of employment uses in appropriate locations.

The Committee requested clarification that, despite the reduction in parking spaces, sufficient on-site parking would remain to meet the operational needs of the enlarged premises and avoid overspill parking on surrounding roads.

Members encouraged the applicant to maximise opportunities for renewable energy generation by incorporating solar photovoltaic panels on the proposed flat roof.

The Committee reiterated its previous request for improved pedestrian connectivity between the site and the nearby bus stop on Halifax Road. Whilst noting Wiltshire Council's previous view that a planning obligation for a footway extension would not meet the statutory tests, Members remained concerned that employees travelling by bus would still be required to walk across a grass verge rather than a continuous footway. The Committee therefore encouraged Wiltshire Council and the applicant to continue exploring opportunities to improve pedestrian access to the site.

Members requested that a Bird Management Strategy be required to demonstrate how the building will be designed and managed to discourage seagull roosting, in order to minimise the risk of bird strikes affecting the operational flight path of the Wiltshire Air Ambulance (as included in Condition 19 of the Decision Notice for PL/2024/11426 – Gompels Warehouse and in

Condition 7 of the Decision Notice for PL/2023/01008 Temporary Milestone Depot).

b. PL/2026/03593 – B3 Ashville Centre, Commerce Way, Melksham Full Planning Permission – Proposed Fenestration Changes

Members noted that the application related solely to alterations to the building's windows and external openings and would not materially alter the scale or use of the building.

Comments: NO OBJECTION

Members noted an apparent drafting error within the application documentation, which stated that "there will be detrimental impact to the surrounding area or buildings as a result of the alterations". The Committee considered that the word "not" had inadvertently been omitted, as the nature of the proposed fenestration changes would not be expected to result in any detrimental impact. Members therefore requested clarification of the wording but agreed that this did not alter their consideration of the application.

c. PL/2026/03850 – Public Open Space, Falcon Way, Bowerhill Tree Preservation Order Consent – Crown lifting of Ash, Lime and Field Maple trees

Comments: NO OBJECTION

Members considered the arboricultural works proposed. While they had no objection to the work, they would like clarification on why the work is required and who the application has been made on behalf of -is this Wiltshire Council?

Members considered the arboricultural works proposed. While they had no objection to the work, they requested clarification on why the work was required and who the application had been made on behalf of — was this Wiltshire Council?

d. PL/2026/03753 – Garden House, Sandridge Park, Sandridge Common Householder Planning Permission – Erection of a single-storey extension

Comments: NO OBJECTION

e. PL/2026/03551 – Former Melksham Library Site, Lowbourne, Melksham Wiltshire Council Regulation 3 Application – 55 Extra Care Apartments with ancillary care facilities, landscaping, access, parking and associated works

Comments: SUPPORT

Members noted that, although the site lies outside Melksham Without Parish, it is allocated for development under Joint Melksham Neighbourhood Plan Policy 7.2 (Former Melksham Library Site).

The Committee welcomed the redevelopment of this brownfield site and the provision of extra care accommodation, recognising that the principle of development is supported by the Neighbourhood Plan. However, Members emphasised that the proposal should satisfy all of the requirements of Policy 7.2, including those relating to design quality, accessibility and mitigation measures associated with the loss of public parking.

Members considered that a robust Construction Management Plan would be essential to minimise disruption to neighbouring residents and businesses during the construction period. They requested that this be secured by planning condition and that Wiltshire Council actively monitor and enforce compliance throughout the construction phase.

The Committee also considered that the submitted noise assessment should specifically assess the potential cumulative impact of noise and vibration from the individual air source heat pumps, to ensure that the amenity of residents and neighbouring residents would not be adversely affected.

Members expressed disappointment that solar storage batteries are not included within the scheme and requested that this option be revisited.

Members noted concerns raised by residents of Union Street regarding the loss of Lowbourn Car Park and the limited capacity of Union Street car park. Whilst acknowledging that parking mitigation forms part of Policy 7.2, the Committee requested that Wiltshire Council ensure that residents displaced to alternative public car parks do not incur additional costs through higher parking permit charges as a consequence of the redevelopment.

Notes from pre-application meetings with the developer would also be submitted. Members requested that the issues raised and requests made during those meetings be addressed.

116/26 Amended Plans / Additional Information

- a. **PL/2026/01555 – Land at Blackmore Farm, Sandridge Common.**
Reserved Matters Application (Appearance, Layout, Scale and Landscaping) for 229 dwellings and associated infrastructure

The Committee considered the amended plans submitted since the previous meeting. Members noted that a significant number of documents had been revised, including amendments following comments from the Urban Design Officer, although the principal concerns previously identified by the Parish Council appeared to remain unresolved.

Members referred to the representations made during Public Participation regarding the relationship between the proposed development and existing properties on Sandridge Common. It was noted that, despite the revised plans, the proposed dwellings backing onto existing homes remained largely unchanged and concerns regarding overlooking, privacy and the adequacy of the landscape buffer had not been satisfactorily addressed.

Comments: OBJECT

Whilst recognising that the principle of development has already been established through the outline planning permission, the Parish Council maintains its objection to the Reserved Matters application and amended plans, as it considers that the submitted design fails to deliver the high-quality place-making expected by the Joint Melksham Neighbourhood Plan (JMNP2) and does not adequately respond to the comments of the Urban Design Officer or the concerns previously raised by the Parish Council and local residents.

The Committee considers that the proposal represents an unimaginative urban design that relies on a conventional housing estate layout rather than creating a

distinctive new neighbourhood reflecting the principles set out within the Melksham Neighbourhood Plan Design Code.

In particular, the Committee considers that:

- the development remains car-led rather than landscape-led, with the highway layout dominating the design rather than the landscape and green infrastructure;
- the proposed green infrastructure does not structure the development or provide a strong landscape framework around which the neighbourhood is organised;
- the proposed open spaces do not appear sufficiently high quality or multifunctional, nor do they create attractive spaces that encourage recreation, biodiversity and community use;
- the layout does little to establish a strong sense of place or community identity, instead following a standard suburban estate layout; and
- the scheme demonstrates limited recognition of the principles contained within the Joint Melksham Neighbourhood Plan Design Code and the Wiltshire Design Guide, particularly those relating to greener streets, connected landscapes, healthy neighbourhoods and locally distinctive design.

The Parish Council remains particularly concerned about the relationship between the proposed development and the existing properties on Sandridge Common. The revised plans do not adequately address the concerns previously raised by residents or the Parish Council regarding overlooking, loss of privacy and the significant reduction in residential amenity experienced by existing householders.

The proposed landscape buffer remains too narrow to provide an effective transition between the existing community and the new development. The Parish Council requests that the layout be redesigned to provide a more generous structural landscape buffer, incorporating greater stand-off distances, enhanced planting and, where appropriate, lower-density or single-storey development adjacent to existing homes in order to achieve a more sympathetic transition.

The Committee also questions whether, now that the allocation is progressing in two separate phases, the proposed location of the primary school remains the most appropriate. Consideration should be given to relocating the school towards the northern part of the site, enabling it to serve the first phase of development at an earlier stage, improve accessibility for the initial residents and strengthen the creation of an early community focus.

Finally, the Parish Council would welcome the opportunity to review the proposed Active Travel Plan, including the pedestrian and cycle connections throughout the site and their integration with the wider active travel network. Given the strategic importance of the development, it is important that walking, wheeling and cycling are prioritised from the outset and that the development demonstrates how it will encourage sustainable travel choices.

The Parish Council therefore requests that Wiltshire Council seek significant amendments to the Reserved Matters application before determining the proposal, to ensure that it delivers the quality of design, landscaping and place-making expected for one of Melksham's principal strategic growth sites and

complies with the requirements of the adopted Joint Melksham Neighbourhood Plan.

b. PL/2025/07391 – Land South of Western Way, Melksham

Reserved Matters (Appearance, Landscaping, Layout and Scale) for 210 dwellings

The Committee noted amended plans had been submitted since its previous consideration of the application.

The Clerk reported the response received from Wiltshire Council regarding the Parish Council's previous request to investigate whether the approved access arrangements could be amended. Wiltshire Council had advised that, as the access formed part of the outline planning permission, a Section 73 application would not be sufficient to alter the access arrangements, and a fresh planning application would instead be required. Officers had also indicated that neither Wiltshire Council Highways nor the applicant were likely to support such a change. Members expressed disappointment with this response but noted the position.

Comments:

Members supported the comments submitted by the Pathfinder Place Residents' Association regarding the discharge of the Noise Protection Scheme condition (PL/2026/01660). Particular concern was raised that the revised plans appeared to show acoustic fencing protecting only part of the development adjoining Bowerhill Industrial Estate, with other dwellings located adjacent to current and proposed employment uses (Wiltshire Council Central Depot) receiving no equivalent mitigation. Members would like to see additional acoustic fencing included so that the development complies with Point 4 of Joint Melksham Neighbourhood Plan 2 Policy 7.3, which requires the site layout, built form and scale to minimise visual impacts and safeguard the amenity of existing and new neighbouring residents.

Members also supported the comments submitted by the Pathfinder Place Residents' Association regarding visitor parking.

c. PL/2025/00626 – Land North of Berryfield Lane, Melksham. Outline application for up to 68 dwellings

Comments: In response to the Flood Risk Assessment and Drainage Strategy – Addendum 5, which includes responses to the Parish Council's comments, the Parish Council wants to raise two further points:

Section 2.1.3 states "...Developers aren't required to reduce the flooding that currently exists, therefore improving the existing flooding on Semington Road/Berryfield Park, and Berryfield Lane is not in the purview of the development"

Members believe that this is contrary to Policy 3 of the Joint Melksham Neighbourhood Plan 2 which states "Development proposals in locations with known flooding issues should include appropriate mitigation and construction methods, and, where appropriate contributions towards wider catchment projects."

Section 2.1.6 states “The remainder of the route, crossing the green area south of Berry Brook Park and the riparian land, is stated in Land Registry to be owned by Wiltshire Council not Parish Council”

The Parish Council highlights that the land was transferred from Wiltshire Council to Melksham Without Parish Council and registered with the Land Registry in October 2024. Therefore, as the current landowner, the proposed route of the sewer should be discussed with the Parish Council. Note: the land is registered as Land at Berryfield Park (WT276080); we do not recognise the description “Berry Brook Park”.

The Committee considered the amended parameter plans, including the newly submitted Building Heights Parameter Plan.

Resolved 1: To ratify the additional comments from the parish council submitted by the Clerk associated with the proposed Building Heights Parameter Plan. The comments raised concern that the parameter plan could permit buildings of a scale that would adversely affect the character of Berryfield and the amenity of neighbouring residents, especially as the land is being built up by 1m.

Discussion took place regarding the representations submitted by the Parish Council throughout the course of the application. The Clerk suggested that, given the number of consultation responses now submitted, it would be beneficial to prepare a single consolidated summary of the Parish Council's position.

Resolved 2: Officers review all comments previously submitted by the Parish Council, together with responses from statutory consultees, to produce a comprehensive summary identifying the key planning issues and any matters that had not yet been adequately addressed.

The Committee agreed that the summary would provide a useful briefing document for the Parish Council's representatives when presenting at the forthcoming Western Area Planning Committee and would also be used as the basis for responding to the public consultation for the proposed adjoining development.

Resolved 3: The Clerk to ask the Planning Officer when the S106/Heads of Terms would be published.

Resolved 4: Parish Council representatives at the Western Area Planning Committee on 19th August 2026

- Councillor Wood on behalf of Melksham Without Parish Council
- Councillor Pafford as spokesperson for the Joint Melksham Neighbourhood Plan
- Councillor Haffenden (subject to availability).

d. PL/2025/06105 – Land at Bowerhill Lane (Old Loves Farm)

The Clerk advised that no substantive response had yet been received from Wiltshire Council regarding the Parish Council's previous comments on the proposed access arrangements.

Members agreed that no additional comments could be made until further information became available. The Clerk advised that she had an upcoming

meeting with the Planning Officer to discuss the matter, accompanied by Wiltshire Councillor Holder and Councillor Glover (subject to availability).

e. PL/2025/05552 – Land South of Brockleaze, Neston, Corsham. Battery Energy Storage System

Members considered the Ninth and Tenth Addendum prepared by Community Action Whitley and Shaw (CAWS) in support of the continuing objection to the proposal.

The Committee noted that the additional documents responded to further technical information submitted by the applicant and expanded upon concerns regarding fire safety, emergency planning, landscape impact, cumulative effects and the suitability of the proposed location.

Members thanked CAWS for the considerable amount of work undertaken in preparing the detailed technical submissions and agreed that the additional material strengthened the existing objection.

Comments: Members support and endorse the Ninth and Tenth Addenda to the Community Action Whitley and Shaw (CAWS) objection document.

117/26 Current Planning Applications

a. PL/2024/10345 (FULL) and PL/2025/09780 (OUT) – Land north of the A3102, Melksham (New Road Farm)

Members noted that no new documents or consultee responses had been received since the previous meeting.

b. PL/2026/02966 – Blackmore Farm (East of Blackmore), Sandridge Common Outline Planning Application for up to 275 dwellings

The Committee noted the recently published comments from the Conservation Officer and Active Travel England.

Members agreed that, as with the Reserved Matters application for Blackmore Farm, any future response should be assessed against the policies and Design Code contained within the Joint Melksham Neighbourhood Plan. It was considered important that the two adjoining developments created a cohesive extension to Melksham rather than two unrelated housing estates.

No further comments were made at this stage.

c. PL/2025/06749 – Land North of Bath Road (A365), Melksham (Adjacent to Melksham Oak Community School)

The Committee noted that no new plans or consultee responses had been received.

d. PL/2024/09725 – Land off Corsham Road, Whitley (Middle Farm)

The Clerk advised that no further correspondence had yet been received from Wiltshire Council regarding the Parish Council's previous representations.

e. **PL/2026/01787 – Cricket Ground, Land North West of St Barnabas Church** Erection of Wooden Changing Pavilion

Members noted that no further updates had been received since the previous meeting.

Members noted that Wiltshire Councillor Alford was continuing to chase progress with the planning officer.

118/26 Wiltshire Councillor Call-Ins

Members reviewed the current position regarding Wiltshire Councillor call-ins for the Committee's major planning applications in light of the forthcoming National Scheme of Delegation. Members confirmed which applications had already been called in and identified those where further action was required to ensure committee consideration. Particular emphasis was placed on securing committee scrutiny of applications where detailed design, Section 106 obligations or compliance with the Joint Melksham Neighbourhood Plan 2 and original draft Local Plan site allocation policies remained important considerations.

- **PL/2026/03551 – Former Library Site, Lowbourn** (not in the parish):
 - **Already called-in** by Wiltshire Councillor Jennie Westbrook.
 - **Resolved 1:** Members support the call-in but request that the reasons should be strengthened to ensure the application fully complies with the Joint Melksham Neighbourhood Plan 2 site allocation policy 7.2, including the detail of the scheme and any Section 106 obligations.
- **PL/2025/07391 – Land South of Western Way (Reserved Matters):**
 - **Resolved 2:** To confirm a call-in is in place.
 - If not already called-in, Members wished it to be called-in to allow consideration of the detailed design, policy compliance and planning obligations as a site allocation in the Joint Melksham Neighbourhood Plan 2 Policy 7.3.
 - **Post Meeting Note:**
Already Called-in by Wiltshire Councillor Nick Holder.
- **PL/2025/00626 – Land North of Berryfield Lane:**
 - No further action required. The application was already scheduled to be determined by the Western Area Planning Committee on 19th August 2026.
- **PL/2025/06105 - Land at Bowerhill Lane (Old Loves Farm):**
 - **Already called-in** by Wiltshire Councillor Nick Holder
- **PL/2025/05552 - Land South of Brockleaze** (not in the parish):
 - **Resolved 3:** To confirm a call-in is in place
 - **Post Meeting Note:**
Already Called-in by Wiltshire Councillor Peter Wragg.
- **PL/2024/10345 (FULL) and PL/2025/09780 (OUT) – Land north of the A3102 (New Road Farm):**
 - **Resolved 4:** To check that both applications had been called in.
 - Members noted that an earlier call-in may only have related to the first application and requested that both the Full and Outline applications be covered, given the withdrawal of the Local Plan and the need to secure

compliance with the Neighbourhood Plan and planning obligations as per the original draft Local Plan site allocation policy 20.

- **Post Meeting Note:**
PL/2024/10345 (FULL) Already Called-in by Wiltshire Councillor Nick Holder.
PL/2025/09780 (OUT) Request call-in
- **PL/2026/01555 – Blackmore Farm Reserved Matters:**
 - **Already called-in** by Wiltshire Councillor Nick Holder

This was to ensure that the application meets the requirements of the original draft Local Plan site allocation Policy 18 and to address design issues.
- **PL/2026/02966 – Land East of Blackmore Farm (Outline):**
 - **Resolved 5: To request the application is called-in.** Members agreed that, as the Parish Council objected to the proposal, it should also be referred to Planning Committee as speculative development.
- **PL/2025/06749 – Land North of Bath Road (A365 – adjacent to Melksham Oak Community School):**
 - **Already called-in** by Wiltshire Councillor Nick Holder
 - Although Members were not necessarily objecting to the principle of development, they wished the application to be considered by Committee to ensure that the Section 106 Agreement and the requirements of the Joint Melksham Neighbourhood Plan 2 were properly secured as well as the planning obligations as per the original draft Local Plan site allocation policy 19.
- **PL/2024/09725 Land off Corsham Road, Whitley (Middle Farm):**
 - **Already called-in** by Wiltshire Councillor Phil Alford

This was to ensure that the application meets the policy requirements of the site allocation in Melksham Neighbourhood Plan 2 Policy 7.5.
- **PL/2026/01787 – Beanacre Cricket Pavilion:**
 - **Resolved 6:** To request the application is called-in if the Planning Officer is minded to refuse it.
 - Members were keen to avoid unnecessary delay to the project.

119/26 Public Consultations

a. Bellway Homes – Proposal at Semington Road

Resolved 1: To approve the notes of the pre-application meeting held with Bellway Homes and Savills on 24 June 2026 (appendix 1) and to submit them as the parish council's comments to the public consultation.

Resolved 2: Following production of a comprehensive summary of parish council and statutory consultee comments for application PL/2025/00626 – Land North of Berryfield Lane identifying the key planning issues (Min 116/26 c resolution 2), to submit the summary to the consultation for this adjacent site.

b. Great Whaddon (between Hilpertton and Semington) and Pewsham, Chippenham

Resolved 1: To submit the following comments to the Great Whaddon and Pewsham public consultations:

The Parish Council is concerned about the cumulative impact of strategic housing developments within and around Melksham on the strategic highway network, particularly the A350 corridor. Whilst this proposal lies outside the parish, it will contribute to additional traffic movements through the Melksham area and should not be considered in isolation from the significant housing growth already proposed or approved around the town. The cumulative effect of these developments adds further weight to the longstanding requirement for a Melksham bypass and reinforces the importance of safeguarding a suitable route to enable its future delivery. The Parish Council therefore requests that the cumulative transport impacts are fully assessed and that the need for strategic highway infrastructure, including the future Melksham bypass, is given appropriate consideration.

Resolved 2: To submit similar comments to the Blackmore Farm planning applications (PL/2026/01555 and PL/2026/02966):

120/26 Tree Preservation Order

Resolved 1: To support Tree Preservation Order TPO/2026/00015 for Snarlton Farm, Eastern Way, Melksham.

Resolved 2: To request a Tree Preservation Order for the copse of trees at the end of Berryfield Lane adjacent to the A350 for its local environmental and ecological importance as it supports a rookery.

121/26 Proposed Energy Installations

a. Lime Down Solar

The Committee received an update on the Lime Down Solar project.

It was reported that a large number of documents continued to be published by the Examining Authority and the developer, making it challenging to keep abreast of all changes. Members understood that the recent amendments principally related to changes north of the M4. It was not considered that the latest updates had any direct implications for Melksham Without Parish.

Members considered that Wiltshire Council was better placed to monitor the evolving proposals in detail and noted that a dedicated project officer had been appointed to oversee the scheme.

Resolved: The Clerk to ask the project officer to keep the parish council informed of any developments that would affect the parish particularly the cable connections to the sub station at Beanacre and the cumulative effect in Shaw and Whitley.

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

Resolved 1: To approve the notes of the meeting held with Aureos on 1st July 2026 (appendix 2)

The Clerk updated Members on discussions with Wiltshire Council's Principal Drainage Engineer regarding the opportunity to improve highway drainage in conjunction with the proposed energy infrastructure works.

Members were advised that the Principal Drainage Engineer was investigating whether any drainage improvements could be undertaken by the Highway

Authority in parallel with Aureos' work on Corsham Road, utilising the same road closure.

The Committee also received an update on discussions relating to the proposed improvements to the Shaw Village Hall car park. Members noted that the developer had been put in contact with representatives of the Village Hall and that discussions were continuing regarding potential assistance with preparatory works as part of the project's community benefit package.

The Clerk advised that she had contacted Wiltshire Council to enquire whether the deterioration of the road surface on Westlands Lane could be considered under the provisions for extraordinary traffic use. The question had been acknowledged, with a substantive reply expected in due course.

122/26 Wiltshire Council Engagement on Cumulative Impact

No response had yet been received from Wiltshire Council.

123/26 Wilts and Berks Canal Trust

Resolved: To approve the notes of the meeting held with Wilts and Berks Canal Trust on 1st July 2026 (appendix 3)

The Committee considered a draft Memorandum of Understanding (MoU) prepared by Councillor Richardson following the recent meeting with representatives of the Wilts & Berks Canal Trust.

Members welcomed the draft as a constructive basis for establishing a shared understanding between the Parish Council and the Canal Trust. Discussion took place regarding a proposed amendment from Councillor Harris, who suggested that the document should include a stronger statement of support for the wider restoration of the Wilts & Berks Canal.

Whilst Members recognised the intention behind the proposed amendment, it was considered that the Joint Melksham Neighbourhood Plan 2 already contained supporting text expressing the Parish Council's commitment to the wider canal restoration project. Some Members therefore felt that it was unnecessary to duplicate this within the Memorandum of Understanding, which should instead remain focused on setting out the principles for future working between the two organisations.

Members agreed that additional time should be allowed for consideration before adoption and that all Parish Councillors should have the opportunity to comment.

Resolved: To defer the draft Memorandum of Understanding to the September 2026 Full Council meeting for consideration.

124/26 Planning Policy

a. Joint Melksham Neighbourhood Plan (NHP):

- i. Members considered the recent planning applications to identify items to be included in a future review of the Neighbourhood Plan (standing agenda item to reflect on responses to planning applications for future review of the Neighbourhood Plan).

Resolved: To add stronger employment land protection policies, including support for expanding existing employment sites, to the list of items for a future Neighbourhood Plan review.

- ii. Members noted that the Melksham Neighbourhood Plan had been shortlisted for the Best Plan category at the RTPi South-West Awards for Planning Excellence 2026 but did not win. The Clerk, Councillor Pafford (as former Chair of the Neighbourhood Plan Steering committee), and Katie Lea and Vaughan Thompson from Place Studios attended the awards ceremony.

b. Wiltshire Council's Draft Local Plan:

- i. Members noted Wiltshire Council's notice of intention to commence the preparation of a new Wiltshire Local Plan.
- ii. Members noted Wiltshire Council's recently published *Neighbourhood Planning Update* (Briefing Note 26-10), which had been issued shortly before the meeting and had not been circulated in advance. Councillor Richardson highlighted a number of key points from the briefing, including the implications of the withdrawal of the Wiltshire Local Plan, changes to neighbourhood planning legislation and Wiltshire Council's position regarding indicative housing figures for neighbourhood plan areas.

Resolved: To write to Wiltshire Council requesting that it commence work with the Parish Council to establish an appropriate housing requirement for the Joint Melksham Neighbourhood Plan area. This is detailed in Wiltshire Council's *Briefing Note 26-10*, which advises that where the Local Planning Authority is unable to provide a housing requirement figure, neighbourhood planning bodies may exceptionally need to determine one themselves, working proactively with the Local Planning Authority.

Members considered that, although the Joint Melksham Neighbourhood Plan was made in 2025, the absence of an agreed housing requirement leaves the Plan without the additional protection envisaged by paragraph 14 of the National Planning Policy Framework. Housing numbers will help ensure that the Neighbourhood Plan can continue to provide an effective basis for resisting speculative and unplanned development.

- iii. The Clerk advised that she was meeting with Wiltshire Council on 14th July to discuss the status of the former West Wiltshire Development Plan Document (DPD), which includes developer play area contribution requirements that differ from the remainder of Wiltshire. She noted that these provisions had been expected to be replaced through the new Local Plan and would be discussing the implications of the Local Plan's withdrawal on their continued application.

- c. **Resolved:** To submit the responses suggested by the Clerk (paper circulated) on the government's consultation on proposals for new and amended development rights.

125/26 Appeals

a. 52E Chapel Lane, Beanacre (PL/2023/05883: appeal 6001365)

The Clerk reported that she had contacted Wiltshire Council to enquire about the delay in determining the appeal for 52E Chapel Lane, Beanacre. Members were

advised that the appeal was being progressed under an older appeals process and, as a result, was taking longer to determine. It was explained that appeals submitted under the newer process were subject to prescribed timescales and were therefore being prioritised ahead of older cases. Members noted the update.

b. Whistle Mead Appeal (PL/2023/01914: appeal 6009873)

Councillor Richardson explained that Community Action Whitley and Shaw (CAWS) had prepared an 86-page submission for the Whistle Mead appeal focusing on the cumulative impacts arising from the concentration of major energy infrastructure projects. He advised that the document systematically explained the eleven cumulative impact pathways, set out the supporting evidence for each, and drew these together into an overall assessment. Members noted that the intention was to place the cumulative impact methodology before the Planning Inspector, as little progress had been made in securing its consideration by Wiltshire Council. Councillor Richardson considered that, if accepted by the Inspector, the approach could establish an important planning precedent for future cases. Whilst acknowledging that success was not guaranteed, he considered the opportunity worthwhile.

Resolved: To endorse and support the CAWS submissions relating to the Whistle Mead appeal.

c. 554 Canal Bridge Appeal (PL/2026/02084: appeal 6012410)

The Clerk advised Members that a new appeal, via written representations, had been lodged in relation to the canal bridge application. It was explained that officers would submit the Parish Council's previously approved comments on the planning application as its representation to the Planning Inspectorate.

126/26 Planning Enforcement

Held in closed session at the end of the meeting

a. Berryfield Lane

Members noted that, following further concerns being raised regarding ongoing activity at the site on Berryfield Lane, Wiltshire Council's Planning Enforcement Officer had undertaken a further site inspection. The Enforcement Officer subsequently confirmed that all material associated with the unauthorised use had been removed, the breach of planning control had ceased, and the enforcement investigation had been closed. Members also noted that the scaffolding contractor had vacated the site.

127/26 S106 Agreements and Developer Meetings

a. Pathfinder Place

The Clerk reported that the Section 278 highway works at Pathfinder Place had commenced on 13th July and were expected to continue for approximately four weeks before work returned to the main development site (Section 38 works).

The Clerk reported that Wiltshire Council had made the Cycle Tracks Order 2026 to convert Footpath 40 (MELK40), between the A350 and Burnet Close South, into a shared-use route for pedestrians and cyclists as part of the Pathfinder

Place highway improvements. It had been confirmed that the route would remain available to pedestrians whilst also becoming a cycle track and that construction was currently programmed to commence in September. Members also discussed whether the route would be of sufficient width to safely accommodate both pedestrians and cyclists.

Resolved: To confirm with Wiltshire Council that the new footpath would be wide enough (3 metres) to accommodate pedestrians and cyclists.

b. Developer Meetings

The Clerk reminded Members of the forthcoming meeting with the developers of the Townsend Farm development and Wiltshire Council's Highway Officer, on Tuesday 14th July 2026, to discuss the proposed access arrangements and the timing of highway works.

The Clerk advised Members that Wiltshire Council had launched a public consultation on proposals for a new Central Depot on the former Christie Miller Sports Centre and Golf Course site at Bowerhill. The proposed development would include a Household Recycling Centre, vehicle maintenance facilities, offices and associated operational buildings, with public consultation running until 31 July 2026 ahead of the submission of a planning application later in the year. Members were meeting with the project team at Wiltshire Council on Tuesday 14th July 2026.

Members noted that, owing to the significance of the proposal and the consultation timescale, the consultation response would be considered by Full Council.

c. Community Engagement and Section 106 Contributions

No update had been received.

Meeting closed at 10.00 pm.

Chairman, 27th July 2026

Appendix 1

NOTES OF MEETING WITH BELLWAY & SAVILLS

ON WEDNESDAY 24th JUNE 2026 AT 2:00PM

RE: Proposal at Semington Road

Present: Councillor Richard Wood (Chair of Planning)
Councillor Alan Baines (Vice Chair of Planning)
Councillor David Pafford (Vice Chair of Council)
Councillor Mark Harris (Planning Committee Member)
Councillor Martin Franks (Planning Committee Member)

Saffi Rabey (Melksham Town Council, Chair of Planning)

Teresa Strange (Clerk, Melksham Without)
Fiona Dey (Parish Officer, Melksham Without)

Robert James, National Projects Director, Bellway Homes
Jon Gately, Planning Director, Savills

Introduction

Bellway explained that they wished to introduce proposals for residential development on land between Semington Road and Berryfield Lane ahead of a public consultation event and the submission of a planning application.

They noted that, following the withdrawal of the Wiltshire Local Plan, market towns such as Melksham were likely to continue to accommodate future housing growth and they considered this site capable of delivering a high-quality extension to the town.

Proposed Development

Bellway outlined proposals for approximately **195 dwellings**, including policy-compliant affordable housing, with vehicular access from Semington Road. The development would include landscaped public open space, two equipped play areas and retention and enhancement of existing public rights of way.

Bellway advised that the masterplan had been designed around several key principles:

- creating a distinctive canalside development;
- safeguarding the future Wilts & Berks Canal corridor;
- maintaining permanent open space between Berryfield and Melksham;
- providing a mix of housing types; and
- integrating nature throughout the development.

Bellway explained that the intention was to create a development that would be noticeably different from a conventional housing estate, taking advantage of the proposed Wilts & Berks Canal corridor to create a distinctive place with a strong landscape setting. They stated that the aim was to "raise the bar" in terms of design quality and create a development that residents would want to visit as well as live in.

Separation between Melksham and Berryfield

Councillors expressed concern that Berryfield had experienced significant housing growth in recent years and felt that the village was overdeveloped. They highlighted the cumulative impact of existing and committed developments on local infrastructure, community facilities and the character of the village, and emphasised the importance of ensuring that any further development was supported by appropriate infrastructure and maintained a clear separation between Berryfield and Melksham.

Bellway acknowledged these concerns and advised that the proposals had been developed with a substantial area of open space (~10 acres) and the safeguarded canal corridor to provide a permanent landscape buffer between Berryfield and Melksham. Members felt that that the open space within the development was not equivalent to the existing open fields.

Canal Project

Members sought clarification regarding the relationship between the housing development and the proposed Wilts & Berks Canal. Bellway explained that the housing proposals had been designed around the safeguarded canal corridor and that the layout had been amended to accommodate it. Prior to the Canal being built, it was planned that the route incorporated permanent water features, as opposed to dry attenuation ponds.

They advised that:

- the canal route would remain safeguarded;
- housing would be set back from the corridor;
- the canal crossing had been repositioned to avoid important trees;
- the development would provide interim landscaping until the canal is delivered;
- drainage proposals would complement the future canal.

Bellway stated that they had worked closely with the Wilts and Berks Canal Trust throughout the preparation of the proposals.

Design Quality

Bellway explained that they wished to deliver a high-quality development with a distinctive character. Reference was made to examples of previous Bellway developments incorporating attractive public open spaces, sustainable drainage features and landscaping. Councillors commented that the quality of materials, public realm and landscaping would be particularly important if the development was to achieve the aspirations outlined in the presentation.

Affordable Housing

Bellway stated that the amount of affordable housing had not been decided but would be in the range 30%-40%.

Discussion took place regarding the range of affordable homes previously delivered at Bowood View, including apartments, bungalows, houses, social rented and shared ownership properties. Bellway advised that affordable homes

would not be concentrated into a single area but would generally be distributed across the site.

Access and Highways

Considerable discussion took place regarding the proposed access arrangements.

Bellway advised that:

- the principal vehicular access would be from Semington Road;
- the junction had been positioned close to the existing bus stops;
- alterations would be made to the existing traffic calming measures;

Discussion also took place regarding emergency access. Bellway indicated that emergency access arrangements could potentially be considered from Berryfield Lane if required through the detailed design process, although no secondary vehicular access was currently proposed.

Members strongly advised that Berryfield Lane and its junction onto the A350 must not be used for construction traffic or residential traffic. Bellway noted the advice and commented that construction access arrangements would form part of the planning application and Construction Management Plan.

Walking and Cycling

Discussion took place regarding walking and cycling connections into Melksham town centre, local schools and surrounding communities. Bellway stated that existing public rights of way would be retained and enhanced, with new pedestrian and cycle links incorporated into the development.

Members highlighted the need for good pedestrian access from the development to the allotments in Berryfield.

The possibility of a contribution towards the cost of legal orders to divert Right of Ways were discussed.

Bellway offered that they could help with assessing the cost of solutions proposed by the Walk Wheel Cycle Trust from the holistic review of Semington Road.

Community Facilities

Councillors asked what community benefits the development might provide.

Bellway explained that Section 106 obligations would be agreed with Wiltshire Council and could include contributions towards:

- education;
- healthcare;
- transport;
- community facilities;
- public open space.

Reference was made to the contributions previously secured through the Bowood View development, including funding for the village hall. A contribution towards expansion of the village hall was discussed.

Public Consultation

Bellway confirmed that a public consultation event would be held in Berryfield Village Hall on 10th July 2026 1pm-5pm and 7.45pm – 9pm. Comments are invited until 24th July 2026. They encouraged councillors and residents to attend and provide feedback before the planning application was finalised.

Bellway stated that comments received during consultation would be reviewed and, where appropriate, incorporated into the final proposals before submission.

Timescale

Bellway outlined the anticipated programme:

- Public consultation – July 2026.
- Planning application submission – Summer 2026.
- Wiltshire Council consultation – Summer/Autumn 2026.
- Planning determination – Winter 2026/27.
- Start on site – approximately 2028.
- First occupations – approximately 2029.
- Completion of the development – approximately 2033.

Members felt that the timescale was optimistic.

Meeting closed at 4:15pm

Appendix 2

NOTES OF MEETING WITH AUREOS ON WEDNESDAY 1st JULY 2026 AT 10:00AM RE: CABLE ROUTE TO NORRINGTON

Present: Councillor Alan Baines (Vice Chair of Planning)
Councillor Mark Harris (Planning Committee Member)
Councillor Peter Richardson (Planning Committee Member)

Teresa Strange (Clerk, Melksham Without)
Fiona Dey (Parish Officer, Melksham Without)

Amy Welbourn (Stakeholder Engagement, Aureos)
Matthew Horton

Amy and Matt provided an update on the ongoing works:

Corsham Road Closure (30 July – 5 September)

- Aureos confirmed that the planned closure of Corsham Road is scheduled to run from **30 July to 5 September**.
- The programme has been planned to maximise the school summer holidays and minimise disruption to local traffic.
- Members discussed the proposed traffic management arrangements, access for residents and the sequencing of the works.
- A resident who has already raised concerns will be sent Amy's contact details
- Amy advised that notification letters would be sent to residents to arrive 2 weeks before the work starts (as per SSE policy).
- Amy advised that she was meeting key stakeholders such as the Shaw Primary School, Christ's Church, Mavern House Care Home and Whitley Golf Club to share the details and discuss any concerns in person.

Other Works

- Two way traffic lights on the junction of Shaw Hill (A365) and Corsham Road (30 July for 2 weeks)
- Closure of Top Lane at the junction with Corsham Road – from **7 September** for 1 week
- Three-way traffic lights at the junction of Corsham Road with Westlands Lane – 1 week following the work on Top Lane

Aureos advised that, to their understanding, Verdant Energy were no longer planning to use Top Lane for their cable route to Studley Solar Farm and were seeking a route across farmland

Westlands Lane

- Aureos advised that they taken part in a walk of Westlands Lane with Wiltshire Council (Mark Taylor) and had addressed the four remediation

points raised. It was noted that Aureos have been responsible for remediation of one verge and Verdant Energy are responsible for the opposite verge, and that Verdant Energy appear to have not completed their remediation work.

- Aureos confirmed that, in their view, their remediation works are complete and that if the parish council wanted to raise further concerns, they should be directed to Wiltshire Council.
- Councillors disagreed that the remediation had been satisfactorily completed.
- Amy committed to raising on-going concerns with rutting in the verges at a meeting with Wiltshire Council tomorrow and would ask them to reach out to the parish council. A multi-party walk of Westlands Lane was suggested.
- Councillors raised concerns about the deteriorating condition of the Westlands Lane road surface and questioned why local taxpayers should bear the cost of repairs where damage had been exacerbated by the cumulative impact of works undertaken by Aureos, Verdant Energy, Wick Solar Farm and National Grid. The Clerk asked whether the *extraordinary traffic* provisions under Section 59 of the Highways Act 1980 might be applicable in these circumstances.
- Aureos stated that the road surface was 'dead' before their work and that their work had no additional impact on the road surface.

Corsham Road Culvert

- The Clerk reported that the culvert has been jetted twice and a camera survey had been completed. These investigations identified it was blocked near Mavern House and confirmed that the pipe does not have sufficient capacity to accommodate flow. It was noted that Atkins has provided costings for a scheme to replace the culvert and to possibly throttle the pipe.
- Aureos would not be able to undertake the work as it is outside their expertise and would need to be supported by a flood risk assessment.
- Councillors questioned whether Wiltshire Council could take advantage of the closure of Corsham Road to undertake the work themselves (while avoiding the legal costs associated with road closure).
- It was proposed that the Parish Council ask Wiltshire Council to raise the option of using the road closure with Aureos.

Community Benefit

- Members queried the potential Community Benefit projects being undertaken by Aureos.
- The possible extension and resurfacing of the **Shaw Village Hall car park** was discussed. Matt felt that due to the large area and cost it was unlikely to be progressed.
- Aureos will review alternative proposals previously submitted by the Parish Council. During the discussion, Aureos indicated a greater willingness to support initiatives involving manpower and/or plant provision—such as excavation works for extending the car park—rather than options requiring significant financial contributions.

- It was suggested that a representative from Shaw Village Hall engage directly with Aureos to explore suitable community benefit opportunities linked to the car park project that align with Aureos' capabilities and preferred level of support. The plan for Shaw Village Hall carpark to be sent to Aureos.
- Amy explained that she will be visiting Shaw Primary School to explain their project and to promote STEM as Community Benefit.
- It was agreed that discussions on Community Benefit projects would continue as the scheme progresses.

A further liaison meeting will be arranged to review progress ahead of the next phase of works (September 2026).

Meeting closed at 11:00am

Appendix 3

NOTES OF MEETING WITH WILTS & BERKS CANAL TRUST ON WEDNESDAY 1st JULY 2026 AT 11:00AM RE: MELKSHAM LINK PROJECT AND PROPOSED MEMORANDUM OF UNDERSTANDING

Present

Wilts & Berks Canal Trust (WBCT)

- Ron Crook WBCT
- Mike Gibbin WBCT CEO
- Howard Wilson WBCT Branch Chairman
- Paul Leanarts (Melksham Link)
- Denis Hellewell (Melksham Link)

Melksham Without Parish Council (MWPC)

- Councillor Martin Haffenden
- Councillor Alan Baines
- Councillor Richard Wood
- Councillor Mark Harris
- Councillor Peter Richardson
- Fiona Dey (Parish Officer)

Also present

- Hayley Bell (CEO, Melksham Town Council)
- Councillor Saffi Rabey (Melksham Town Council)

Introduction

WBCT thanked the Parish Council for inviting the Trust to present its proposals and explained that the main purpose of the meeting was to discuss how the Trust and the Parish Council could work together more closely. It was emphasised that the priority was to establish good communication, develop a constructive working relationship and agree a process for raising and resolving issues at an early stage. The Trust wished to ensure that the aims of the project and the benefits for the local community remained clearly understood.

The Trust presented its long-term vision for the Melksham Link project, outlining the proposals to reconnect Melksham to the Kennet & Avon Canal, together with associated environmental and recreational benefits. Significant economic benefits were highlighted, together with health and well-being benefits.

Discussion took place regarding planning matters affecting the canal route.

Project Update and Planning Matters

The Trust explained that the planning application, which was submitted in 2012, had been subject to a number of objections from the Environment Agency. They noted that given the time period, some previously submitted surveys now need to be reviewed/repeated.

The Trust felt that they were moving towards a more positive position and hoped that the application would progress towards the end of this year.

Questions and Answers

Q: How does the Trust work with housing developers?

A: The Trust's position is to stay neutral on all developments. However, where a development impacts the proposed canal route, it works with the developer to ensure that the canal is fully integrated into the scheme.

The Trust noted that although Section 106 funding is available from developments, it is not reliant on this and has other sources of funding.

As the Trust is not always aware of pre-application meetings, the Parish Council could assist by ensuring developers are aware of the canal proposals at an early stage, so that opportunities can be incorporated into development layouts where appropriate.

Q: What is the position regarding the Environment Agency (EA)?

A: The Trust outlined the following possible scenarios:

- EA objections are resolved → Wiltshire Council approves the application.
- EA objections remain → Wiltshire Council refuses the application → WBCT appeals.
- EA objections remain → Wiltshire Council approves the application → EA requests a judicial review.

Q: What happens when the canal reaches Melksham?

A: The canal joins the River Avon, which will be made navigable.

Q: What is happening with the sluice and weir?

A: The sluice and weir will be replaced. There is a question about ownership of the sluice to be resolved.

Q: How will the river and canal route be joined north of Melksham?

A: Three locks are planned to bring the river up to the level of the canal. However, this is not part of the Melksham Link project, which ends at the Adventure Centre on the river in Melksham.

Discussion also covered the proposed swing bridge at Berryfield and the importance of ensuring that the various development sites in Berryfield connected together coherently.

Memorandum of Understanding

The Trust explained that the proposed Memorandum of Understanding would not be a legally binding agreement but would provide a framework for cooperation between the Canal Trust and the Parish Council.

Discussion covered:

- establishing regular communication between both organisations;
- sharing information at an early stage;
- agreeing how concerns could be raised and addressed before becoming issues;
- supporting shared objectives for planning, regeneration, biodiversity and community engagement; and
- ensuring continuity despite changes in councillors or Trust volunteers.

It was emphasised that the MoU should be viewed as a "best endeavours" agreement rather than a contractual commitment and that the purpose of the MoU was to improve communication rather than restrict either organisation.

The Trust stressed that the wording could be amended if required to reflect the intentions of both parties more clearly.

The Trust noted that it already had a number of successful Memoranda of Understanding with other organisations and considered that a similar arrangement with Melksham Without Parish Council would provide a useful framework for future cooperation.

It was confirmed that Melksham Town Council had already agreed to sign a Memorandum of Understanding with WBCT. The Trust agreed that a presentation to Melksham Town Council would also be worthwhile.

Next Steps

It was proposed that:

- the draft Memorandum of Understanding would be reviewed jointly;
- wording would be amended where necessary to ensure that it clearly reflected a collaborative, non-binding agreement;
- both organisations would continue to share information at an early stage, particularly where planning applications or developer discussions could affect the canal route;

Meeting closed at 12:15 pm

Date: 06/07/2026

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 3

Receipts for Month 3

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 :		18,783.96					18,783.96	
V5167-BACS	Banked: 01/06/2026	250.00						
V5167-BACS	CPRE Wiltshire	250.00			1100	110	250.00	Grant towards fingerposts
V5168-BACS	Banked: 29/06/2026	782.00						
V5168-BACS	Future of Football FC	782.00			1210	210	782.00	Inv.569-May pitch hire
V5169-BACS	Banked: 29/06/2026	805.50						
V5169-BACS	Future of Football FC	805.50			1210	210	805.50	Inv.565-April 26 pitch hire
V5170-BACS	Banked: 29/06/2026	41.00						
V5170-BACS	Future of Football FC	41.00			1210	210	41.00	Inv.563- 28th March pitch hire
Total Receipts for Month		1,878.50	0.00	0.00			1,878.50	
Cashbook Totals		<u>20,662.46</u>	<u>0.00</u>	<u>0.00</u>			<u>20,662.46</u>	

Continued on Page 271

Payments for Month 3					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>
09/06/2026	Lloyds Bank PLC	V5163-FEE	25.50			4140	120	25.50	Inv.76- Service charge
15/06/2026	Daisy (Onebill)	V5164-DD	79.43		13.24	4190	120	66.19	Inv.396-Office line & wifi
15/06/2026	Daisy (Onebill)	V5165-DD	87.68		14.61	4384	220	73.07	Inv.397-Pavilion line & wifi
25/06/2026	EDF Energy	V5166-DD	70.12		3.34	4312	220	66.78	Inv.012-Pavilion gas
Total Payments for Month			262.73	0.00	31.19			231.54	
Balance Carried Fwd			20,399.73						
Cashbook Totals			20,662.46	0.00	31.19			20,631.27	

Receipts for Month 3				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		15,362.78					15,362.78	
V5171-INTE	Banked:02/06/2026	2,487.04						
V5171-INTE	CCLA Investment Management	2,487.04			1080	110	2,487.04	Interest
Banked:23/06/2026		13,000.00						
V5156-TRAN	CCLA	13,000.00			240		13,000.00	Transfer from CCLA TO Unity
Total Receipts for Month		15,487.04	0.00	0.00			15,487.04	
Cashbook Totals		30,849.82	0.00	0.00			30,849.82	

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Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/06/2026	Grist Environmental	V5160-DD	85.96		14.32	4770	220	71.64	Inv.838-Pavilion bin emptying
16/06/2026	Lloyds Bank PLC	V5158-DD	456.22		62.41	4686	170	6.99	Age UK Wiltshire MCS Phone lin
						4120	120	3.30	Postage for notices & poster
						4175	120	72.45	Office 365 for Cllrs
						4055	130	40.00	Clerk Training
						4175	120	24.97	Adobe subsription 1
						4175	120	30.24	Office 365 Officers
						4721	220	75.00	Replacement outs toilet handle
						4175	120	6.65	MWPC Website domain
						4155	120	15.98	Biscuits for meetings
						4175	120	24.97	Adobe subscription 2
						4155	120	19.49	Biscuits for meetings
						4150	120	16.50	Envelopes
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
						4190	120	41.28	Office phone call charges
16/06/2026	EDF Energy	V5159-DD	123.52		5.88	4302	220	117.64	Inv.020-Pavilion electricity
18/06/2026	Berryfield Village Hall	V5157-BACS	15.00			4200	120	15.00	Inv.1229- Hall hire 23rd June
26/06/2026	Agilico	V5136-BACS	83.02		13.84	4130	120	69.18	Inv.411- Office photocopying
26/06/2026	Arien Signs LTD	V5137-BACS	924.00		154.00	4820	142	770.00	Inv.1043-Replacement Noticeboa
						347	0	-770.00	Inv.1043-Replacement Noticeboa
						6000	142	770.00	Inv.1043-Replacement Noticeboa
26/06/2026	Jens Cleaning	V5138-BACS	186.00			4381	220	186.00	Inv.1095-Pavilion cleaning
26/06/2026	JH Jones & Sons	V5139-BACS	2,742.77		457.13	4405	220	50.67	Inv.6049-JSF Hedge Maintenance
						4409	142	198.08	Inv.6049-Hornchurch POS
						4402	320	72.94	Inv.6049-Allotment grass cutti
						4400	142	417.42	Inv.6049-Play Area Grass
						4780	142	149.86	Inv.6049-Play Area bin emptyin
						4400	142	21.84	Inv.6049-Beanacre Leaf clearan
						4400	142	42.03	Inv.6049-Kestrel Shrub mainten
						4820	142	39.36	Inv.6049-SHF Cut
						347	0	-39.36	Inv.6049-SHF Cut

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Cashbook 2

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Unity Bank

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						6000	142	39.36	Inv.6049-SHF Cut
						4401	220	1,150.06	Inv.6049-JSF Pitch maintenance
						4400	142	25.00	Inv.6049-Grass cutting Berryfi
						4781	220	96.50	Inv.6049-JSF Bin emptying
						4402	320	21.88	Inv.6049-BSF Hedge
26/06/2026	Radcliffe Fire Protection Ltd	V5140-BACS	116.90		19.48	4212	220	97.42	Inv.036-Replace call point swi
26/06/2026	Friends of Shurnhold Fields	V5141-BACS	168.00			4820	142	168.00	Public Liabiity Insurance
						347	0	-168.00	Public Liabiity Insurance
						6000	142	168.00	Public Liabiity Insurance
26/06/2026	Friends of Shurnhold Fields	V5142-BACS	204.56			4820	142	204.56	Mower insurance
						347	0	-204.56	Mower insurance
						6000	142	204.56	Mower insurance
26/06/2026	Wiltshire Council	V5143-BACS	3,509.01			4270	140	3,509.01	Inv.415-Office rent-1.7-30.9
26/06/2026	Wiltshire Publication	V5144-BACS	636.00		106.00	4240	120	530.00	Inv.291-Quarterky newsletter
26/06/2026	John Glover	V5145-BACS	50.00			4070	120	50.00	Annual ATC Dining-Chairs allo
26/06/2026	Wiltshire Pension Fund	V5146-BACS	2,090.88			4045	130	1,531.92	Period 3- June 2026
						4000	130	267.36	Period 3- June 2026
						4010	130	163.99	Period 3- June 2026
						4020	130	127.61	Period 3- June 2026
26/06/2026	HM Revenue & Customs	V5147-BACS	2,879.09			4041	130	1,204.42	Period 3- June 2026
						4000	130	523.20	Period 3- June 2026-T
						4000	130	230.70	Period 3- June 2026-NI
						4010	130	262.60	Period 3- June 2026-T
						4010	130	117.99	Period 3- June 2026-NI
						4010	130	6.00	Period 3- June 2026
						4020	130	205.00	Period 3- June 2026-T
						4020	130	92.18	Period 3- June 2026-NI
						4460	142	208.60	Period 3- June 2026-T
26/06/2026	Radcliffe Fire Protection Ltd	V5148-BACS	85.68		14.28	4800	320	28.40	Period 3- June 2026-T
						4212	220	71.40	Inv.165-Annual extinguisher se
26/06/2026	Teresa Strange	V5149-BACS			8.62	4000	130		June 2026 Salary
						4120	120	272.50	First & second class stamps
						4155	120	13.00	Meeting refreshments
						4048	130	34.80	Travel to SLCC Training
						4048	130	3.08	Parking for SLCC training
						4055	130	40.00	Ticket for RTP1 Award
26/06/2026	Marianne Rossi	V5150-BACS				4010	130		June 2026 Salary
26/06/2026	Fiona Dey	V5152-BACS				4020	130		June 2026 Salary
26/06/2026	Terry Cole	V5153-BACS				4050	142	47.50	Travel Allowance June 26
						4460	142		June 2026 Salary
						4051	142	45.45	Mileage x101 miles

Total Salaries

£7,557.79

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Cashbook 2

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Unity Bank

For Month No: 3

Payments for Month 3

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>
26/06/2026	David Cole	V5154-BACS				4800	320		June 2026 salary
						4051	142	7.65	Mileage x17
26/06/2026	Friends of Shurnhold Fields	V5155-BACS	74.96			4820	142	74.96	Mower petrol
						347	0	-74.96	Mower petrol
						6000	142	74.96	Mower petrol
30/06/2026	Unity Trust Bank	V5161-FEE	14.35			4140	120	14.35	Service Charge
30/06/2026	Unity Trust Bank	V5162-FEE	0.80			4140	120	0.80	Handling charge
Total Payments for Month			22,477.11	0.00	855.96			21,621.15	
Balance Carried Fwd			8,372.71						
Cashbook Totals			30,849.82	0.00	855.96			29,993.86	

Receipts for Month 3			Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		0.00	0.00	0.00			0.00	

Payments for Month 3				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 3				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 :		805,000.00					805,000.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		805,000.00	0.00	0.00			805,000.00	

Payments for Month 3				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
23/06/2026	Unity Bank	V5156-TRAN	13,000.00			220		13,000.00	Transfer from CCLA TO Unity
Total Payments for Month			13,000.00	0.00	0.00			13,000.00	
Balance Carried Fwd			792,000.00						
Cashbook Totals			805,000.00	0.00	0.00			805,000.00	

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110	General Account Income								
1.	1076 Precept	285,135	151,215	302,429	151,215			50.0%	
2.	1080 Bank Interest Received	27,633	7,146	22,000	14,854			32.5%	
3.	1100 Grants and Donations RCVD	0	250	19,000	18,750			1.3%	
	1120 Shaw VH and Playing Field-Rent	20	0	20	20			0.0%	
	1130 Photocopying and YE Account Sa	57	0	50	50			0.0%	
	1140 Solar Farm Community Fund	18,833	0	18,833	18,833			0.0%	
	1145 Battery Storage Community Bene	15,000	0	0	0			0.0%	
	General Account Income :- Income	346,678	158,610	362,332	203,722			43.8%	0
	Net Income	346,678	158,610	362,332	203,722				
6001	less Transfer to EMR	33,833	0	0	0				
	Movement to/(from) Gen Reserve	312,845	158,610	362,332	203,722				
120	Administration costs								
	4070 Chairs Allowance	538	50	1,050	1,000		1,000	4.8%	
	4080 Members Training	70	0	150	150		150	0.0%	
	4090 Members Expenses	0	0	80	80		80	0.0%	
1.	4100 Audit Fees	2,155	(1,365)	2,315	3,680	3,680		(59.0%)	
	4110 Elections	293	0	0	0	0		0.0%	
2.	4120 Postage	445	279	900	621	621		31.0%	
	4130 Photocopying	631	119	700	581	581		17.0%	
	4140 Bank Charges	302	79	360	281	281		21.9%	
	4150 Admin and Stationery	603	143	830	687	687		17.2%	
	4155 Refreshments Comm Events	151	79	200	121	121		39.6%	
	4160 Minute Books Binding	1,640	0	300	300	300		0.0%	
	4165 Local Council Award	0	0	250	250	250		0.0%	
	4175 Email & Cloud hosting	2,118	660	4,000	3,340	3,340		16.5%	
	4180 IT Support	400	0	500	500	500		0.0%	
	4185 Accountancy Support	1,299	392	1,277	885	885		30.7%	
	4190 Telephone/Broadband/Line Rent	1,219	331	1,250	919	919		26.5%	
	4200 Room Hire/Zoom	156	54	300	246	246		18.0%	
	4210 Safety/PAT Check	150	0	100	100	100		0.0%	
	4220 Chairman's Brd/Chain of Office	0	0	300	300	300		0.0%	
	4230 Advertising	229	74	250	176	176		29.8%	
	4240 Quarterly Newsletter	530	530	2,200	1,670	1,670		24.1%	
3.	4250 Land Search Fee	91	42	100	58	58		42.0%	
	4351 New Equip & Furniture	406	0	1,000	1,000	1,000		0.0%	
	4370 Cleaning Materials	41	44	50	6	6		88.1%	
	4390 Professional Services	(1,252)	0	0	0	0		0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4391 GDPR Compliance	47	0	50	50		50	0.0%	
Administration costs :- Indirect Expenditure	12,262	1,512	18,512	17,000	0	17,000	8.2%	0
Net Expenditure	(12,262)	(1,512)	(18,512)	(17,000)				
6000 plus Transfer from EMR	293	0	0	0				
Movement to/(from) Gen Reserve	(11,969)	(1,512)	(18,512)	(17,000)				
<u>130 Staffing</u>								
4000 Clerk's Salary							22.7%	
4010 Finance & Amenities Officer Sa							23.9%	
4020 Parish Officer Salary							21.9%	
4041 NI - EmployER	14,738	3,622	15,300	11,678		11,678	23.7%	
4045 Superannuation - EmployER	20,841	4,601	21,000	16,400		16,400	21.9%	
4. 4048 Office Staff Mileage & Parking	37	48	50	2		2	97.0%	
4055 Staff Training	1,119	220	700	480		480	31.4%	
4060 Staff DBS	39	0	100	100		100	0.0%	
Staffing :- Indirect Expenditure	142,567	34,485	151,150	116,665	0	116,665	22.8%	0
Net Expenditure	(142,567)	(34,485)	(151,150)	(116,665)				
<u>140 Council Office Costs</u>								
4270 Office Rent - Campus	16,382	3,509	14,040	10,531		10,531	25.0%	
Council Office Costs :- Indirect Expenditure	16,382	3,509	14,040	10,531	0	10,531	25.0%	0
Net Expenditure	(16,382)	(3,509)	(14,040)	(10,531)				
<u>142 Parish Amenities</u>								
1460 Insurance Claim	4,233	0	0	0			0.0%	
1470 Berryfield Village Hall Reimbu	335	0	700	700			0.0%	
Parish Amenities :- Income	4,568	0	700	700			0.0%	0
4049 Defibrillator	1,424	0	1,300	1,300		1,300	0.0%	
4050 Caretaker Travel Allowance	570	143	570	428		428	25.0%	
4051 Caretaker Mileage & Parking	554	156	610	454		454	25.6%	
5. 4281 Insurance	4,618	6,423	5,000	(1,423)		(1,423)	128.5%	
4385 Play Area Safety Surface Clean	0	0	8,000	8,000		8,000	0.0%	
4400 Play Area - Grass Cutting	6,075	1,013	6,076	5,063		5,063	16.7%	
4409 Hornchurch Road Public Open Sp	2,377	396	2,377	1,981		1,981	16.7%	
4410 ROSPA Inspections	816	800	3,550	2,750		2,750	22.5%	
4415 Tree Inspections and Work	2,701	0	0	0		0	0.0%	
4420 St Barnabas Annual Rent	50	0	30	30		30	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6.	4425 Footbridge	0	0	20,000	20,000		20,000	0.0%	
	4460 Caretaker Salary							25.5%	
	4490 Repair & Maintenance - Parish	0	46	7,500	7,454		7,454	0.6%	
	4500 Weedspraying	1,755	0	1,800	1,800		1,800	0.0%	
	4510 LHFIG Contributions	1,739	707	30,000	29,293		29,293	2.4%	
7.	4540 Speed Indicator Device	5,018	(772)	5,200	5,972		5,972	(14.8%)	
	4545 New Bus Shelter	3,775	0	5,000	5,000		5,000	0.0%	
8.	4560 Shaw & Whitley Flood Resource	508	(212)	550	762		762	(38.5%)	
	4575 Play Areas	1,249	0	54,000	54,000		54,000	0.0%	
	4576 Drinking Water Fountains	0	0	4,500	4,500		4,500	0.0%	
	4585 East of Melksham Community Cen	0	0	5,000	5,000		5,000	0.0%	
	4590 Street Furniture	1,830	0	3,700	3,700		3,700	0.0%	
	4600 Bus Shelters Cleaning	1,600	0	3,550	3,550		3,550	0.0%	
	4780 Play Area - Bin Emptying	1,798	300	1,799	1,499		1,499	16.7%	
	4785 Replacing Wiltshire Council bi	368	0	0	0		0	0.0%	
	4820 Shurnhold Fields Project	17,672	(3,954)	2,502	6,456		6,456	(158.0%)	1,296
	4825 Shurnhold Fields CAPITAL Expen	15,070	(15,000)	0	15,000		15,000	0.0%	
	Parish Amenities :- Indirect Expenditure	83,474	(6,936)	184,464	191,400	0	191,400	(3.8%)	1,296
	Net Income over Expenditure	(78,906)	6,936	(183,764)	(190,700)				
6000	plus Transfer from EMR	48,554	1,296	0	(1,296)				
	Movement to/(from) Gen Reserve	(30,353)	8,233	(183,764)	(191,997)				
	<u>170 Community Support</u>								
	1480 Neighbourhood Plan Income	5,808	0	2,100	2,100			0.0%	
	1485 Grants	300	0	0	0			0.0%	
	1486 MCS Phone line	21	0	0	0			0.0%	
	Community Support :- Income	6,129	0	2,100	2,100			0.0%	0
	4610 Section 137 Grant	2,500	25,483	25,000	(483)		(483)	101.9%	
9.	4620 Village Hall Grants	13,050	21,130	26,000	4,870		4,870	81.3%	
	4630 Other Grants (TIC - Section 14	0	600	750	150		150	80.0%	
10.	4650 Subscriptions	1,897	1,836	2,100	264		264	87.4%	
	4670 Melks Public Toilets Contrib	500	(500)	8,000	8,500		8,500	(6.3%)	
	4675 Real Time Information- Bus She	(2,868)	0	7,600	7,600		7,600	0.0%	
	4680 Neighbourhood Plan	8,569	400	3,000	2,600		2,600	13.3%	
	4681 Use of Community Benefit	0	0	25,000	25,000		25,000	0.0%	
	4685 Melksham Community Support	12,360	3,183	12,730	9,548		9,548	25.0%	
	4686 Melksham Emergency Support	632	21	692	671		671	3.0%	
	Community Support :- Indirect Expenditure	36,640	52,152	110,872	58,720	0	58,720	47.0%	0
	Net Income over Expenditure	(30,511)	(52,152)	(108,772)	(56,620)				
6000	plus Transfer from EMR	2,949	0	0	0				
	Movement to/(from) Gen Reserve	(27,562)	(52,152)	(108,772)	(56,620)				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	<u>210 Jubilee Sports Field Income</u>								
4.	1210 Football Bookings	12,797	1,980	10,500	8,520			18.9%	
	1230 Contributions	3,788	0	0	0			0.0%	
	1260 Hire of Lounge/Kitchen Area un	593	0	1,000	1,000			0.0%	
	1270 Pavilion & Field Grants	14,452	0	9,636	9,636			0.0%	
	Jubilee Sports Field Income :- Income	31,629	1,980	21,136	19,156			9.4%	0
	Net Income	31,629	1,980	21,136	19,156				
6001	less Transfer to EMR	14,452	0	0	0				
	Movement to/(from) Gen Reserve	17,177	1,980	21,136	19,156				
	<u>220 Jubilee Sports Field Expenditu</u>								
	4212 Safety/PAT Check - % JSF Use	5,029	433	5,000	4,567		4,567	8.7%	
11.	4282 Insurance - % JSF Use	508	1,149	650	(499)		(499)	176.8%	
	4302 Electricity - % JSF Use	1,429	376	2,000	1,624		1,624	18.8%	
	4312 Gas - % JSF Use	405	359	2,200	1,841		1,841	16.3%	
	4322 Water and Sewage - % JSF Use	616	0	550	550		550	0.0%	
	4381 Cleaning Contractor - % JSF Us	2,121	385	3,200	2,815		2,815	12.0%	
12.	4384 WiFi & Line- Pavilion	734	219	600	381		381	36.5%	
	4401 JSF Grass Cutting/Line Marking	13,801	2,300	13,801	11,501		11,501	16.7%	
	4405 JSF Hedge Maintenance	608	101	608	507		507	16.7%	
	4430 Rates - % JSF Use	0	0	835	835		835	0.0%	
	4710 Line Marking extra to Cntrct	528	0	0	0		0	0.0%	
	4721 Repairs & Maintennce - JSF	3,537	195	7,000	6,805		6,805	2.8%	
	4740 Pitch & Pavilion Improvements	10,372	2,085	13,020	10,935		10,935	16.0%	2,085
	4750 Deep Clean	350	0	400	400		400	0.0%	
13.	4751 Pavilion window & skylight cle	250	250	550	300		300	45.5%	
	4770 Waste Collection - %JSF Use	958	72	1,300	1,228		1,228	5.5%	
	4781 JSF Bin Emptying	1,158	193	1,158	965		965	16.7%	
	4791 Boiler Servicing - % JSF Use	400	0	450	450		450	0.0%	
	Jubilee Sports Field Expenditu :- Indirect Expenditure	42,802	8,117	53,322	45,205	0	45,205	15.2%	2,085
	Net Expenditure	(42,802)	(8,117)	(53,322)	(45,205)				
6000	plus Transfer from EMR	13,092	2,085	0	(2,085)				
	Movement to/(from) Gen Reserve	(29,710)	(6,032)	(53,322)	(47,290)				
5.	<u>310 Allotment Income</u>								
	1310 Berryfield Allotment Rents - C	1,571	1,571	1,787	217			87.9%	

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1320	Briansfield Allotment Rent - C	1,414	1,414	1,682	268			84.1%	
	Allotment Income :- Income	2,984	2,985	3,469	485			86.0%	0
	Net Income	2,984	2,985	3,469	485				
<u>320</u>	<u>Allotment Expenditure</u>								
4323	Water - Allotments	903	0	600	600		600	0.0%	
4402	Allotment Grass Cutting	1,138	190	1,138	948		948	16.7%	
4722	Repairs & Maintenance - Allotm	1,370	0	4,000	4,000		4,000	0.0%	
4800	Allotment Warden Salary							47.7%	
	Allotment Expenditure :- Indirect Expenditure	4,246	557	6,508	5,951	0	5,951	8.6%	0
	Net Expenditure	(4,246)	(557)	(6,508)	(5,951)				
6000	plus Transfer from EMR	1,299	0	0	0				
	Movement to/(from) Gen Reserve	(2,947)	(557)	(6,508)	(5,951)				
<u>350</u>	<u>CIL</u>								
1420	Community Infrastructure Levy	96,048	0	0	0			0.0%	
	CIL :- Income	96,048	0	0	0				0
	Net Income	96,048	0	0	0				
6001	less Transfer to EMR	96,048	0	0	0				
	Movement to/(from) Gen Reserve	0	0	0	0				
<u>400</u>	<u>S106</u>								
1170	Wiltshire Council Contribution	0	0	13,508	13,508			0.0%	
	S106 :- Income	0	0	13,508	13,508				0
	Net Income	0	0	13,508	13,508				
	Grand Totals:- Income	488,036	163,575	403,245	239,670			40.6%	
	Expenditure	338,374	93,396	538,868	445,472	0	445,472	17.3%	
	Net Income over Expenditure	149,663	70,179	(135,623)	(205,802)				
	plus Transfer from EMR	66,186	3,381	0	(3,381)				
	less Transfer to EMR	144,333	0	0	0				
	Movement to/(from) Gen Reserve	71,516	73,560	(135,623)	(209,183)				

Staffing (all staff) figures:

Actual Last year
2025/26Actual year to
date 2026/27Current budget
2026/27

£118,536

£29,380

£126,620

Quarterly Income and Expenditure Report Analysis for April, May & June 2026 (QTR 1)

Income

1. **(1076) Precept** – The first half of the precept has been received, and the second instalment is due to be received from Wiltshire Council in September.
2. **(1080) Bank Interest** – Interest income is currently above the expected amount for the first quarter. Interest rates continue to fluctuate, which is why it is difficult to budget for as we don't want to over budget this income.
3. **(1100) Grants & Donations Received** – This is from CPRE for the finger post project in Bowerhill.
4. **Football Bookings** – Income is currently slightly below the 25% for this quarter, which is because we are in the closed football season. This is expected to increase once the new football season starts again.
5. **Allotment Income** – Allotment rents are collected annually from the 1st October and as the allotment year goes between two financial years, 50% of the income is transferred into the next financial year at year end. This has been done, for the current year.

Expenditure

1. **(4100) Audit Fees** – There is currently a credit against this budget heading due to a year-end accrual for the 2025/26 external audit. The invoice has not yet been received as the external audit is still in place.
2. **(4120) Postage** – Expenditure is slightly above what is expected for this quarter. This reflects postage costs incurred for notices and posters and other correspondence sent out from the council. The majority of the cost so far was for the Gigabit letters sent to Residents.
3. **(4250) Land Search Fees** - Land search fees have increased over the last few years. It's obviously difficult to determine at the time of budget setting how many land searches the council will do during the year. Although, we are over budget for this stage in the year, we only budgeted £100, therefore, this is minimal.
4. **(4048) Office Staff Mileage & Parking** – Expenditure is over budget for this stage in the year, although only a small amount of the annual budget has been budgeted for this expenditure. To that end, there are no concerns with regard to this.

5. **(4281) Parish Insurance** – The annual insurance premium has now been paid. As this is largely a once-a-year payment, expenditure appears high at this stage of the financial year, although little further expenditure is expected under this heading unless we need to ensure a new asset purchased. It is more than budgeted this year as the council was outside of their long term agreement, so it was much more difficult to budget for.
6. **(4425) Footbridge** – This project is ongoing.
7. **(4540) Speed Indicator Device** – The minus balance reflects an accrual made at year end which has not been invoiced yet, this has been chased.
8. **(4560) Shaw & Whitley Flood Resource-** There is a minus here as the parish council has not been invoiced by the reading rooms for the Wi-Fi and line for the muster station. – this will be chased.
9. **(4610), (4620) & (4630) Grants** – Grant payments were made in April; therefore expenditure is higher for this quarter, but this is expected to be the final expenditure under these headings for the financial year.
10. **(4650) Subscriptions** – A lot of the council's annual subscriptions are renewed at the beginning of the financial year, resulting in expenditure being above budget at this stage of the year.
11. **(4282) Sports Field Insurance** – The annual insurance premium has been paid for this financial year and is overbudget. Like under the parish insurance heading, the parish council was outside of their long term agreement with their insurer so went out to quote. Due to insurance costs increasing and the fact the council had made an insurance claim against the policy for the Beanacre bus shelter, this is over the budgeted amount for the year but is minimal. No significant further expenditure is expected under this budget heading unless we purchase a new asset that we need to insure.
12. **(4384) Wi-Fi & Line Rental** – Expenditure is slightly over budget for this stage of the year. There is an action for us to have a look around and see if we can get this cheaper.
13. **(4751) Pavilion Window & Skylight Cleaning** – We undertake this twice per year and the first of the two cleans have been undertaken.

**Bank Reconciliation Statement as at 30/06/2026
for Cashbook 1 - Current Account & Instant Acc**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 02027655	29/06/2026		20,549.73
			<u>20,549.73</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
27/04/2026 V5031-6277 Melksham Women's Institute		150.00	
			<u>150.00</u>
			20,399.73
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			20,399.73
		Balance per Cash Book is :-	20,399.73
		Difference is :-	0.00

Councillor 1:

NameSignedDate

Councillor 2:

NameSignedDate

Clerk & RFO:

NameSignedDate

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

Your Account

Sort Code 30-98-75
Account Number 02027655

BUSINESS ACCOUNT

01 June 2026 to 30 June 2026

Money In	£1,878.50	Balance on 01 June 2026	£20,708.96
Money Out	£1,787.73	Balance on 30 June 2026	£20,549.73

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Jun 26	CPRE WILTSHIRE CPRE CENTENARY	FPI - 05167	250.00 ✓		20,708.96
05 Jun 26	006283	CHQ - 05037		600.00 ✓	20,108.96
08 Jun 26	006272	CHQ - 05026		150.00 ✓	19,958.96
09 Jun 26	SERVICE CHARGES REF : 486459022	PAY - 05163		25.50 ✓	19,933.46
15 Jun 26	DAISY 4736739 3346824	DD - 05164		79.43 ✓	19,854.03
15 Jun 26	DAISY 4736742 3346825	DD - 05165		87.68 ✓	19,766.35
16 Jun 26	006251	CHQ - 05005		600.00 ✓	19,166.35
19 Jun 26	006274	CHQ - 05028		175.00 ✓	18,991.35
25 Jun 26	EDF ENERGY A-7BBF9B70-001	DD - 05166		70.12 ✓	18,921.23
29 Jun 26	FUTURE OF FOOTBALL 569-MR290526	FPI - 05168	782.00 ✓		19,703.23
29 Jun 26	FUTURE OF FOOTBALL 565-MR300426	FPI - 05169	805.50 ✓		20,508.73
29 Jun 26	FUTURE OF FOOTBALL 563-MR300426	FPI - 05170	41.00 ✓		20,549.73

Transaction types

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

**Bank Reconciliation Statement as at 30/06/2026
for Cashbook 2 - Unity Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	30/06/2026	153	8,372.71
			<u>8,372.71</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			8,372.71
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			8,372.71
		Balance per Cash Book is :-	8,372.71
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Clerk & RFO:

NameSignedDate

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

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

☎ Call **0345 140 1000***

✉ Email **us@unity.co.uk**

🌐 Visit **www.unity.co.uk**

Account Statement

01 June 2026 to 30 June 2026

Account Name: Melksham Without Parish Council
Sort Code: 608301
Account Number: 20371502
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£15,362.78	£22,477.11	£15,487.04	£8,372.71

Your arranged overdraft limit is £0.00



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Transactions for Current T2 account 20371502

Date	Type	Details	Paid Out £	Paid In £	Balance £
31/05/2026		Balance brought forward	£0.00	£0.00	£15,362.78
01/06/2026	Direct Debit	Direct Debit (ST -05160 ENVIRONMENTAWMO)	£85.96 ✓	£0.00	£15,276.82
02/06/2026	Credit	CCLA Investment Management Limited - 05171	£0.00	£2,487.04 ✓	£17,763.86
16/06/2026	Direct Debit	Direct Debit (EDF ENERGY) 05159	£123.52 ✓	£0.00	£17,640.34
16/06/2026	Direct Debit	Direct Debit (LLOYDS BANK PLC) - 05158	£456.22 ✓	£0.00	£17,184.12
18/06/2026	Faster Payment Debit	B/P to: Berryfield Village - 05157	£15.00 ✓	£0.00	£17,169.12
23/06/2026	Credit	Inward Payment HSBC AS DEPOSITARY OF THE PUBLIC S+ 05156	£0.00	£13,000.00 ✓	£30,169.12
26/06/2026	Faster Payment Debit	B/P to: Agilico - 05136	£83.02 ✓	£0.00	£30,086.10
26/06/2026	Faster Payment Debit	B/P to: Arien Signs Ltd - 05137	£924.00 ✓	£0.00	£29,162.10
26/06/2026	Faster Payment Debit	B/P to: Jens Cleaning - 05138	£186.00 ✓	£0.00	£28,976.10
26/06/2026	Faster Payment Debit	B/P to: JH Jones Sons - 05139	£2,742.77 ✓	£0.00	£26,233.33
26/06/2026	Faster Payment Debit	B/P to: Radcliffe Fire - 05140	£116.90 ✓	£0.00	£26,116.43
26/06/2026	Faster Payment Debit	B/P to: Friends of Shurnho - 05141	£168.00 ✓	£0.00	£25,948.43
26/06/2026	Faster Payment Debit	B/P to: Wiltshire Council - 05143	£3,509.01 ✓	£0.00	£22,439.42
26/06/2026	Faster Payment Debit	B/P to: Wiltshire Publicat - 05144	£636.00 ✓	£0.00	£21,803.42
26/06/2026	Faster Payment Debit	B/P to: John Glover - 05145	£50.00 ✓	£0.00	£21,753.42
26/06/2026	Faster Payment Debit	B/P to: Wiltshire Pension - 05146	£2,090.88 ✓	£0.00	£19,662.54
26/06/2026	Faster Payment Debit	B/P to: HMRC Cumbernauld - 05147	£2,879.09 ✓	£0.00	£16,783.45
26/06/2026	Faster Payment Debit	B/P to: Radcliffe Fire - 05148	£85.68 ✓	£0.00	£16,697.77
26/06/2026	Faster Payment Debit	B/P to: TERESA STRANGE - 05149	████████ ✓	£0.00	████████
26/06/2026	Faster Payment Debit	B/P to: MARIANNE ROSSI - 05150	████████ ✓	£0.00	████████
26/06/2026	Faster Payment Debit	B/P to: Fiona Dey - 05152	████████ ✓	£0.00	████████
26/06/2026	Faster Payment Debit	B/P to: TERRY COLE - 05153	████████ ✓	£0.00	████████
26/06/2026	Faster Payment Debit	B/P to: DAVID COLE - 05154	████████ ✓	£0.00	████████
26/06/2026	Faster Payment Debit	B/P to: Friends of Shurnho - 05155	£74.96 ✓	£0.00	£8,592.42
26/06/2026	Faster Payment Debit	B/P to: Friends of Shurnho - 05142	£204.56 ✓	£0.00	£8,387.86
30/06/2026	Fee	Manual Credit Handling Charge - 05162	£0.80 ✓	£0.00	£8,387.06

Transactions for Current T2 account 20371502

Date	Type	Details	Paid Out £	Paid In £	Balance £
30/06/2026	Fee	Service Charge - 05161	£14.35 ✓	£0.00	£8,372.71

Financial Services Compensation Scheme

For eligible organisations, your deposits held with Unity Trust Bank are protected up to £120,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **www.unity.co.uk/fscs**

Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000*** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0800 652 3839**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000***. We aim to resolve any issues as soon as possible.

Additional Information

A copy of our interest rates can be found on our website **www.unity.co.uk/interest-rates**

A copy of our fees and charges can be found on our website **www.unity.co.uk/terms-and-conditions**

This information is also available by calling **0345 140 1000***. To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124.

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**Bank Reconciliation Statement as at 30/06/2026
for Cashbook 4 - Instant Access Unity 20476339**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Instant access account	30/06/2026		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Clerk & RFO:

NameSignedDate



1056763002 | 00013

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

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

☎ Call 0345 140 1000*

✉ Email us@unity.co.uk

🌐 Visit www.unity.co.uk

Closure of account

Account Statement

01 May 2026 to 19 May 2026

Account Name: Melksham Without Parish Council
Sort Code: 608301
Account Number: 20476339
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Account
closed as
of 19th May 26

Summary**

Start balance	Paid out	Paid in	End balance
£2,984.41 ✓	£2,992.06	£7.65	£0.00 ✓

5129

The credit interest rate is 1.95% AER as of your statement date.

NOW CLOSED
ACCOUNT
Thruage.

Thruage 1/6/26.

? 26/6/26
23/6/26
M. Baines
25/6/26



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**Bank Reconciliation Statement as at 30/06/2026
for Cashbook 5 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	30/06/2026		792,000.00
			<u>792,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			792,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			792,000.00
		Balance per Cash Book is :-	792,000.00
		Difference is :-	0.00

Councillor 1:

NameSignedDate

Councillor 2:

NameSignedDate

Clerk & RFO:

NameSignedDate

Statement of Account

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

5 July 2026

Account name: **MELKSHAM WITHOUT PARISH COUNCIL**
Account number: **PS1007177-001**
Statement period: **31/05/2026 to 30/06/2026**

Account summary

Total valuation as at 30 June 2026 **£792,000.00**
Total valuation as at last statement at 31 May 2026 **£805,000.00**

Holdings as at 30 June 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	792,000.0000	£1.00	£792,000.00
			Total value
			£792,000.00

Transactions for the period from 31 May 2026 to 30 June 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
23/06/2026	Withdrawal - 5156	-13,000.0000	£1.0000	-£13,000.00

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
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Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 3.83% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
Jun 2026	02/07/2026	Public Sector Deposit Fund SC4 - Public Sector	Paid to Nominated Bank Details	£2,522.88	

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**MINUTES of the Asset Management Committee of Melksham Without Parish
Council held on Monday 6th July 2026 at St Barnabas Church,
Beanacre Road, Beanacre, Melksham, SN12 7PT at 7:07pm**

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

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

Welcome & Housekeeping:

Everyone was welcomed to the meeting; it was noted that the meeting was being held in a different venue and everyone present was aware of the exits in the event of a fire. Prior to the meeting, members of the committee undertook a site visit at Beanacre Play Area, where they met with local residents to view and discuss the initial concept designs for the Beanacre Play Area refurbishment project. It was noted that no decisions were made during the site visit and that the project would be considered later in the meeting. Remote access, and then a subsequent recording for YouTube was not available for this meeting as the venue does not have wifi.

086/26 Apologies:

Apologies had been received by Councillor Glover, who was on holiday and Councillor Baines who had a prior engagement. These reason for absence were accepted.

It was noted that the meeting was quorate.

087/26 Election of Chair and Vice Chair for 2026/27:

a) Election of Chair:

Councillor Franks invited nominations for the Chair of the Asset Management Committee for 2026/27. Councillor Franks was nominated; there were no other nominations.

Resolved: To appoint Councillor Franks as Chair of the Asset Management Committee for 2026/27.

b) Election of Vice Chair:

Councillor Franks invited nominations for the Vice- Chair of the Asset Management Committee for 2026/27. Councillor Haffenden was nominated; there were no other nominations.

Resolved: To appoint Councillor Haffenden as Vice- Chair of the Asset Management Committee for 2026/27.

088/26 Declarations of Interest

The Clerk advised that, although not a voting member of the committee, she wished to make members aware that later in the meeting they would be considering the council's list of approved contractors and suppliers. She advised that her husband had, on occasion, undertaken small voluntary works for the council and that one of the matters for consideration would be whether he should be included on the approved contractors and suppliers list.

There were no other declarations of interest

089/26 Dispensation Requests for this Meeting

None.

090/26 To consider holding items in Closed Session due to confidential nature:

The Clerk advised that quotes did not need to be held in closed session as long as members did not disclose the specific contractors.

The following agenda items were subsequently resolved to be held in closed session:

Agenda item 9g Business farm tenancy (min.095/26g)- Confidential Legal matter

Agenda item 11a- Shaw Village Hall lease (min.097/26a)- Confidential legal and property matters relating to lease negotiations

Agenda item 19- Review of contractors(min.105/26)- Commercially sensitive information.

Resolved: The above items be put into closed session due to the reasons detailed above.

091/26 Public Participation:

There were no members of the public present at the meeting.

092/26 Council Assets:

a) Report on council assets:

The Clerk explained that the condition of all parish council assets is reviewed annually and each asset is given a condition rating. The ratings help identify assets requiring immediate repair or replacement, as well as those that are approaching the end of their life, which will enable appropriate provision to be made within future budgets.

The ratings are as follows:

Good- Unlikely to need attention in the next five years

Satisfactory- May need attention in the next two to three years

Poor- Needs attention in the next year

The Clerk advised that the Parish Caretaker had not yet completed the assessment of all parish assets, partly due to the recent hot weather, and therefore the remainder of the review would be deferred until the next Asset Management Committee meeting rather than being rushed to meet this meeting.

The Allotment Warden had completed his assessment of the allotments, and it was noted that no assets had been identified as being in poor condition. The Allotment Warden had reported that one of the water troughs at Briansfield Allotments was prone to overflowing. Councillor Franks suggested that the ball valve may not be operating correctly do may need to be looked at. The Clerk advised that the troughs can also overflow if they are not level.

The Finance & Amenities Officer had completed the office asset inspection, and no items had been identified as being in poor condition. It was noted that both the officers' and councillors' laptops were now at least six years old and that provision

may need to be included in the next budget for their replacement. The Clerk advised that her laptop had recently been struggling and might require additional memory, although it did not yet need to be replaced. However, there may be a cost benefit in replacing the laptop rather than purchasing additional memory for a model that is approaching the end of its operational life.

It was noted that councillors generally make less use of their laptops than officers and, as a result, councillors devices may have a longer operational lifespan.

Members agreed that provision should be included within the 2027/28 budget for the replacement of officers' laptops due to the amount of use they get on a weekly basis. Members also considered that the council should develop an IT replacement strategy, which sets out expected replacement cycles for equipment such as laptops, to have a more proactive approach to these items.

Recommendation: The council put provision in the 2027/27 budget for the replacement of officer laptops.

b) Request to replace bench near Kestrel Court Play Area:

The Clerk reported that the council had received a request from a resident regarding a bench located between Cheshire Close and Lincoln Grove in Bowerhill, which they considered to be in poor condition. The resident had asked whether the bench could be refurbished or replaced. The Clerk advised that the resident had subsequently also requested that, if replaced, the bench be rotated by 90 degrees so that users would face the green rather than the road.

The Clerk explained that Wiltshire Council had previously advised that benches positioned with their backs to the road were not always recommended, as users would not have a clear view of people approaching from behind. Officers did not believe the bench was owned by the parish council as it wasn't the normal style bench that is normally purchased and officers could not see it on the council's asset register. As a result, the Finance & Amenities Officer had contacted Wiltshire Council, who advised that they did not have a budget available to replace the bench; however, they would inspect it and, if it was considered to present a health and safety risk, would advise the parish council should it wish to fund its repair or replacement as a local priority.

Members queried whether the bench could be sanded down and repainted. The Clerk advised that this work would need to be undertaken by a contractor and that the cost could be comparable to replacing the bench. It was queried what the cost of a replacement bench would be, the Clerk explained that it was the purchase of the bench as well as the installation, so she estimated it to be around £600-£700 + VAT

Following discussion, members agreed to replace the bench, subject to Wiltshire Council confirming they were happy for the parish council to replace it. It was agreed that officers should liaise with the resident regarding the preferred orientation of the replacement bench, taking into account any advice provided by Wiltshire Council with regard to the angle of the bench.

Recommendation: The parish council replace the bench between Cheshire Close and Lincoln Grove, with officers to liaise with the resident regarding the preferred location and orientation of the new bench, having regard to any advice provided by Wiltshire Council.

093/26 Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:

a) Beanacre Play Area Refurbishment Project:

As noted at the start of the meeting, members and officers had undertaken a site visit at Beanacre Play Area prior to the meeting, where they met with local residents to discuss concept designs for the proposed refurbishment project. The purpose of the site visit was to gather feedback from those who regularly use the play area, including parents, grandparents and children, to help inform the council's specification for the project. It was noted that the council had previously agreed that the refurbishment should be limited to the replacement of the overhead climber and the two swing sets, rather than replacing all of the equipment inside of the play area.

Members were reminded that previous discussions had included replacing one of the swing sets with a basket swing to provide a more inclusive play option inside of the play area. It was noted that, due to the size of a basket swing, it would most likely occupy an entire swing frame, so no other swing seat would be able to fit on this frame. Members considered the preferred configuration for the second swing frame and the different combinations that could be specified.

With regard to the overhead climber, the Clerk explained that previous discussions had explored whether it should be replaced with an alternative item of equipment, such as a springer, together with the possibility of incorporating play panels or a "twister" game within the play area to introduce a different type of play experience as there were other pieces of climbing equipment in the play area.

Members discussed the comments received from residents during the site visit. It was noted that all the residents advised that the overhead climber was a popular piece of equipment within the play area and expressed a preference for replacing it with a similar item rather than a springer. Some residents also suggested an in-ground trampoline and, a tractor-themed piece of play equipment. Members discussed whether it would be possible to include both an overhead climber and a springer within the available space, including the possibility of installing a springer on the grassed area. Following discussion, members agreed that quotations should be obtained for both an overhead climber and an in-ground trampoline. This would enable the council to compare costs and consider the available options before making a final decision on which item of the two should be installed.

In relation to the swings, members agreed that quotations should be obtained for a basket swing for one of the swing frames. Members also considered the preferred combination for the second swing frame and agreed that quotations should be sought for a two-bay swing comprising one parent/child duo seat and one junior flat swing seat.

The Clerk explained that members also needed to determine the preferred construction material for the replacement equipment. Whilst the council had generally favoured steel play equipment at other sites due to its durability and lower maintenance requirements, it was acknowledged that the rural location of Beanacre Play Area meant that timber equipment may be more sympathetic to its surroundings. The Clerk advised that discussions with suppliers had identified that timber equipment had warranties of around 20 years. Members also noted that timber equipment was available in different types of wood, including Robinia

hardwood, laminated timber, treated softwood and hybrid construction using metal feet to keep the timber clear of the ground.

The Clerk advised that some suppliers offered lifetime structural warranties on galvanised steel equipment. Following discussion, members agreed that quotations should be obtained for both dark green galvanised steel equipment and Robinia hardwood equipment so that a fully informed decision could be made when considering the quotations.

Members then considered the safety surfacing. It was noted that there were areas where the existing wet-pour surfacing had cracked and required repair. It was further noted that replacement surfacing may also be required beneath any new equipment installed. Members agreed that the necessary repairs and replacement surfacing should be included within the quotations.

The Clerk advised that attention was also required to the two pedestrian gates. The main pedestrian self-closing gate had an ongoing issue with its closing mechanism and, despite previous attempts to adjust the spring, it had not been possible to achieve the correct closing speed. Whilst one supplier had suggested an alternative spring mechanism, the Clerk advised that the council had previously trialled different springs without success. The second pedestrian gate, which is used less frequently, would also benefit from being rubbed down and repainted as it was looking rundown. Members agreed that the five-bar maintenance access gate and supporting post should be repaired, as the gate had dropped and was becoming increasingly difficult to open and close. This was the gate that parish council contractors used on their route of access into the play area, but it was also used by members of the community on a desire line to access the community field to the rear of the church.

Councillor Haffenden also highlighted that some of the timber fence cladding appeared to be showing signs of rot. Members agreed that quotations should also be obtained for the repair or replacement of the affected items.

The Clerk advised that officers had spoken to the specialist with regards to specific requirements the council would like to see such as:

- ease of inspection and maintenance;
- availability of replacement parts;
- warranty periods;
- after-sales support;
- UK manufacture where appropriate;
- sustainability considerations.

It was noted that the specialist had advised that, if the council specified that all play equipment must be manufactured in the UK, this could reduce the number of potential suppliers and available products by approximately 50%. Members discussed whether such a requirement would unnecessarily restrict competition. Following discussion, members considered that, rather than specifying the country of manufacture, emphasis should be placed on the long-term support available for the equipment. Members agreed that the specification should include questions relating to the availability of spare parts, after-sales support, lead times, ease of maintenance, warranties and guarantees. Members also agreed that the specification should require suppliers to provide quotations for the associated repair works, including repairs to the gates and other ancillary items identified as

part of the project. In addition, members agreed that suppliers should confirm whether they are members of the Association of Play Industries (API).

The Clerk reminded members that the council had previously earmarked £25,000 + VAT for the project, together with a £2,500 contingency and a further allocation of up to £2,500 to engage a specialist to assist with the preparation of the procurement specification, leaving a total project cost of up to £30,000 + VAT. The Clerk explained that officers did not have the specialist technical expertise required to prepare a play equipment specification, including the relevant British Standards, critical fall heights, surfacing depths and technical requirements. Members were advised that the specialist's proposed service would include a site visit, preparation of the quote/tender documentation and specification, supplier liaison and evaluation of the returned quotations.

The Clerk explained that, under the council's Financial Regulations, contracts with an estimated value over £40,000 + VAT are subject to a formal tender process. As the approved budget for the Beanacre Play Area refurbishment project was below this threshold, the council was able to seek quotations rather than undertake a formal tender exercise. The Clerk advised that members could either invite quotations from the suppliers who had attended the site visits and were already familiar with the project or advertise the opportunity more widely. Members considered that the suppliers who had attended the site visits had spent time and effort in understanding the project and the council's requirements, therefore, quotations should be invited from those suppliers only.

Resolved 1: That the specification being drafted by the specialist for the Beanacre Play Area refurbishment project includes quotations for:

- A replacement overhead climber and an in-ground trampoline
- One basket swing
- One two-bay swing comprising a parent/child duo seat and one junior flat swing seat
- Repairs and any necessary replacement of the safety surfacing associated with the new equipment
- 1x replacement pedestrian gates and refurbishment of the other gate
- Repair to the five-bar maintenance access gate between the parish council's leased land and the boules court
- Repairs to, or replacement of, deteriorated fence cladding.

Resolved 2: The specification should request quotations for both dark green galvanised steel and Robinia hardwood equipment to enable the council to compare the materials, warranties, maintenance requirements and whole-life costs before selecting a preferred option.

Resolved 3: The procurement specification includes evaluation criteria covering the availability of spare parts, after-sales support, lead times, ease of maintenance, warranties and guarantees.

Resolved 4: The final specification for the project to be included on the agenda for the July Full Council Meeting for ratification before quotes are obtained.

Resolved 5: Quotations for the Beanacre Play Area refurbishment project be invited from the suppliers who attended the site visits and are familiar with the council's requirements.

b) Initial thoughts for Berryfield Play Area:

The Clerk explained that Berryfield Play Area had originally been leased to the parish council from Wiltshire Council under a c7-year lease but was now owned by the parish council. She reminded members that, when the council had initially taken on former Wiltshire Council play areas, including Kestrel Court and Hornchurch Road, significant refurbishment works had been undertaken, including the replacement of safety surfacing. In contrast, only limited works had been carried out at Berryfield Play Area, with the area being cleaned but no major investment made.

The Clerk advised that this approach had been taken because of the long-standing proposal and planning application for the Wilts & Berks Canal, with the route passing through the middle of the existing play area. As a result, the council had not considered it prudent to invest significant sums in facilities that could potentially be removed should the canal project proceed. It was noted that, if the canal scheme were to come to fruition, the play area would need to be relocated at the Wilts & Berks Canal Trust's cost.

Members noted that the play equipment was now dated and that the surrounding wire fence needed some attention. It was also noted that the parish council owned the adjacent Multi Use Games Area (MUGA) together with an additional area of land where the former Portacabin village hall had previously been located, which could provide opportunities for future improvements. The Clerk advised that off-site play contributions would be received from the Townsend Farm development, although that development would also include some on-site play equipment. Also, Community Infrastructure Levy (CIL) funding was available from the Buckley Gardens development, which could potentially contribute towards future improvements to the play area.

Members recognised that, following recent housing developments within Berryfield over the past few years, the number of children living in the village had increased significantly. It was noted that there was other nearby play facilities at Whitworth Play Area and within Buckley Gardens, although the Buckley Gardens play area would not be adopted by the parish council and was not yet opened.

Following discussion, members considered that it would be beneficial to invite play area providers to visit the site and develop initial concept ideas for a future refurbishment. Members felt that the scheme should seek to provide equipment that complemented, rather than duplicated, the facilities already available within the other Berryfield play areas. It was also agreed that the suppliers involved in the Beanacre Play Area project should be made aware of this potential future project. Members agreed that obtaining indicative concept designs and budget estimates would inform the budget setting process for the next financial year.

Recommendation: The council invite play area providers to Berryfield Play Area in the future to provide concepts and indicative budget estimates for its refurbishment to inform the budget setting process.

094/26 QEI Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):

a) Update on sports field bookings and pitch layout for 2026/27 season:

The Finance & Amenities Officer had compiled a report on the current sports field bookings for the new football season. She advised that the council had lost three home teams; however, had received bookings for two new home teams for the new season. The bookings are as follows:

Trowbridge and District league- Saturday Afternoons (Adult Teams):

- Pilot FC
- FOF FC (adults)- New team this season

Chippenham & Bath District league- Sunday Mornings (Adult Teams):

- Trowbridge Athletic- New team at the sports field this season

Youth:

- FoF- Weekend Blanket booking (Youth Organisation part of Future of Football)
- Future of Football- Training and Holiday Camps

It was noted that the sports field currently had capacity to accommodate four adult football teams and that there remained capacity for one additional adult home team.

The Finance & Amenities Officer reported that Future of Football FC (FOF FC) had successfully hosted its annual summer tournament at the sports field over the weekend of the 13th and 14th June. It was noted that approximately 160 teams had participated, with in excess of 4,000 visitors across the two days. The Finance & Amenities Officer advised that the event had taken place without any significant issues and that parking arrangements had been successfully managed through an agreement between FOF FC and Knorr Bremse.

Members were shown an aerial photograph of the event provided by FOF FC and were pleased to see the high level of participation and the successful use of the sports field by so many children and families. Members welcomed the positive feedback received regarding the event and acknowledged the successful organisation of the tournament.

b) Latest Pitch Power assessment

It was noted that, as part of the Football Foundation grant funding for improvements to the sports field, the council is required to undertake regular PitchPower assessments of all football pitches. The latest assessment showed that all pitches were rated as either Good or Advanced, with improvements recorded across the majority of the site. Members were pleased to note the positive results and considered that the additional maintenance and improvement works being undertaken were having a beneficial impact on the overall quality of the pitches and the sports field.

Members noted the latest pitch power assessment.

c) Sale of Alcohol at the Bowerhill Sports Field:

The Finance & Amenities Officer presented a report advising that the council had recently received a request from a hirer seeking permission to sell alcohol during an event at the sports field. She explained that the request had been received too late to be considered at the June Full Council and any recommendation made by this committee would require ratification by Full Council at its July meeting, which would take place after the event. As a result, the request had been refused.

The Finance & Amenities Officer explained that the item had been included on the agenda to enable the council to establish a clear position should similar requests be received in the future. It was noted that, whilst the council did not permit the sale of alcohol from the pavilion building, there was currently no formal policy regarding the sale of alcohol elsewhere on the sports field.

Members discussed the potential implications of permitting the sale of alcohol, including the likelihood of increased litter, higher levels of alcohol consumption and the potential impact on the site. Following discussion, members agreed that it would not be appropriate to permit the sale of alcohol on the sports field.

Recommendation: The council do not permit the selling of alcohol on the sports field.

d) Annual Ventilation service:

It was noted that on an annual basis the council undertakes a ventilation service, which includes the system in the games room and the extraction fans in the changing rooms. A quote of 987.60 + VAT had been received from Wiltshire Air Conditioning Services. Members agreed with the quote to undertake this service.

Recommendation: The council approve the quote of £987.60 + VAT from Wiltshire Air Conditioning Services to undertake the ventilation service at the Bowerhill Sports Pavilion.

e) Potential extension to car park:

Members were reminded that, in 2025, the Asset Management Committee had considered whether the Bowerhill Sports Field car park should be extended to provide additional parking capacity. At that time, members acknowledged that parking issues already existed, particularly during football matches and training sessions, and noted that the introduction of double yellow lines on sections of Westinghouse Way would reduce the amount of available on-street parking.

Following discussion, the committee had concluded that extending the car park would be a significant capital project that would provide only a relatively small increase in parking capacity. It had therefore been agreed not to progress the project at that time, but instead to review the matter should proposals for a 3G pitch at Bowerhill Sports Field come forward, as additional parking provision would be required as part of any such development.

The Clerk advised that, whilst discussions regarding the potential provision of a 3G pitch were ongoing, parking at the sports field had become an increasing issue, particularly during the summer months. She explained that weekday evening youth football training sessions regularly took place between approximately 4.00pm and 7.00pm, with overlap between age groups resulting in parents arriving for one session whilst others were still waiting to collect children from the previous session. Consequently, the existing car park frequently reached capacity, with vehicles parking along both sides of Westinghouse Way and Swift Way.

It was noted that reports had been received of vehicles parking in positions that could be considered hazardous and that neighbouring businesses had experienced difficulties with large goods vehicles accessing their premises. Similar issues occurred at weekends during the football season, when youth and adult football

fixtures regularly resulted in the car park reaching capacity and significant overspill parking onto the surrounding roads. Members noted that the planned introduction of additional double yellow lines on sections of Westinghouse Way was likely to reduce the amount of available on-street parking further, potentially resulting in vehicles parking deeper within the industrial estate and exacerbating the existing issues.

Whilst it was recognised that the parish council was not responsible for the actions of individual motorists who chose to park inconsiderately or dangerously, members acknowledged that the existing car park, which currently provides approximately 12 parking spaces, may no longer be sufficient to meet the demands generated by the increasing use of the sports field.

The Clerk advised that officers had not yet undertaken detailed work to assess options for extending the car park; however, as part of the ongoing discussions regarding the potential 3G pitch, Wiltshire FA and the Football Foundation had been asked to provide guidance on the recommended level of parking provision based on the existing number of pitches and facilities. The Clerk was still waiting for a response.

Members discussed a number of potential options for increasing parking capacity. The Clerk advised that one possible extension area was to the Knorr Bremse side of the pavilion, where there were no football pitches, with the potential to extend the car park level with the pavilion veranda. A further option would be to extend into the area currently used by the youth football organisation for storing goalposts; however, beyond this point the Multi-Use Games Area (MUGA) was located, and this area was narrow so would not fit a vehicle through.

Members also considered whether partnerships could be explored with neighbouring businesses to make use of their car parks during evenings and weekends when they were not in use. The Clerk advised that, whilst this may provide a short-term solution to existing parking pressures, it would not be considered acceptable as part of any future Football Foundation-funded 3G pitch development, as users would be required to cross the public highway to access the sports field.

Following discussion, members agreed that officers should explore whether partnership arrangements could be established with neighbouring businesses to make use of their car parks during periods of peak demand and report back to the committee.

Recommendation 1: Officers investigate opportunities to work in partnership with neighbouring businesses on the industrial estate to provide additional parking during evenings and weekends. A report to be brought back to a future Asset Management meeting.

Recommendation 2: Officers continue to seek advice from Wiltshire FA and the Football Foundation regarding the recommended number of parking spaces for the sports field based on the number of pitches.

f) Pavilion electrical inspection:

Members noted that, when obtaining quotations for the parish council's insurance renewal, one of the insurance brokers advised that they were unable to provide a quotation because the pavilion had not undergone an Electrical Installation Condition Report (EICR) within the last five years. The Finance & Amenities Officer reviewed

the pavilion Operation and Maintenance (O&M) Manual to establish the recommended inspection regime. Whilst the council has arrangements in place for the regular servicing and inspection of a range of building systems, including the gas boiler, water heaters, fire alarm, emergency lighting and ventilation system, no EICR has been undertaken since the pavilion was constructed over ten years ago.

Although there is no specific legislation prescribing how frequently an EICR must be carried out, the council has duties under the Health and Safety at Work etc. Act 1974 and the Electricity at Work Regulations 1989 to ensure, so far as is reasonably practicable, that electrical systems are maintained to prevent danger. Current industry guidance recommends that commercial and community buildings undergo periodic inspection and testing at least every five years.

The pavilion building is over ten years old and as no previous inspection of this nature have been undertaken, officers had obtained quotations for a full Electrical Installation Condition Report, including the completed report, certification and identification of any remedial works that may be required. Five NICEIC (National Inspection Council for Electrical Installation Contracting) approved electrical contractors were invited to quote; however, only two quotations were received:

Quotation 1: £677.50 + VAT

Quotation 2: £600.00 + VAT

Members agreed that the inspection should now be undertaken. In considering the quotations, members noted that the contractor who had submitted Quotation 2 had previously carried out work at the pavilion to a high standard and was familiar with the building. Taking this into account, together with the lower cost, members agreed to accept Quotation 2.

Members noted that no budget had been specifically allocated for an EICR during the 2026/27 budget-setting process. The Bowerhill Sports Field & Pavilion Maintenance Reserve could be used for this expenditure.

Recommendation: The parish council accept the quotation from Kanconnections (quotation 2) of £600 + VAT to undertake the electrical inspection at the Bowerhill Sports Pavilion.

g) Damaged sports field drain:

Following the recent tournament at the sports field, the parish council contractors reported that the drain going through the sports field had dropped and a hole has appeared. They undertook an emergency repair at the time to make the area safe but have advised that works needed to be done to fully repair it. The contractors have provided a quote of £1,257.36 + VAT to undertake the following:

- To excavate to remove broken pipe
- To supply and replace broken section as required
- To make good around pipe and backfill

Members agreed that the repair needed to be undertaken and therefore felt that the quote should be approved.

Recommendation: The council approve the quote of £1,257.36 + VAT from JH Jones to undertake the drain repair as detailed above.

h) Replacement goal post parts:

The Finance & Amenities Officer reported that replacement parts were required for the football goal posts and that a quotation had been obtained from the original manufacturer to ensure compatibility with the existing equipment.

Members noted that one of the goal post support posts had become bent and required replacement. In addition, a number of replacement goal post bolts were required to maintain the safety and security of the equipment.

Members agreed that the quotation should be approved as the parts were needed.

Recommendation: The parish council approve the quotation of £197.90 + VAT from Live4Soccer for the goal post parts required.

i) Unauthorised use of parish council goal posts:

Members noted that the moveable goalposts were stored at the side of the sports field and were intended for use only by teams that had booked the facility. The goals were secured using chains and padlocks, with the access code provided only to booked hirers. Despite these arrangements, there had been several occasions where the goalposts had been found moved onto the playing field by individuals who had not booked the equipment and subsequently left unsecured after use. The padlocks had also required replacement on a number of occasions due to damage; however, there had also been incidents where the padlock remained intact, suggesting that the access code may have been shared with unauthorised users.

When issuing booking confirmations, officers advise hirers that, for health and safety reasons and to prevent damage to the equipment, the goalposts should only be moved by a minimum of four people at all times. Unauthorised users do not receive this information, increasing the risk of injury and damage to the equipment.

The Clerk advised that the access code would be changed before the start of the new football season. She also informed members that the council had replaced the previous padlocks with more robust bicycle-style combination locks as this had worked at the allotments.

Members discussed a number of options for improving security and ensuring that the goalposts were only available to authorised users. Consideration was given to introducing a key system; however, it was felt that this would not be practical given the number of hirers and the existing difficulties experienced in recovering changing room keys. Members therefore agreed that the combination codes should be changed on a quarterly basis to help reduce the risk of unauthorised access.

Recommendation: The council ask officers to arrange for the combination codes for the moveable goalposts to be changed every three months, with the first code change taking place before the start of the new football season.

095/26 Allotments:

a) Report on waiting list:

The Finance & Amenities Officer had put together a report on the current waiting list for the allotments. Members noted that there were currently no vacant plots on either site and that there were four people on the waiting list.

Members noted that, following approval of the allotment inspection and notice procedure, the Allotment Warden had completed two inspections. As a result, six tenants were contacted because their plots were either in poor condition or showed little or no evidence of cultivation. Four of the six tenants had responded and were taking steps to improve their plots. In accordance with the approved procedure, all plots would be inspected again during the week commencing 20th July 2026, with any tenants who had not made satisfactory progress moving to Stage 2 of the procedure.

Members also noted that a tenant had reported the theft of produce from their allotment. Separately, another tenant had reported witnessing individuals on at least three occasions connecting pumps and hoses to the water troughs and using large quantities of water. The Allotment Warden had continued to monitor the situation during his regular visits and confirmed that he had not personally witnessed any tenants connecting hoses or pumps to the water troughs.

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

The Clerk has approved the following shed requests since the last meeting under delegated powers:

- 29 Briarsfield- 8' x 8'
- 10b Berryfield- 6ft x 4ft

Members noted this.

c) Briarsfield Allotments Dog Sign:

Members noted that the sign prohibiting dogs from entering Briarsfield Allotments, which had been fixed to the entrance gate, had been removed. The Finance & Amenities Officer reported that temporary laminated replacement signs had been installed and recommended that the situation be monitored before the council considered replacing the sign with a permanent metal version, in case it was removed again.

Members agreed with the proposed approach.

Recommendation: The parish council continue monitoring the situation and retain the temporary dog signs for the time being, with the need for a permanent replacement sign to be reviewed at a future meeting if appropriate.

d) Boundary Fence Repairs- Briarsfield and Berryfield Allotments:

Members noted that a resident had reported that the wire fencing at the entrance to Briarsfield Allotments had been repeatedly moved to allow dogs to pass through and had now been completely removed. A contractor had inspected the fence and advised that, as two strands of wire remained in place, no immediate repairs were considered necessary.

Members also noted that a resident had reported a gap in the boundary fence at the far end of Briansfield Allotments. Although the contractor had been unable to locate the reported gap, Councillor Franks advised that there was a section requiring repair and offered to meet the contractor on site to identify its location.

In addition, there was a gap in the fencing adjacent to the access track at Berryfield Allotments. It was understood that members of the public had been using this opening as an informal route through the allotments, despite there being no public right of way. Members noted that this was also the location where cattle had entered the allotments the last year after the natural hedge boundary had been damaged. Members considered the matter and agreed that signage should be installed at the allotments advising that there is no public right of way through the site.

Recommendation: The council erect signage at the allotments advising that there is no public right of way through the site.

e) Request for Temporary Plot Barrier:

Members noted that an allotment tenant had contacted the council to report damage to apple trees which they believed had been caused by deer. The tenant had also raised concerns about dogs accessing their plots. It was noted that the tenant rented two adjoining plots and had requested permission to install a temporary deterrent, such as a pallet, low picket gate or similar easily opened barrier, across the pathway between the two plots to discourage deer and dogs whilst still allowing pedestrian access where required.

Officers drew members' attention to clause 5 of the Allotment Tenancy Agreement, which states: "The Tenant shall not obstruct or permit the obstruction of any of the paths on the allotments set out for the use of the tenants of the allotment gardens. The Tenant shall maintain the existing paths between allotments."

Members considered the request but concluded that any low barrier would be unlikely to prevent deer from accessing the plots, as deer would still be able to jump over it. Members also noted that the allotments are situated in a rural location where encounters with wildlife are to be expected. In addition, permitting a barrier across the pathway would be contrary to the provisions of the tenancy agreement.

Recommendation: To refuse the request from the tenant to install a temporary barrier across the pathway between the two allotment plots for the reasons provide above.

f) Replacement Noticeboard – Briansfield Allotments:

Members were reminded that the noticeboard at Briansfield Allotments had previously been disposed of and required replacement. Officers had obtained a quotation from Arien Signs, the council's usual noticeboard supplier, which included two options.

The Finance & Amenities Officer explained that the supplier had introduced a new design and had therefore provided prices for both the new version and the style currently used throughout the parish. The quotations received were:

Option 1: A1 traditional noticeboard with Plexichoc glazing, Zintec magnetic backing, shaped header panel with vinyl lettering and side-mounted colour-coded posts (new design). £944 + VAT

Option 2: A1 traditional noticeboard with Plexichoc glazing, Zintec magnetic backing, shaped header panel with vinyl lettering and rear-mounted round posts (existing council design). £970 + VAT

There was also a charge of £195 + VAT for delivery to the parish council's grounds contractors.

Members noted that the council's existing noticeboards all use the same locking system. They considered that retaining the current design would provide consistency across the parish and would be more practical, as officers would be able to continue using the same key for all noticeboards.

Recommendation: The council approve the quotation from Arien Signs Ltd for option 2, the existing style of noticeboard, at a total cost of £1,165 + VAT (including the cost of the noticeboard and delivery) for the replacement noticeboard at Briansfield Allotments.

g) Farm Business Tenancy Agreement

This item was held in closed session.

The Clerk reminded members that the Internal Auditor had again raised the issue that the original fixed-term Farm Business Tenancy agreements for the council's allotment land had expired and recommended that the council review and update the tenancy agreements. This related to both the Berryfield and Briansfield allotment sites.

Recommendation: To note the Internal Auditor's observation and take no further action at this stage, on the basis that the matter has previously been reviewed, the council's position remains unchanged, and there is no benefit in seeking to renegotiate the existing tenancy arrangements unless circumstances change.

096/26 Shurnhold Fields:

a) Update on Shurnhold Fields and wildflower meadow:

The Clerk explained that the Finance & Amenities Officer had attended a site meeting at Shurnhold Fields with Wiltshire Council's contractor to discuss the ongoing maintenance of the newly established wildflower areas. A report of the meeting had been circulated to members as part of the agenda papers.

Members noted that a meadow seed mix had been sown on the flood bund and was well established, with poppies and daisies in flower at the time of the site visit. The Wiltshire Council contractor would return at the end of the growing season to undertake a high cut of the meadow, with the arisings being left in situ to allow the seed to disperse naturally. Members noted that no further maintenance was required other than allowing the meadow to naturally reseed and establish.

It was further noted that a wetland seed mix had been sown adjacent to the flood bund. Whilst this had not yet become established at the time of the site visit, no

additional maintenance was required. Members also noted that the remaining grass-seeded area could be cut as part of the site's normal annual grass-cutting programme. It was noted that the contractor had advised the grass should be cut in spring; however, officers were checking this out as the council normally undertake the annual cut in autumn.

The Clerk explained that a final cost for the Shurnhold Fields car park and entrance improvement project was not yet available. Wiltshire Council had provided copies of all contractor invoices; however, it was proving difficult to determine which costs related to the parish council's works and which related to Wiltshire Council's own project.

The Clerk advised that she had queried a number of the costs with Wiltshire Council, as some appeared to relate to works undertaken as part of Wiltshire Council's scheme. The Clerk informed members that she would discuss the outstanding costs with the Principal Drainage Engineer at Wiltshire Council to agree the final apportionment before the council was invoiced.

Members noted the update.

b) Graffiti on Shed:

Members expressed their disappointment that the shed next to the Shurnhold Fields car park had been vandalised with graffiti. The Clerk reported that she had arranged for a mobile paint repair specialist to inspect the damage to determine whether the graffiti could be removed. Following the inspection, the specialist had lightly sanded the affected areas to reduce the visibility of the scratches, which had improved the appearance of the shed. The specialist advised that the scratches appeared to be superficial and had not penetrated the metal surface.

Members were disappointed to note that further graffiti had subsequently appeared on the shed following the initial remedial work. The incident had been reported to Wiltshire Police via the 101 service; however, the case had since been closed due to there being insufficient evidence to identify those responsible. The police had suggested that the installation of CCTV may help deter further incidents.

Members discussed the potential use of CCTV and noted that Melksham Town Council may have a mobile CCTV unit which could be deployed at the site, as the councils jointly own Shurnhold Fields and the town councils caretaking team attends the site on a weekly basis. Members agreed that Melksham Town Council should be asked whether a mobile CCTV unit could be installed, should this not be possible, the councils could consider purchasing a CCTV unit.

The Clerk advised that, under data protection legislation, the council would need to demonstrate a clear and justifiable purpose for the use of CCTV. The council would also need to complete a Data Protection Impact Assessment (DPIA) to assess the necessity and proportionality of the proposal and any privacy risks. Members noted these requirements and agreed that the purpose of any CCTV deployment would be the prevention and detection of crime. It was also agreed that any CCTV should be directed solely at the shed within Shurnhold Fields to ensure that monitoring remained proportionate.

Recommendation 1: The parish council approach Melksham Town Council to request the temporary deployment of their mobile CCTV unit at Shurnhold Fields, focused solely on the shed, to help deter and detect further acts of vandalism.

Recommendation 2: If a mobile CCTV unit is not available from the town council, officers to investigate a suitable CCTV unit for the council's consideration.

Recommendation 3: The council confirm that the purpose of any CCTV deployment at Shurnhold Fields is the prevention and detection of crime and that any installation will comply with the council's obligations under data protection legislation, including ensuring that monitoring is proportionate and limited to the area requiring protection

c) Himalayan Balsam Removal

The Clerk explained that responsibility for controlling Himalayan balsam at Shurnhold Fields rests with the landowners. As Shurnhold Fields is jointly owned by Melksham Without Parish Council and Melksham Town Council, both councils share responsibility for ensuring the invasive plant is managed.

The Clerk reported that she had asked whether Melksham Town Council's amenities team had the capacity to undertake the work; however, they had advised that they were unable to do so. It was noted that the Himalayan balsam had not been treated the previous year and, by the time this had been identified, the plants had already gone to seed. As a result, the work could not be undertaken at that stage, as attempting to remove the plants could have caused the seeds to spread further.

Members considered the quotation from JH Jones of £840.00 + VAT to undertake the works. It was noted that the cost would be met from the joint Section 106 maintenance contribution for Shurnhold Fields. Members queried whether the opportunity to treat the Himalayan balsam had already passed. The Clerk advised that she would check before the work is undertaken but noted that time had progressed. Members approved the quotation, subject to confirmation that the removal could still be completed this year.

Recommendation: The council approve the quotation from JH Jones of £840.00 + VAT for the removal of Himalayan balsam at Shurnhold Fields, with the cost to be met from the joint Section 106 maintenance contribution.

d) Parking Obstruction at Entrance Gate:

The Clerk reported that the council had received a complaint from a resident regarding vehicles being parked in front of the gate to Shurnhold Fields, obstructing access and reducing the available parking within the car park. The resident had requested that signage be installed to discourage parking in front of the gate.

Members noted that, as there were currently no marked parking bays within the car park, the installation of appropriate signage would be a sensible first step to help prevent vehicles from obstructing the maintenance access gate.

Recommendation: Officers arrange for appropriate signage to be installed advising people to not park in front of the gate.

a) Shaw Village Hall Lease:

This item was held in closed session.

The Clerk explained that there was concern regarding the lease for Shaw Village Hall, as the existing lease had expired. As a result, the Shaw Village Hall Management Trust was unable to demonstrate security of tenure when applying for grant funding, which was affecting its eligibility for external grants.

The Clerk reminded members that the parish council had provided the Management Trust with a draft lease, based on the agreement currently in place with Berryfield Village Hall, a few years ago. Whilst the Management Trust had raised some concerns regarding the draft, it had proved difficult to establish precisely what all of the issues were. It was understood that some of the issues related to relatively minor matters, such as the wording concerning communications between the Management Trust and the parish council. It had previously been suggested that a tenant handbook could accompany the lease to deal with day-to-day operational matters rather than including them within the lease itself.

Members acknowledged that the Management Trust is run by volunteers and appreciated that they were busy; however, they noted that little progress had been made and that the lease had not been considered by the Management Trust for some time. Councillor Franks, the parish council's representative on the Management Trust, confirmed that he had continued to raise the matter at meetings. It was suggested that a meeting be arranged between representatives of the parish council and the Management Trust to work through the outstanding issues in the draft lease.

Members asked what the implications would be if a new lease was not agreed. The Clerk advised that the tenancy would continue rolling over; however, the Management Trust would have no long-term security of tenure. Whilst the parish council had no intention of taking the hall back, the absence of a formal lease was preventing the Management Trust from accessing grant funding, as funders required evidence of long-term occupation as already detailed above.

Members expressed concern that, if the Management Trust remained unable to secure external funding, there may be an expectation that the parish council would provide additional financial support. Members agreed that it should be made clear that the parish council would not be expected to bridge any funding gap arising from the absence of a signed lease. It was noted that the parish council had already awarded the Management Trust a grant of around £10,500 for the current financial year. Members also noted that the Management Trust had mentioned that they had access to legal advice within the village and encouraged it to seek independent legal advice on the proposed lease.

Following discussion, members agreed that a formal letter should be sent to the Shaw Village Hall Management Trust, signed jointly by the Clerk and the Chairman of the council, setting out the council's position and encouraging the Management Trust to progress the lease as a matter of priority.

Recommendation: The council write a formal letter to the Shaw Village Hall Management Trust, signed by the Clerk and the Chairman of the council, setting out

the council's position and the importance of progressing the lease as a matter of priority.

b) Management of Shaw Village Hall as an asset:

This item was considered within the above agenda item.

c) Management of Berryfield Village Hall as an asset:

Members noted that Berryfield Village Hall was being managed well; however, as with many voluntary organisations, only a small number of trustees were actively involved in managing the hall.

Members discussed what support the parish council could provide to help encourage additional volunteers to join the Village Hall Management Trust. It was suggested that the parish council could assist by including information about trustee and committee vacancies in a leaflet for new residents at the Buckley Gardens sales office and by publishing an article in the Berryfield Buzz which is delivered around Berryfield to help raise awareness and encourage local residents to get involved.

Recommendation: Officers work with the Berryfield Village Hall Management Trust to promote trustee opportunities as detailed above.

098/26 Bridges:

a) Bowerhill Sports Field Footbridge Replacement:

The Clerk reminded members that the existing footbridge at Bowerhill Sports Field is approaching the end of its serviceable life and has required repairs to ensure it remains safe for use. Officers had met with a specialist bridge supplier who had provided an indicative quotation for the replacement of the bridge with a 6-metre steel bridge.

The Clerk reported that, due to the higher-than-anticipated cost, officers had sought alternative quotations; however, they had experienced considerable difficulty in securing site visits from specialist bridge contractors. One contractor questioned whether the proposed bridge specification appeared larger than would normally be expected for the site. Although they were not a specialist bridge contractor, they were familiar with the location and therefore felt unable to provide a like-for-like quotation based on the specification provided.

Members discussed the challenges officers had experienced in obtaining specialist advice. It was noted that the same specialist bridge contractor had also provided a quotation for the proposed bridge between Bowood View and Buckley Gardens. During the site visit, officers had asked the supplier to provide alternative options together with an explanation of the advantages, disadvantages and cost implications of each option. This information had not been included within the quotation received, making it difficult for members to fully understand the basis of the proposed specification.

The Clerk advised that, during a recent meeting with the Walk Wheel Cycle Trust, she had asked whether they could assist the council in developing bridge specifications. The Trust had confirmed that they would be willing to provide assistance. Members agreed that it would be beneficial to seek independent advice

from the Walk Wheel Cycle Trust to help develop appropriate specifications for both bridge projects before progressing the procurement process.

Recommendation: The council defer consideration of the replacement bridge quotations and request assistance from the Walk Wheel Cycle Trust in developing suitable specifications for both the Bowerhill Sports Field bridge and the Bowood View/Buckley Gardens bridge before seeking further quotations

b) Bridge between Bowood View and Buckley Gardens:

This item was considered above.

099/26 Public Access bleed kits in the parish:

Members considered the report put together about bleed kits and noted that a number of the concerns raised when the council had previously considered them had now been addressed. In particular, members noted that the kits are designed for use by members of the public without prior training and contain colour-coded equipment together with a simple instruction card, enabling users to identify which item of equipment should be used for different types of injuries and body parts.

Members recognised that, whilst bleed control kits are often associated with knife-related incidents, they could also prove assistance in responding to a wide range of emergencies, including road traffic accidents, sporting injuries, agricultural accidents and serious DIY incidents. It was also noted that representatives from local village halls had expressed an interest in obtaining bleed control kits.

Members agreed that the most appropriate locations for the initial installations would be alongside the parish council's existing publicly accessible defibrillators, as these locations are already well known within the community and provide an established network of emergency equipment across the parish.

Members noted that no budget had been allocated for the purchase of bleed control kits during the current financial year. The possibility of funding the initiative from Community Infrastructure Levy (CIL) was discussed, and the Clerk agreed to confirm whether the proposed expenditure would be an eligible use of CIL funding. Members also agreed that officers should investigate external funding opportunities to support the installation of additional bleed control kits at other suitable community locations in the future.

Recommendation: The council approve the purchase and installation of Community Bleed Control Kits at each parish council location where there is a publicly accessible defibrillator, subject to the Clerk confirming an appropriate funding source.

100/26 Bus Shelters:

a) Bus Shelter Cleaning Contract:

The Clerk reported that Wiltshire Council had confirmed that it would clean all bus shelters during the current year regardless of whether they own them or not. As the parish council's existing bus shelter cleaning contract was due to expire shortly, members were asked to consider whether the contract should be renewed.

Members agreed that, as Wiltshire Council was undertaking the cleaning at no cost to the parish council, there was no need to extend the current contract. It was agreed that the arrangement should be reviewed if and when Wiltshire Council ceases to provide this service.

Recommendation: The council do not renew bus shelter cleaning contract on its expiry and to review the position should Wiltshire Council cease cleaning the bus shelters in the future.

b) Beanacre Bus Shelter Insurance Claim:

Members welcomed the successful recovery by the council's insurers of the policy excess relating to the damage to the Beanacre bus shelter and noted that the excess would be reimbursed to the council.

101/26 Fingerposts: Funding from Campaign to Protect Rural England (CPRE)

The Clerk reported that the Campaign to Protect Rural England (CPRE) had invited suggestions from councils and communities on how it could celebrate its Centenary. The parish council had submitted a number of ideas, one of which was for finger posts directing people to places of local historic interest and well-known visitor destinations within the parish. Members were pleased to note that CPRE had awarded the council a grant towards the project. It was noted that the council was already progressing a fingerpost project in Bowerhill.

Members agreed that the grant funding should be allocated towards the Bowerhill finger post project.

Recommendation: To allocate the CPRE grant of £250 towards the fingerpost project in Bowerhill.

102/26 Defibrillator Call-Out Log:

Members noted the defibrillator call-out log and were pleased to see that, in most cases, defibrillators had been returned to service within a few days of being deployed.

Members were, however, disappointed to note that the defibrillator at Bowerhill Sports Field had been out of service for 49 days. The Clerk explained that this had been due to an issue with the battery, together with the length of time taken by the supplier to diagnose the fault, which had resulted in an unacceptable delay before the unit was returned to service.

Members noted that the performance of contractors would be considered later in the meeting under the agenda item relating to the council's approved contractors and suppliers.

103/26 Biodiversity Policy Review:

The Clerk presented the reviewed Biodiversity Policy and explained that the proposed amendments were intended to ensure the policy accurately reflected the council's current practices. Members noted that the proposed amendments included:

- Amending the commitment to undertake a biodiversity audit of the council's landholdings so that this would be considered where appropriate and proportionate, rather than being a mandatory requirement
- Removing the commitment to review Local Nature Recovery Strategies, Species Conservation Strategies and Sites of Special Scientific Interest (SSSI) strategies, replacing it with a commitment that the council will have regard to relevant Local Nature Recovery Strategies when making decisions affecting its land, where appropriate
- Updating the monitoring section by removing the commitment to publish an annual summary of the policy's implementation against a biodiversity audit, and instead providing for periodic review of the policy by the Asset Management Committee, with significant biodiversity initiatives being reported through committee reports and other public communications where appropriate.
- Adding in that, where appropriate and proportionate, the council will work with landowners and partner organisations to explore opportunities for local habitat creation and enhancement, including potential off-site Biodiversity Net Gain (BNG) or biodiversity offsetting projects within the parish, subject to landowner agreement, ecological advice, funding, public access considerations and long-term management requirements.

Members agreed that the proposed amendments ensured the policy reflected the council's current activities whilst retaining its commitment to promoting and enhancing biodiversity.

The Clerk also explained that, under Biodiversity Net Gain legislation, most new developments are required to deliver at least a 10% improvement in biodiversity. Where this cannot be achieved within the development site itself, developers may be required to provide biodiversity enhancements elsewhere. Members discussed whether there may be opportunities for biodiversity enhancement within the parish where off-site Biodiversity Net Gain could be delivered. The Clerk suggested that the council could ask Wiltshire Council to consider whether, where developments within the parish are unable to achieve their biodiversity improvements on site, suitable locations elsewhere in the parish could be identified for enhancement. As an example, members noted that the wet area at Hornchurch Road Public Open Space could potentially benefit from a specialist wetland meadow seed mix or other habitat improvements.

Members agreed that it would be beneficial to explore these opportunities further with Wiltshire Council to help secure local biodiversity improvements arising from developments within the parish.

Recommendation 1: The council approve the amendments to the Biodiversity Policy as detailed above.

Recommendation 2: To ask Wiltshire Council whether opportunities exist for off-site Biodiversity Net Gain arising from developments within the parish to be delivered on suitable land elsewhere within the parish, where appropriate.

104/26 Market Place Toilets:

The Clerk reminded members that the parish council makes an annual contribution towards the operation of the Market Place public toilets, recognising that the facility is used by residents of the parish. She explained that the council has previously

contributed 50% of the costs, but more recently had agreed an annual contribution of £5,000.

The Clerk reported that, whilst the contribution is made as a donation, the council applies the same principles as it does for grants exceeding £2,000 and therefore requests a report detailing how the funding has been spent. Despite this information having been requested from Melksham Town Council on several occasions, no report had been received. Members also noted that the sign acknowledging the parish council's financial contribution towards the toilets had been removed and that the council was no longer recognised as a contributor in any media coverage. The Clerk advised that Melksham Town Council had indicated it was considering reducing the opening hours of the toilets to 10.00pm due to ongoing issues. Members noted that the last bus service from Bath arrives later than this and that the extended opening hours had originally been intended to accommodate users of late evening public transport.

It was also noted that the parish council had not received an invoice for its contribution for the previous financial year and, as no expenditure report had been provided, no payment had been made. Following discussion, members agreed that no further action should be taken at the present time and that the matter should be reviewed once further information had been received from Melksham Town Council.

Recommendation: The parish council take no further action at this time.

105/26 Approved Contractors and Suppliers:

Members were provided with the current list of approved contractors and suppliers. It was noted that the majority of contractors on the list continued to provide an excellent service to the parish council.

The Clerk reminded members that her husband had previously been included on the approved contractors list in connection with his business, Andy Strange Property and Garden Maintenance Ltd, which had undertaken ad hoc work for the council. The Clerk explained that he no longer operates the business or holds public liability insurance, and now only assists the council on occasion as a volunteer.

Members discussed the importance of maintaining transparency and agreed that Andy Strange should be added on the approved contractors list to ensure there was a clear record of the relationship, despite him no longer undertaking contracted works for the council.

This item was held in closed session.

Recommendation 1: The council approve the list of contractors and suppliers as presented for 2026/27 and include Andy Strange as a volunteer on the list.

Recommendation 2: Officers continue to monitor the performance of Community Heartbeat Trust and officers to investigate alternative suppliers capable of providing support and management services for the parish council's defibrillators.

106/26 Snowball Accessibility App:

The Clerk explained that she had been sent information about the Snowball accessibility app, which was a free platform designed to help disabled and

neurodiverse people identify accessible facilities and venues within their local area. The app enables users to locate and review accessible features such as toilets, Blue Badge parking bays, Changing Places facilities and step-free access.

Members discussed the potential benefits of the app and agreed that it could provide a useful source of information for residents and visitors; however, members felt that the app was more suited to larger towns, where there is a greater concentration of facilities, rather than the parish.

Members noted that there may be opportunities to promote community facilities within the parish, such as village halls and other local venues, through the app. It was felt that this would be more appropriately led by the individual community organisations rather than by the parish council. Members therefore agreed that the matter should be raised at the next meeting with representatives of the village halls and community buildings to make them aware of the app and allow each organisation to decide whether it wished to participate.

Recommendation: The parish council do not use the Snowball accessibility app but raise the app at the next meeting with representatives of the village halls and community buildings, enabling those organisations to consider whether they wish to participate and promote their own facilities.

107/26 Commercial Activity Trails:

The Clerk advised that she had received information about Safari commercial activity trails, which provide interactive family trails designed to encourage footfall and engagement in town centres, parks and attractions. The scheme offers themed trails that can be tailored to a location and aims to encourage visitors to explore local businesses and facilities.

Members discussed the proposal but felt that the concept was more appropriate for towns rather than for the parish, therefore, did not feel it was a suitable project for the parish council.

Recommendation: Not to pursue the Street Safari commercial activity trails in the parish for the reasons detailed above.

108/26 Bins:

a) St Barnabas Church Layby bin:

The Clerk reported that the council had received a few complaints from residents regarding the bin in the St Barnabas Church lay-by, which was frequently overflowing. Wiltshire Council had been contacted, as the bin was theirs and forms part of its emptying route; however, no response had been received at the time of the meeting.

Members considered the matter and agreed that they should replace the bin. It was noted that, Wiltshire Council would continue to empty it as part of its existing collection schedule.

Recommendation: To purchase a larger capacity litter bin for the St Barnabas Church lay-by to replace the existing bin, subject to Wiltshire Council continuing to empty the bin as part of its current collection route.

b) Replacement Wiltshire Council Bins under Delegated Powers:

None.

109/26 Additional Meeting Room Microphone and Camera Specification:

The Clerk reported that comments had been received regarding the sound quality of the council's meetings when viewed on Zoom. She explained that she had discussed the matter with Stefano Patacchiola, a former parish councillor who had previously assisted the council in setting up its current audio-visual system, to explore options for improving the quality.

Members considered whether any improvements should include enhancements to both the audio and video quality. Following discussion, members agreed that the priority was to improve the audio and that the purchase of an additional microphone would be sufficient to enhance the sound quality of the meetings.

Recommendation: The council purchase an additional microphone to improve the audio quality of the council's Zoom meetings.

Meeting closed at 9.40pm

Signed.....
Chairman, Monday 27th July 2026

Officer's Note- Following Beanacre Play Area site visit with consultant and receipt of specification for the project

For Full Council Monday 27th July 2026

Following the site visit with the appointed Play Area Consultant (Sports and Play Consulting Limited), regarding the council's requirements for the Beanacre Play Area refurbishment, the draft tender documentation has now been prepared for review. The consultant has incorporated the majority of the matters discussed and agreed at the Asset Management Committee on the 6th July into the specification and advised as follows:

Warranty and Guarantees

The consultant confirmed that, for the purposes of the quotation, warranties and guarantees are effectively the same. Contractors will therefore be required to provide warranty information as part of their submission.

In-ground Trampoline Option

At the Asset Management Committee, members took into account comments made by residents who said that the monkey bar equipment was popular. There had also been mention of an in-ground trampoline, therefore, members agreed to get quotes for both items in order to make a decision on which one to move forward with. The consultant advised that an in-ground trampoline is likely to be significantly more expensive than replacing the existing overhead climber due to the excavation required and the associated safety surfacing as it would need a big fall area.

Whilst the original location of the current overhead climber has been included as a possible location, the consultant advised that this is not the most suitable position because:

- installation could damage the existing wetpour surfacing;
- the equipment would be located close to the entrance gate, where jumping equipment is not considered an ideal area as children enter the play area.

A more suitable location may be within the grassed area adjacent to the swing frame, subject to adequate space and safety clearances. The specification therefore allows suppliers to propose the most appropriate location if an in-ground trampoline is offered. The specification also retains the option of replacing the monkey bars instead of installing a trampoline, allowing contractors to price both solutions for the council to compare.

Swing sets:

The Asset Management Committee agreed that both swing frames should be replaced. This followed the wood drill test undertaken at the end of last year, which resulted in both swings being removed from one of the existing frames. As both swing sets were installed at the same time, the committee considered it likely that the remaining frame was also approaching the end of its serviceable life.

The Asset Committee agreed that one replacement swing set should include a basket swing to provide a more inclusive play opportunity. The second swing set should comprise of one parent and toddler swing together with one junior flat seat.

During discussions with the consultant on the site visit, he advised that not all play equipment manufacturers offer a parent and toddler swing as part of their standard product range, although suppliers are generally able to source one from another manufacturer if required. To avoid unnecessarily restricting competition, the specification allows suppliers who are unable to provide a parent and toddler swing to quote for a standard toddler seat as an alternative.

Optional Items

The consultant advised that including alternative options within a tender can reduce the number of suppliers willing to quote, as many contractors prefer a fixed specification. This is just something for the council to be aware of but it was agreed that retaining flexibility between the monkey bars and trampoline would allow the council to consider value for money once quotations are received.

Budget

The consultant considers that the replacement equipment should be achievable within the allocated project budget of £25,000 (excluding VAT); however, he advised that once the additional wetpour repairs are included, there is a possibility that the overall cost could exceed the stated budget. This will become clearer once quotes are received. Although the quote documentation states a fixed budget of £25,000 excluding VAT, the council do have a £2,500 contingency for the project which has been left out of the spec for now but can be used if needed once quotations have been received.

Site Welfare and Welfare Facilities

The consultant initially proposed that contractors provide their own welfare facilities, including drinking water and portable toilets, and this has been included within the specification.

I discussed the possibility of allowing contractors to use the Church's kitchen and toilet facilities via the separate external entrance. Although initially concerned about contractors accessing the building, the consultant was reassured after viewing the separate access. It was agreed that welfare facilities would remain within the specification and, should the Church subsequently agree to provide access, this requirement can be removed prior to the commencement of works. If agreed, a representative of the Church would need to unlock the facilities each working day the contractors are on site.

Skip Location

The consultant advised that a skip should be located within the church car park as the skip vehicle is unlikely to be able to access the play area directly through the

maintenance access. This arrangement will require agreement with St Barnabas Church.

Material

As members are aware, the parish council normally requests steel play equipment when taking ownership of new play areas from developers; however, due to the rural setting of Beanacre Play Area, the Asset Management Committee considered that timber equipment may be more appropriate. The committee was unable to reach a preference between timber and steel and therefore agreed that quotations should be sought for both materials to enable a comparison before a final decision is made. The specification therefore requests quotations for Robinia hardwood timber and dark green galvanised steel equipment.

During discussions with the consultant, he advised that Robinia is a high-quality, durable timber with a long service life. He noted that the timber naturally develops surface splits over time, which are an inherent characteristic of the material and not considered to be a defect but felt that the council should be aware of this if they did agree with this material.

Programme

Originally, we were hoping that the specification could be approved at this evenings meeting in order for quotes to be obtained over the supper and a provider appointed at the 7th September Full Council meeting. The consultant advised that the original timetable for returning quotations would be too short due to the summer period being busy and could discourage suppliers from submitting bids. The tender programme has therefore been amended to allow submissions by the 10th September 2026, with the preferred contractor to be appointed at the October Full Council meeting. This gives the council time to consider the quotations before the meeting. **This is something we need to make sure members are happy with as the timings are slightly different than first thought.**

Quotation Returns

The consultant advised that suppliers are unlikely to provide full 3D visualisations at quotation stage. Instead, tender submissions will include scaled layout drawings, photographs of proposed equipment and detailed quotations.

Fencing

Following discussion with the consultant at the site visit, it was agreed that the existing fencing is generally in reasonable condition. The specification therefore focuses on:

- installation of a new self-closing hydraulic entrance gate;
- refurbishment of the existing pedestrian gate; and
- minor repairs to the five-bar maintenance access gate and supporting post
- Provision has also been made for suppliers to submit separate prices for any fencing panel replacements if required.

Providers being approached to Quote

The Asset Management Committee agreed that quotations should only be sought from those suppliers who attended the site visits, as they had already expressed an interest in the project and invested time in visiting the site and discussing the council's requirements.

Teresa Strange

From: Clive Merritt <clive@avon-it.co.uk>
Sent: 22 July 2026 16:49
To: Marianne Rossi
Cc: Teresa Strange
Subject: RE: Melksham Without Unifi System

Hi Marianne,

Sorry for the delay in replying, I always seem to be busy at the moment. I have been looking into the speakerphone / microphone options Stefano mentioned, but haven't written a formal quote as there are a lot of options with a large variation in price, so I wanted to discuss them first.

The CM-2000BT is a Bluetooth speakerphone which costs £82.80 including VAT and is powered by a rechargeable battery. It should be straightforward to connect this to the PC in the meeting room via the Bluetooth connection. Up to 2 additional CM-1000 microphones can also be connected to the CM-200BT via cables to give improved microphone coverage. These cost £45.00 including VAT each or can be bought as a kit with the CM-2000BT. The price for the CM-2000BT with one additional microphone is £124.79 or £166.79 for two. Both prices include VAT.

The AnkerWork S500 is a very good quality conference phone which has software built in to pick up and enhance voices. It is also powered by a rechargeable battery and can be connect to the PC via Bluetooth, USB or a dongle. The price is £179.99, but I am not sure if this includes VAT as there seems to be a bug on their website. It is also possible to pair two S500s together wirelessly to give better microphone coverage, but there may be a slight issue as the website says that the primary S500 should be connected to the PC via USB. We would need to check this if the council wish to use this option.

Both options should be fairly simple to connect to the PC and set up, so this should take an hour at most. I would expect the price to be £30 to £50.

The prices I have quoted are from the official suppliers' web sites, so we may be able to find a cheaper supplier. The AnkerWork S500 is currently advertised on Amazon for an exclusive prime price of £109 including VAT.

Let me know if you need any more information and I will be happy to supply a quote if needed for whichever option the council would like to go for.

Clive

From: Marianne Rossi [mailto:admin@melkshamwithout-pc.gov.uk]
Sent: 22 July 2026 11:09
To: Clive Merritt <clive@avon-it.co.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Melksham Without Unifi System

Hi Clive,

When you were in last week Teresa mentioned about another microphone for the meeting as per the below discussion with Stefano. We have a meeting on Monday evening where this is going to be considered and wonder whether you could get a quote for the equipment and for you to install it to me before then, please?

Marianne Rossi

From: [REDACTED]
Sent: 14 July 2026 08:49
To: Marianne Rossi
Cc: Teresa Strange
Subject: Re: Melksham Without Unifi System

Good morning,

Ah yes, it's the Jabra "All in One" Panacast 50, connected to a small form factor Dell Optiplex PC, which is just running windows.

It is an all in one device, and doesn't have a simple way to add/integrate with an additional device. It's meant for meetings rooms, such as yours, but is usually a little closer to the table, and I can fully understand the issues with microphone pick up with the chair sitting at the furthest end.

The OWLs are great, but are ment for smaller 'huddle' tables, which probably also not quite the right solution.

There are two options:

1. Add a different microphone pickup device entirely. (Ignoring the import from the Panacast, and using it just for the video). This is the easiest, so basically a couple of table top mics, wired back to the PC behind the TV with a USB cable. You just need to check in Zoom/Teams etc the right Microphone input is selected (it can be configured as the deefault).
2. Move to a full room system. We us a lot of the Logi Rally kit these days, and a Rally Bar (replacement camera/speaker unit), TAP IP (table top touch screen) and pair of Mic Pods (table top microphones) would probably be more ideal. They didn't exist 5 years ago. Not sure if the council want to invest in that sort of kit though. It would also mean you don't have a PC in the room, so if you want to share contact, you'd do so using laptop (which presents 'into' the meeting).

I think option 1 is the most logical (cost effective) and simplest step.

There is the CM-2000BT which would put three mix on the table (the middle one is also a speaker). It uses Bluetooth back to the PC so can be done without cables.. though it's not the highest of quality, but very cost effective and perhaps find for spoken meetings etc. Circa £180

The AnkerWork S500 is a much more powerful mid-range solution, and you can pair two together for teh best coverage over teh table. That's probably the best solution. Circa £250

Assuming Clive is about I'm sure he'd be happy to source/fit, but if not, or he'd rather not be involved with the AV side, I'd be happy to sort.

Stef

Regular spot weed spraying at Shaw Play Area- Officer note

The council recently had safety surfacing cleaning undertaken inside of their play areas; however, this wasn't undertaken until after the annual weedspraying was undertaken by a separate contractor due to weeds in the surfacing and the risk of the surfacing being damaged. The contractor who was undertaking the safety surfacing cleaning attended the office to report that there was some difficulty in doing it at Shaw Play Area because weeds had become established around the equipment and within the mulch surfacing.

If the area is jet washed while the weeds are still rooted, the jet washing process is likely to pull the weeds out, disturbing and damaging the mulch surfacing around the play equipment. Following a recent weed spraying treatment, the contractor was able to complete the jet washing at the Council's other play areas. To prevent the same issue occurring at Shaw Play Area in future, the contractor has requested approval to undertake regular spot weed spraying to control weed growth before it becomes established.

Considerations

The council's current policy requires play areas to be closed for 24 hours following any weed spraying treatment. If regular spot treatments are approved, Shaw Play Area would therefore need to be closed for 24 hours after each application, with appropriate signage displayed.

Approving regular spot weed spraying would:

- Help prevent weeds from becoming established within the mulch surfacing.
- Allow routine jet washing of the play equipment to be carried out without disturbing the mulch surface.
- Reduce the need for remedial works to reinstate displaced mulch.
- Help maintain the cleanliness, appearance and safety of the play area.

Members should consider whether the benefits of regular preventative treatment outweigh the inconvenience of temporary 24-hour closures following each application.

Financial Implications

This hasn't been budgeted for but the annual weedspraying you do does come put of solar farm funding so any additional costs associated with regular spot weed spraying could be met from there too. I have asked the contractor how often they feel the spraying needs to be done and a cost.

**Woodland & Countryside
Management Ltd.**
Helping you make the most of your land.

TREE INSPECTION REPORT

**MELKSHAM WITHOUT
PARISH COUNCIL.
RECREATIONAL SITES.**

18th MARCH 2026

Steve Russell, BSc. (Hons), PTI (Lantra).

Office: 01380 831162 **Mobile:** 07873253425
Email: steve@woodlandcountrysidemanagement.com
Website: www.woodlandcountrysidemanagement.com

WOODLAND & COUNTRYSIDE MANAGEMENT LTD.

TREE INSPECTION DECLARATION FORM

LANDOWNER: Melksham Without Parish Council.

SITE: Briansfield Allotment, Berryfield Allotment, Hornchurch Road Play and Muga Areas, Bowerhill Sports Field, Shaw Playing Field, Beanacre Play Area, Kestral Court Playing Field, Berryfield Playing Field, Shurnhold Fields, Smeaton Play area and Berryfield Triangle

INSPECTOR: Steve Russell & Jonathan Ayers

Declaration

This tree survey was carried out on the 25th of March 2026; it has been carried out in relation to the landowner's duty under the Occupier's Liability Act 1957. All trees have been inspected from ground level, identifying tree features that have a significant bearing on the condition and management of the trees and gives appropriate recommendations and priorities. It is the landowner's responsibility to check if any trees are within a Conservation Area or protected by a Tree Preservation Order and to consult with the Local Authority regarding permission to carry out works. Recommendations for work are noted under the following work priority list.

Work Priority

URGENT - Immediate Action - These are works that are required to remove a risk of imminent failure of a tree or part thereof that will have potential to cause significant harm or damage.

HIGH - Within 6 Months - These are works that are required to remove risk that has potential to cause significant harm or damage if it were to fail.

MEDIUM - Within 12 Months - These are works that are required for the safe use of the site, adjacent land owners and public highways; they also include formative pruning and works to provide clearance of buildings or services.

LOW - Within 24 months - These are works that are recommended for the safe use of the site where it is anticipated that tree growth will become an issue prior to the next inspection. Or, works that should be carried out as part of tree management as good Arboricultural Practice.

MONITOR - These are trees that require looking at by staff on a regular basis (annually) and following severe weather, to assess any obvious change in condition or damage. Any concerns should be reported to the consultant surveyor for assessment.

There are a number of Ash trees with signs of Chalara (Ash Dieback); there condition should be MONITORED regularly with a view to removal if infection is significant. There is also heavy Ivy growth into some tree and shrub crowns, this can be potentially damaging and should be managed.

Next Survey

The next full visual inspection for this site is recommended to take place in or before 18th June 2028. This will be brought forward if there is reported damage or disease prior to this time, or if detailed otherwise under 'Recommendations' in the Survey Schedule.

Signed:

Designation: Consultant Tree Inspector (PTI)
Woodland & Countryside Management Ltd.

Date: 18th March 2026

WOODLAND & COUNTRYSIDE MANAGEMENT LTD.

TREE INSPECTION SCHEDULE

Client: MELKSHAM WITHOUT PARISH COUNCIL

Site: RECREATIONAL SITES, MELKSHAM WITHOUT PARISH COUNCIL

Date of Survey: 25th FEBRUARY 2026

Surveyor: STEVE RUSSELL / JONATHAN AYERS

Weather: SUNNY SPELLS

Tagged: NO

BRIANSFIELD ALLOTMENT

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
AH1	Hedge												Mixed hedge. High proportion of Elder.	Maintain as 2m hedge.			
AH2	Hedge												Mixed hedge, mainly Hawthorn. .	Maintain as hedge.			
A3	Domestic Apple	Malus sp.	1	3	150	2	Semi mature		Prunning wounds					Remove stake.	MEDIUM		
A4	Domestic Apple	Malus sp.	1	3	140	2	Semi mature		Prunning wounds					Remove stake.	MEDIUM		
A5	Domestic Apple	Malus sp.	1	2	130	2	Semi mature		Prunning wounds					Remove stake.	MEDIUM		
A6	Domestic Apple	Malus sp.	1	3	140	2	Semi mature		Prunning wounds					Remove stake.	MEDIUM		
A7	Domestic Apple	Malus sp.	1	3	170	2	Semi mature		Prunning wounds					Remove stake.	MEDIUM		
A8	Domestic Apple	Malus sp.	1	4	160	2	Semi mature		Prunning wounds					Remove stake.	MEDIUM		
A9	Domestic Apple	Malus sp.	1	2.5	160	2	Semi mature		Prunning wounds					Remove stake.	MEDIUM		
A10	Domestic Apple	Malus sp.	1	2.5	130	2	Semi mature		Prunning wounds					Remove stake.	MEDIUM		
A11	Domestic Apple	Malus sp.	1	4	130	2	Semi mature		Prunning wounds					Remove stake.	MEDIUM		
A13	Domestic Apple	Malus sp.	1	5	140	3	Semi mature							Remove stake.	MEDIUM		
A14	Domestic Apple	Malus sp.	1	5	180	2.5	Semi mature		Pruning wounds								
A15	Domestic Apple	Malus sp.	1	4	160	2	Semi mature										

NOTE: All the trees are reaching the age where formative pruning is required. This should be carried out to ensure they are shaped to keep growth back from paths and to promote production.

BERRYFIELD ALLOTMENT

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
B1	Domestic Apple	Malus sp.	2	3.5	140	3	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
B2	Domestic Apple	Malus sp.	2	5	200	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
B3	Domestic Apple	Malus sp.	4	3.5	160	4	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
B5	Wild Cherry	Prunus avium											FELLED 2025				
B7	Goat Willow	Salix caprea	2	9	390	6	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
B8	Bird Cherry	Prunus padus	5	4	40	2	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Branches extending into allotment areas.	Prune back and shape.	LOW		
B9	Bird Cherry	Prunus padus	1	6	280	4	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Branches extending into allotment areas.	Prune back and shape.	LOW		
B10	Wild Cherry	Prunus avium	1	3	160	0.5	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Heavily reduced.				
B11	Wild Cherry	Prunus avium	1	4	260	0.5	Semi-mature	gg	No visual defects	Normal	No visual defects	No visual defect	Heavily reduced.				
B12	Domestic Apple	Malus sp.	2	4.5	210	4	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Two trees. Branches extending into allotment areas.				

HORNCHURCH ROAD PLAY AND MUGA AREA

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
CW1	Woodland												Small woodland copse with Norway Maple, Birch, Oak, Ash, Wild Cherry, Hawthorn and Blackthorn. 1 Wild Cherry dead.				
C2	Common Oak	Quercus robur	1	12	250	5	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Low branches.	Lift to give 2.5m clearance.	LOW		
C3	Common Ash	Fraxinus excelsior	1	5.5	80	1	Semi-mature	Fair	Apical die back.	Normal	No visual defects	No visual defect	Over shaded by Oak.	Remove stake.	LOW		
C4	Common Ash	Fraxinus excelsior	1	2	20	0.5	Young	Poor	Damage / wounding; Apical die back.		No visual defects	No visual defect	Broken off at 0.3m. Prune to single stem. Severe die back. Growing under Oak.	Fell.	LOW		
C5	Silver Birch	Betula pendula	1	12	140	1.5	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
C10	Common Alder	Alnus glutinosa	2	6	90	1.5	Young	Poor	Minor dead wood; Damage / wounding	25% dead / absent	No visual defects	Epicormic growths	Main stem dead. Regrowing from base.	Remove stake.	LOW		
C11	Field Maple	Acer campestre	1	5	110	2	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
C14	Field Maple	Acer campestre	1	7	120	2	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
C15	Common Alder	Alnus glutinosa	1	9	100	1.5	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect		Remove stake	LOW		
C16	Silver Birch	Betula pendula	1	11	190	3	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					

C17	Silver Birch	Betula pendula	1	12	200	3	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
C18	Common Alder	Alnus glutinosa	1	4.5	100	1.5	Semi-mature	Fair	Minor dead wood	Normal	No visual defects	No visual defect	Dead in top	Remove stake.	LOW		
C19	Common Oak	Quercus robur	1	11	350	7	Mature	Good	Damage / wounding; Stubs	Normal	No visual defects	No visual defect	Damaged branch and stubs. Low branches.	Remove damaged branch and stubs. Lift to 2.5m.	MEDIUM		
C20	Wild Cherry	Prunus avium	1	6	200	4	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Some canker.				
C21	Common Ash	Fraxinus excelsior	1	8	180	2	Semi-mature	Fair	Minor dead wood	Normal	No visual defects	Bark damage					

NOTE: All young trees around Muga area have damage at the base caused by strimmer/grass cutting. Put mulch barrier around base of tree. The boundary to the north west has a large Oak that has been lifted in the past and a large number of dead Elms which should be felled

BOWERHILL SPORTS FIELD

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
DH1	Hedge												Hawthorn, Hazel, Birch. Partially removed as part of junction/new road. New planting to restore.				
DH2	Hedge												Gappy hedge, Elm, Field Maple, Blackthorn, Ash, Ht 6m width 6m. Field Maple, Elm. Ash 11m. 100mm-150mm diam. Odd dead Elm.	Fell dead Elms.	MEDIUM		
DH3	Hedge												Hedge. Field Maple, Crab Apple, Blackthorn. Line of Ash in decline outside fence. Odd dead Elm.	Fell dead Elms.	MEDIUM		
DH4	Hedge												Hedge/line of trees. Mixed species hedge with Wild Cherry.	Manage as hedge.	LOW		
D1	Common Oak	Quercus robur	1	6	150	2	Young	Fair	Minor dead wood	Normal	No visual defects	No visual defect					
D2	Common Oak	Quercus robur	1	15	950	6	Mature	Good	Minor dead wood; Old pruning wounds	Normal	No visual defects	Old pruning wounds; Cavities. Pollard.	Mature tree. Pollarded in 2022. Hollow in base.		MONITOR		
D3	Scrub Area												Area of scrub/bramble. Elm, Blackthorn, Elder, Significant Odd dead Elm.	Fell dead Elms.	LOW		
D4	Common Oak	Quercus robur	1	15	640	7.5	Mature	Fair	Damage / wounding; Minor dead wood; Major dead wood	Normal	No visual defects	Cavities; Bark wounds	Damage and deadwood, cavities in main stem at 4m at crown break out point.		MONITOR		
D5	Common Ash	Fraxinus excelsior	4	16	260	5.5	Mature	Good	No visual defects	Normal	No visual defects	Multi stemmed					
D6	Field Maple	Acer campestre	2	16	440	8	Mature	Good	Minor dead wood	Normal	No visual defects	Old pruning wounds					
D7	Common Oak	Quercus robur	1	18	630	9.5	Mature	Good	Minor dead wood; Major dead wood; Damage / wounding	Normal	No visual defects	Old pruning wounds					
D8	Common Oak	Quercus robur	1	18	630	6	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					

D9	Field Maple	Acer campestre	2	14	410	6	Mature	Good	Minor dead wood; Ivy in crown	Small / sparse	No visual defects	Bifurcated; Damage / wounding	In decline.		MONITOR		
D10	Field Maple	Acer campestre	1	13	240	4	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
D11	Field Maple	Acer campestre	3	14	310	6	Mature	Good	No visual defects	Normal	No visual defects	Multi stemmed					
D12	Common Ash	Fraxinus excelsior	1	13.5	210	4	Mature	Good	No visual defects	Normal	No visual defects	No visual defect; Leaning	Growing out and away from adjacent Field Maple.				
D13	Common Ash	Fraxinus excelsior	1	13.5	220	5	Mature	Good	No visual defects	Normal	No visual defects	Bark wounds	Forks into 2 at 3m.				
D14	Common Ash	Fraxinus excelsior	2	18	440	8	Mature	Good	Minor dead wood	Normal	No visual defects	Old pruning wounds	2 stems from base both stems forking again at 2m.				
D15	Common Oak	Quercus robur	1	18	650	8.5	Mature	Good	Minor dead wood; Major dead wood	Normal	No visual defects	No visual defect					
D16	Common Ash	Fraxinus excelsior	2	15	230	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
D17	Common Ash	Fraxinus excelsior	4	15	200	6	Mature	Good	No visual defects	Normal	No visual defects	Multi stemmed					
D18	Common Ash	Fraxinus excelsior	1	15	250	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
D19	Common Ash	Fraxinus excelsior	1	16	250	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
D20	Common Oak	Quercus robur	1	15	210	4	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
D21	Field Maple	Acer campestre	1	14	310	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
D22	Field Maple	Acer campestre	1	17	570	6.5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
D23	Field Maple	Acer campestre	1	16.5	580	6.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
D24	Common Oak	Quercus robur	1	16	490	8.5	Mature	Good	Major dead wood	Normal	No visual defects	Ivy covered; Cavities	Cavities in fork at 6.0m.		MONITOR		
D25	Common Oak	Quercus robur	1	17	710	10	Mature	Good	Minor dead wood	Normal	No visual defects	Old pruning wounds; Ivy covered			MONITOR		
D26	Common Oak	Quercus robur	1	6.5	160	2.5	Young	Good	No visual defects	Normal	No visual defects	No visual defect	Low branches.	Lift lower branches to 2.0m. Remove stake and guard.	LOW		
D27	Wild Cherry	Prunus avium	1	6	110	2.5	Semi mature	Good	Apical die back	Sparse	No visual defects	No visual defect					
D28	Wild Cherry	Prunus avium	1	6	100	2	Semi mature	Good	Apical die back	Sparse	No visual defects	No visual defect					
D29	Wild Cherry	Prunus avium	1	5	100	2	Young	Good	Apical die back	Sparse	No visual defects	No visual defect					
D30	Wild Cherry	Prunus avium	1	4	80	1.5	Young	Poor	Apical die back	Sparse	No visual defects	No visual defect	Die back in top. Heavy bramble growth into crown.	Likely to decline. Sever Bramble and cut back Hazel and field Maple.	MEDIUM		
D31	Wild Cherry	Prunus avium	1	4	90	1.5	Young	Poor	Apical die back	Sparse	No visual defects	No visual defect	Die back in top. Heavy bramble growth into crown.	Likely to decline. Sever Bramble and cut back Hazel and field Maple.	MEDIUM		
D32	Wild Cherry	Prunus avium	1	5	90	1.5	Young	Poor	Apical die back	Sparse	No visual defects	No visual defect	Die back in top. Heavy bramble growth into crown.	Likely to decline. Sever Bramble.	MEDIUM		

SHAW PLAYING FIELD

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
EH1	Hedge												Remnant Hawthorn hedge. Gappy, heavy Ivy growth. Ht 7m spread 2m.				
E1	Common Ash	Fraxinus excelsior	1	19	930	8.5	Mature	Good	Old pruning wounds	Normal	No visual defects	Old pruning wounds	Lower limbs removed in past. Chalara risk. Number of small branches dropped.		MONITOR		
E2	Whitebeam	Sorbus aria	1	10	240	3	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	Growing out from under crown of adjacent Ash.				
E3	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. in past. On boundary.	Sever Ivy growth.	LOW		
E4	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. in past. On boundary.	Sever Ivy growth.	LOW		
E5	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. in past. On boundary.	Sever Ivy growth.	LOW		
E6	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. in past. On boundary.	Sever Ivy growth.	LOW		
E7	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. in past. On boundary.	Sever Ivy growth.	LOW		
E8	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. in past. On boundary.				
E9	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. On boundary.				
E10	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. On boundary.				
E11	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. On boundary.				
E12	Common Hawthorn	Crataegus monogyna											Ivy covered Hawthorn. Crown reduced to 5m. in past. On boundary.				
E13	Mountain Ash	Sorbus aucuparia	1	4	120	2.5	Semi-mature	Fair	Minor dead wood	Normal	No visual defects	Ivy covered.	Growing out from under crown of adjacent Birch.				
E14	Silver Birch	Betula pendula	1	12	350	4	Mature	Good	Minor dead wood; Major dead wood	Normal	No visual defects	No visual defect	Dead wood in crown.	Remove dead wood.	LOW		
E15	Common Ash	Fraxinus excelsior	1	12	300	4	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	Chalara risk.		MONITOR		
E17	Common Hawthorn	Crataegus monogyna	2	5	170	2.5	Mature	Fair	Ivy in crown	Normal	No visual defects	Ivy covered	Heavy Ivy growth into crown.	Sever Ivy growth	LOW		
E18	Common Ash	Fraxinus excelsior	5	17	430	9	Mature	Good	Minor dead wood	Normal	No visual defects	Multi stemmed	Multi stemmed from base. Chalara risk.		MONITOR		
E19	Norway	Acer platanoides	1	16	380	6	Mature	Good	Damage /	Normal	No visual	No visual defect					
E20	Norway Maple	Acer platanoides	1	16	350	6	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E21	Common Lime	Tilia europaea	2	16.5	270	3.5	Mature	Good	No visual defects	Normal	No visual defects	Bifurcated	Forks into 2 at 1m.				

E22	Norway Maple	Acer platanoides	1	15	280	6	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E23	Common Lime	Tilia europaea	1	16	340	5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E24	Common Lime	Tilia europaea	1	16.5	240	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E25	Common Lime	Tilia europaea	1	16	350	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E26	Norway Maple	Acer platanoides	1	13	250	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E29	Lombardy Poplar	Populus nigra 'Italica'	1	28	700	2.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E30	Lombardy Poplar	Populus nigra 'Italica'	1	28	640	2.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E31	Lombardy	Populus nigra	1	27	630	2.5	Mature	Good	Minor dead wood	Normal	No visual	No visual defect					
E32	Lombardy	Populus nigra	1	28	630	2.5	Mature	Good	Minor dead wood	Normal	No visual	No visual defect					
E33	Lombardy Poplar	Populus nigra 'Italica'	1	26	590	2.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E34	Lombardy Poplar	Populus nigra 'Italica'	1	27	600	2.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E35	Lombardy Poplar	Populus nigra 'Italica'	1	27	630	2.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E36	Lombardy Poplar	Populus nigra 'Italica'	1	27	640	2.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E37	Lombardy Poplar	Populus nigra 'Italica'	1	27	630	2.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E38	Norway Maple	Acer platanoides	1	11	310	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E39	Lombardy Poplar	Populus nigra 'Italica'	1	26	630	2	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
E40	Lombardy Poplar	Populus nigra 'Italica'	1	24	640	2.5	Mature	Good	Minor dead wood	Normal	No visual defects	Cavity					
E41	Common Horse Chestnut	Aesculus hippocastanum	1	15	460	9	Mature	Good	No visual defects	Normal	No visual defects	Fungus or decay	Small area of bleeding canker.		MONITOR		
E42	Common Alder	Alnus glutinosa	2	12	330	5	Mature	Good	Minor dead wood; Major dead wood	80% dead	No visual defects	Fungus or decay	Virtually dead.	Fell.	MEDIUM		
E43	Common Alder	Alnus glutinosa											Failed.				
E44	Common Ash	Fraxinus excelsior	1	14	120	3	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E45	Mountain Ash	Sorbus aucuparia	2	5	70	2	Young	Fair	No visual defects	Normal	No visual defects	No visual defects		Reduce to single stem.	MEDIUM		
E46	Field Maple	Acer campestre	1	12	330	5	Mature	Good	Old pruning wounds	Normal	No visual defects	Ivy covered	Ivy on stem. Branches removed on neighbours side.	Sever Ivy.	LOW		
E47	Whitebeam	Sorbus aria	2	10	130	3	Semi-mature	Good	No visual defects	Normal	No visual defects	Bifurcated; Ivy covered	Forks into 2 at 0.5m. Ivy on stem.	Sever Ivy.	LOW		
E48	Common Lime	Tilia europaea	1	12	490	6	Mature	Good	No visual defects; Minor dead wood	Normal	No visual defects	No visual defect	Small damaged hanging limb in crown	Remove damaged limb.	MEDIUM		
E49	Sweet Gum	Liquidambar styraciflua	1	9	210	3	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E50	Common Beech	Fagus sylvatica	1	11	230	2	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	Columnner/twisted form.				
E51	Silver Birch	Betula pendula	1	5.5	100	2.5	Young	Good	No visual defects	Normal	No visual defects	No visual defect					
E52	Common Lime	Tilia europaea	1	21	980	7	Mature	Fair	Minor dead wood. Ivy in crown	Normal	No visual defects	No visual defect. Epicormic growth.	Epicormic growth around base. Reduced in past.	Remove epicormic growth annually.	MEDIUM		

E53	Field Maple	Acer campestre	1	13	440	6	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E54	Norway Maple	Acer platanoides	1	11	200	5	Mature	Fair	Old pruning wounds	Normal	No visual defects	Bark wounds; Leaning	Growing out from under crown of adjacent Field Maple				
E55	Field Maple	Acer campestre	1	13	400	5.5	Mature	Good	Ivy in crown	Normal	No visual defects	Ivy covered	Ivy growth into crown.	Sever Ivy growth	LOW		
E56	Common Ash	Fraxinus excelsior	1	10	130	4	Semi-mature	Fair	No visual defects	Normal	No visual defects	Leaning. Ivy covered.	Leaning over sub station. Ivy growth on stem.	Sever Ivy growth.	LOW		
E57	Norway Maple	Acer platanoides	2	11	190	3	Semi-mature	Good	No visual defects	Normal	No visual defects	Bark wounds; Ivy covered.	Ivy growth on stem.	Sever Ivy growth.	LOW		
E58	Common Horse	Aesculus hippocastanum	2	10	170	3	Semi-mature	Good	No visual defects	Normal	No visual defects	Bark wounds; Bifurcated	Forks into 2 at 0.3m. Some bleeding canker in base.				
E59	Field Maple	Acer campestre	1	10	280	6	Mature	Good	Old pruning wounds	Normal	No visual defects	Ivy covered	Pruned on play area side. Ivy growth on stem.	Sever Ivy growth.	LOW		
E60	Common Ash	Fraxinus excelsior	1	12	210	4	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E61	Norway Maple	Acer platanoides	1	12.5	280	7.5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E62	Common Ash	Fraxinus excelsior	5	13	230	6	Mature	Good	Old pruning wounds. Minor dead wood.	Normal	No visual defects	Bark wounds; Cracked / included bark; Multi stemmed	Multi stemmed from base. Growing into play area railings. Risk of Chalara.	Remove railing while growth is minimal and realign railings away from tree.	MEDIUM MONITOR		
E63	Norway Maple	Acer platanoides	1	12	220	4.5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
E64	Cherry	Pruus sp.	2	6	170	4.5	Mature	Good	Old pruning wounds	Normal	No visual defects	Damage/ wounding	Ornamental Cherry. Secondary stem split off in past. Decay in stem.		MONITOR		
E65	Norway Maple	Acer platanoides	1	11	290	6	Mature	Good	Old pruning wounds	Normal	No visual defects	No visual defect	Pruned over play area.				
E67	Norway Maple	Acer platanoides	1	11	220	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defects	Low branches over car park.	Lift lower branches to give 2.5m clearance.	LOW		
E68	Silver Birch	Betula pendula	1	12	220	4	Mature	Good	No visual defects	Normal	No visual defects	No visual defects					
E69	Silver Birch	Betula pendula	1	12	220	4	Mature	Good	No visual defects	Normal	No visual defects	No visual defects					
E70	Silver Birch	Betula pendula	1	10	190	3	Mature	Good	No visual defects	Normal	No visual defects	No visual defects					
E71	Common Alder	Alnus glutinosa	1	8	110	4	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defects					
E72	Common Alder	Alnus glutinosa											Failed. Snapped off.	Remove.	MEDIUM		
E73	Common Ash	Fraxinus excelsior	1	8	150	3	Semi-mature	Good	No visual defects	Normal	No visual defects	Ivy covered					

BEANACRE PLAY AREA

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
FH1	Hedge												Managed Hawthorn hedge.				
FH2	Hedge												Managed Mixed hedge. Gappy. Hawthorn, Field Maple, Dodwood.				
FH3	Hedge												Managed Mixed hedge, Hawthorn, Field Maple, Dodwood.				

FH4	Hedge												Managed Mixed hedge, Hawthorn, Field Maple, Dodwood, Hazel.				
F1	Manna Ash	Fraxinus ornus	1	7	180	2	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
F2	Wild Service Tree	Sorbus torminalis	1	7	160	3	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
F3	Field Maple	Acer campestre	1	11	310	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
F4	Wild Cherry	Prunus avium	1	11	340	4	Mature	Good	No visual defects	Normal	No visual defects	Old pruning wounds					
F5	Field Maple	Acer campestre	1	10	330	5	Mature	Good	Damage / wounding	Normal	No visual defects	No visual defect	Bark stripping. Loose dead branch in crown.	Remove dead branch.	MEDIUM MONITOR		
F6	Field Maple	Acer campestre	1	10	330	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	Multi stemmed from 1.0m.				
F7	Field Maple	Acer campestre	5	11	210	2	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Close growing group.				
F8	Field Maple	Acer campestre	1	12	340	4	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
F9	Wild Cherry	Prunus avium	1	13	430	6	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
F11	Field Maple	Acer campestre	1	11	340	6	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
F12	Field Maple	Acer campestre	5	6	210	2	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	Close growing group.				
F13	Wild Cherry	Prunus avium	1	11	330	4	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
F14	Common	Crataegus	3	7	210	4	Mature	Good	No visual defects	Normal	No visual	Multi stemmed; Ivy	Inv growth into crown.	Sever Ivy.	MEDIUM		
F15	Norway Maple	Acer platanoides											FELLED 2025				
F17	Wild Cherry	Prunus avium	1	12	340	5	Mature	Fair	Old pruning wounds	Normal	No visual defects	No visual defect	Top of crown cut out.				
F18	Manna Ash	Fraxinus ornus	1	7	130	1.5	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Growing under adjacent Cherry.				
F19	Wild Cherry	Prunus avium	1	12	330	6	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
F20	Whitebeam	Sorbus aria	1	5	90	2	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Growing under adjacent Cherry.				
F21	Common Horse Chestnut	Aesculus hippocastanum	1	10	350	6	Mature	Good	No visual defects	Normal	No visual defects	Bark damage	Bark daage on stem.		MONITOR		
F22	Manna Ash	Fraxinus ornus	1	8	160	3	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
F23	Common Hazel	Corylus avellana	10	8	80	3.5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					

KESTREL COURT PLAYING FIELD

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
G1	Common Lime	Tilia europaea	1	23	750	8	Mature	Good	Minor dead wood	Normal	No visual defects	Bark wounds; Bifurcated	Forks into 2 at 3m. Low branches.				
G2	Common Lime	Tilia europaea	1	23	800	9	Mature	Good	No visual defects	Normal	No visual defects	Weak fork; Bifurcated	Forks into 2 at 3m. Potential weak fork.		MONITOR		
G3	Common Lime	Tilia europaea	1	23	820	9	Mature	Good	Minor dead wood; Minor dead wood	Normal	No visual defects	Bifurcated	Forks into 2 at 2m. Limb lost in past.				

G4	Common Lime	Tilia europaea	1	23	810	8	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
G5	Common Lime	Tilia europaea	1	17	500	7	Mature	Fair	Minor dead wood	Small / sparse	No visual defects	Weak fork; Trifurcated; Bark wounds	Forks into 5 at 3m. Potential weak forks. Foliage sparse. Damaged stem at 0.5m. with occluded wound. Dead branch in crown	Remove dead branch and other dead wood in crown.	MEDIUM MONITOR		
G6	Common Lime	Tilia europaea	1	20	800	9	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
G7	Common Lime	Tilia europaea	1	23	690	9	Mature	Good	Damage / wounding; Minor dead wood	Small / sparse	No visual defects	No visual defect					
G8	Common Lime	Tilia europaea	1	23	810	9	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
G9	Silver Birch	Betula pendula	1	14	300	4	Mature	Good	No visual defects	Normal	No visual defects	Old pruning wounds					
G10	Sorbus 'Joseph Rock'	Sorbus aucuparia 'Joseph Rock'	1	7	180	3	Semi-mature	Good	Damage / wounding	Normal	No visual defects	No visual defect					
G11	Sorbus 'Joseph Rock'	Sorbus aucuparia 'Joseph Rock'	1	9	160	3	Semi-mature	Good	Damage / wounding	Normal	No visual defects	No visual defect					
G12	Silver Birch	Betula pendula	1	17	460	6	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
G13	Sorbus 'Joseph Rock'	Sorbus aucuparia 'Joseph Rock'	1	9	180	3	Semi-mature	Good	Old pruning wounds	Normal	No visual defects	No visual defect					
G14	Goat Willow	Salix caprea	5	14	360	8	Mature	Good	No visual defects	Normal	No visual defects	Multi stemmed	Multi stemmed from base				

BERRYFIELD PLAYING FIELD

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
H1	Silver Birch	Betula pendula	1	18	370	6	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
H3	English Elm	Ulmus Procera											FELLED 2025				
H4	Common Ash	Fraxinus excelsior	2	14	310	5	Mature	Good	Ivy growth	Normal	No visual defects	No visual defect	On Boundary.				
H6	Common Hawthorn	Crataegus monogyna	1	5.5	260	4.5	Mature	Good	Minor dead wood	Normal	No visual defects	Leaning	Growing out and away from adjacent Hornbeam.				
H7	Common Hornbeam	Carpinus betulus	1	18	450	8	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
H8	Prunus 'Kanzan'	Prunus 'Kanzan'	1	7.5	300	5	Semi-mature	Poor	Apical die back; Damage / wounding; Minor dead wood	25% dead / absent	No visual defects	No visual defect	Crown sparse.		MONITOR		
H9	Common Hornbeam	Carpinus betulus	1	17	530	9	Mature	Good	Minor deadwood	Normal	No visual defects	No visual defect					
H10	Weeping Willow	Salix chrysocoma	1	19	990	8	Mature	Good	Minor deadwood	Normal	No visual defects	Jagged wound; Stubs	Pollarded in past.				
H11	Sweedish Whitebeam	Sorbus intermedia	1	11	310	5	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Forks into 2 at 2m.				
H12	Field Maple	Acer campestre	1	18	490	7	Mature	Good	Minor dead wood	Normal	No visual defects	Stubs; Old pruning wounds					

H13	Field Maple	Acer campestre	1	14	390	5	Mature	Fair	No visual defects	Normal	No visual defects	Bark wounds; Cracked / included bark.					
H14	Goat Willow	Salix caprea	1	10	180	5	Mature	Poor	No visual defects	Normal	No visual defects	Leaning.	Growing out and away from adjacent Field Maple. In decline.	Fell.	MEDIUM		
H15	Goat Willow	Salix caprea	2	14	420	4	Semi-mature	Good	Minor deadwood. Old pruning wounds.	Normal	No visual defects	Old pruning wounds; Damage / wounding; Bifurcated.	In decline.		MONITOR		
H16	Goat Willow	Salix caprea	2	16	490	5	Semi-mature	Good	Damage / wounding; Minor dead wood	Normal	No visual defects	Old pruning wounds; Damage / wounding; Bifurcated.			MONITOR		
H17	Black Cherry	Prunus serotina	1	11	400	6	Mature	Good	Weak fork	Normal	No visual defects	No visual defect	Multi stemmed from 3m.				
H18	Black Cherry	Prunus serotina	1	11	380	6	Mature	Good	Damage / wounding	Normal	No visual defects	No visual defect	Epicormic growth from base.	Cut epicormic growth annually.	MEDIUM		
H19	Goat Willow	Salix caprea	2	11	380	5	Semi-mature	Good	No visual defects	Normal	No visual defects	Old pruning wounds; Bark wounds; Bifurcated	Epicormic growth from base. Pollarded at 9.0m.	Cut epicormic growth annually.	LOW		
H21	Purple Plum	Prunus ceresifera	3	5	90	2	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect					
H22	Field Maple	Acer campestre	1	15	380	6	Mature	Good	No visual defects	Normal	No visual defects	Bark wounds					

NOTE: Numerous dead Elms along riverbank outside fence, although not on owned land action should be taken so that these are removed.

SHURNHOLD FIELDS

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
J1	White Willow	Salix alba	3	15	470	14	Mature	Fair	Minor dead wood	Normal	Soil heave	Leaning; Multi stemmed	Leaning. Weight over field. On opposite side of bank. Not in ownership.	Ideally Pollard.			
J2	Common Walnut	Juglans regia	2	4	70	1	Young	Good	No visual defects	Normal	No visual defects	Multi stemmed	Squirrel damage on one stem. Formative pruning required.	Remove secondary stem with squirrel damage. Lift lower branches. Smaller the to east requires same action	LOW		
J4	Common Walnut	Juglans regia	3	7	190	3	Semi-mature	Good	No visual defects	Normal	No visual defects	Multi stemmed	Formative pruning required.	Single to one stem. Lift lower branches. Smaller Walnut 15m to east requires same action.	LOW		
J5	Common Horse Chestnut	Aesculus hippocastanum	1	1.5	20	1	Newly Planted										
J6	Field Maple	Acer campestre	1	11	570	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	Multi stemmed from 1.5 m				
J7	Field Maple	Acer campestre											FELLED 2025				
J8	Field Maple	Acer campestre	1	12	560	7	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
J9	Wild Cherry	Prunus avium	1	6	320	4.5	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
J10	Field Maple	Acer campestre	1	6	380	5	Mature	Good	Major dead wood	Normal	No visual defects	No visual defect					

J11	Common Ash	Fraxinus excelsior	1	11	370	6	Mature	Good	No visual defects	Normal	No visual defects	No visual defect	No current signs of Chalara.	Likely to suffer from Chalara.	MONITOR		
J12	Field Maple	Acer campestre	2	10	310	4	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
J13	Common Ash	Fraxinus excelsior	2	8	140	2.5	Mature	Fair	Apical die back	Small / sparse	No visual defects	No visual defect	Early signs of Chalara.		MONITOR		
J14	Field Maple	Acer campestre	3	11	290	6	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
J15	Common Oak	Quercus robur	1	8	320	5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
J16	Common Alder	Alnus glutinosa	1	11	450	7	Mature	Good	No visual defects	Normal	No visual defects	Epicormic growth	Sucker growth around base.	Remove sucker growth.	LOW		
J17	White Willow	Salix alba	8	16	460	12	Mature	Fair	Pollard	Normal	No visual defects	Multi stemmed. Ivy covered.					
J18	White Willow	Salix alba	3	17	480	9	Mature	Good	No visual defects	Normal	No visual defects	Multi stemmed	Growing on opposite bank. Secondary stem over field.				
J19	Bird Cherry	Prunus padus	1	5	340	3	Mature	Poor	Damage / wounding; Minor dead wood; Old pruning wounds; Stubs	Normal	No visual defects	Cracked / included bark; Leaning	Growing out and away from adjacent Cherry. Large branch snapped out in past.				
J20	Wild Cherry	Prunus avium	1	13	360	5	Mature	Fair	Minor dead wood	Normal	No visual defects	Ivy covered					
J21	Common Lime	Tilia europaea	1	7	210	2.5	Mature	Fair	Minor dead wood	Normal	No visual defects	No visual defect	Sub-dominant growing under previous Cypress.				
J23	English Elm	Ulmus procera											FELLED 2025				
J24	Field Maple	Acer campestre	1	15	400	7	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
J25	Bird Cherry	Prunus padus											FELLED 2025				
J26	Field Maple	Acer campestre	2	13	460	8	Mature	Fair	No visual defects	Normal	No visual defects	Fungus / decay	Bracket fungus on stem.		MONITOR		
J27	Field Maple	Acer campestre	1	9	320	6	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
J28	Field Maple	Acer campestre	1	8	390	7	Mature	Fair	No visual defects	Normal	No visual defects	Leaning; Ivy covered	Growing out and away from adjacent Field Maple. Weight over field.				
J29	Field Maple	Acer campestre	1	13	510	8	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
J30	A Group												FELLED 2025				
J31	Bird Cherry	Prunus padus	1	7	150	3		Good	No visual defects	Normal	No visual defects	No visual defect					
J32	Field Maple	Acer campestre	1	10	520	7	Mature	Fair	Old pruning wounds	Normal	No visual defects	No visual defect	Dead wood removed in past.				
J33	Field Maple	Acer campestre	2	12	410	8	Mature	Good	Ivy in crown	Normal	No visual defects	Ivy covered	Heavy Ivy growth into crown.	Sever Ivy	MEDIUM		
	Woodland												Wild Cherry regeneration				
	Hedge A												Regularly cut hedge. Hornbeam	Continue to cut regularly	MEDIUM		
	Hedge B												Overgrown hedge. Hawthorn, Hazel, Elm, Sycamore. Ivy growth into crowns.				
	Hedge C												Managed hedge. Hawthorn, Blackthorn, Elder, Elm.				
	Hedge D												Overgrown hedge along bank. Hawthorn, Elm, Ash, Field Maple.				
	Hedge E												Overgrown hedge along bank. Hawthorn, Elm.				

	Scrub A												Mainly Blackthorn.	Manage as mixed scrub	LOW		
	Scrub B												Hawthorn, Dogwood, Elder.	Manage as mixed scrub	LOW		
	Scrub C												Elm, Wild Cherry, Field Maple.	Manage as mixed scrub	LOW		
	Scrub D												Willow, Hazel.	Manage as mixed scrub	LOW		
	Scrub E												Blackthorn	Manage as hedge	LOW		

SMEATON PLAY AREA

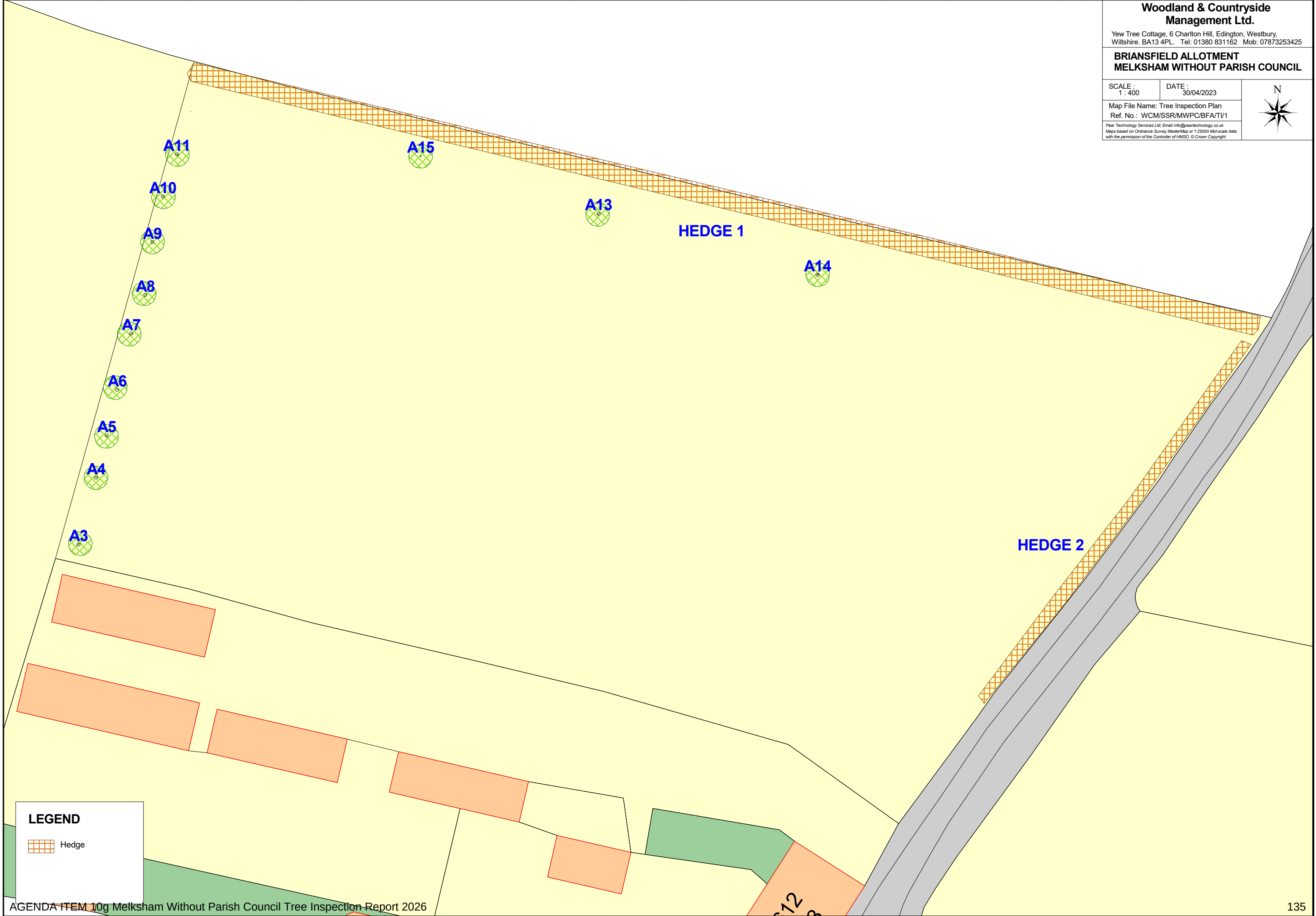
Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
K1	Unknown		1	3.5	20	0.5	Newly Planted	Fair					Not thriving.				
K2	Unknown						Newly Planted	Fair					Multi stemmed shrub				
K3	Unknown						Newly Planted	Fair					Multi stemmed shrub				
K4	Apple	Malus spp	1	2.5	20	0.5	Newly Planted	Fair					Dead in top.				
K5	Apple	Malus spp	1	2.5	20	0.5	Newly Planted	Fair					Dead in top.				
K6	Unknown						Newly Planted	Fair					Multi stemmed shrub				
K7	Unknown						Newly Planted	Fair					Multi stemmed shrub				
K8	Unknown						Newly Planted	Fair					Multi stemmed shrub				
K9	Common Lime	Tilia europaea	1	5	50	1	Newly Planted	Good									
K10	Common Lime	Tilia europaea	1	5	50	1	Newly Planted	Good									
K11	Common Lime	Tilia europaea	1	5	50	1	Newly Planted	Good									
K12	Cherry	Prunus spp	1	4	40	1	Newly Planted	Good									
K13	Hazel	Corylus avellana					Newly Planted	Fair					Multi stemmed shrub.				
K14	Hazel	Corylus avellana					Newly Planted	Fair					Multi stemmed shrub.				
K15	Hazel	Corylus avellana					Newly Planted	Fair					Multi stemmed shrub.				
K16	Unknown						Newly Planted	Fair					Multi stemmed shrub				
K17	Cherry	Prunus spp	1	3.5	40	1	Newly Planted	Fair									
K18	Hazel	Corylus avellana					Newly Planted	Fair					Multi stemmed shrub.				
K19	Hazel	Corylus avellana					Newly Planted	Fair					Multi stemmed shrub.				
K20	Hazel	Corylus avellana					Newly Planted	Fair					Multi stemmed shrub.				

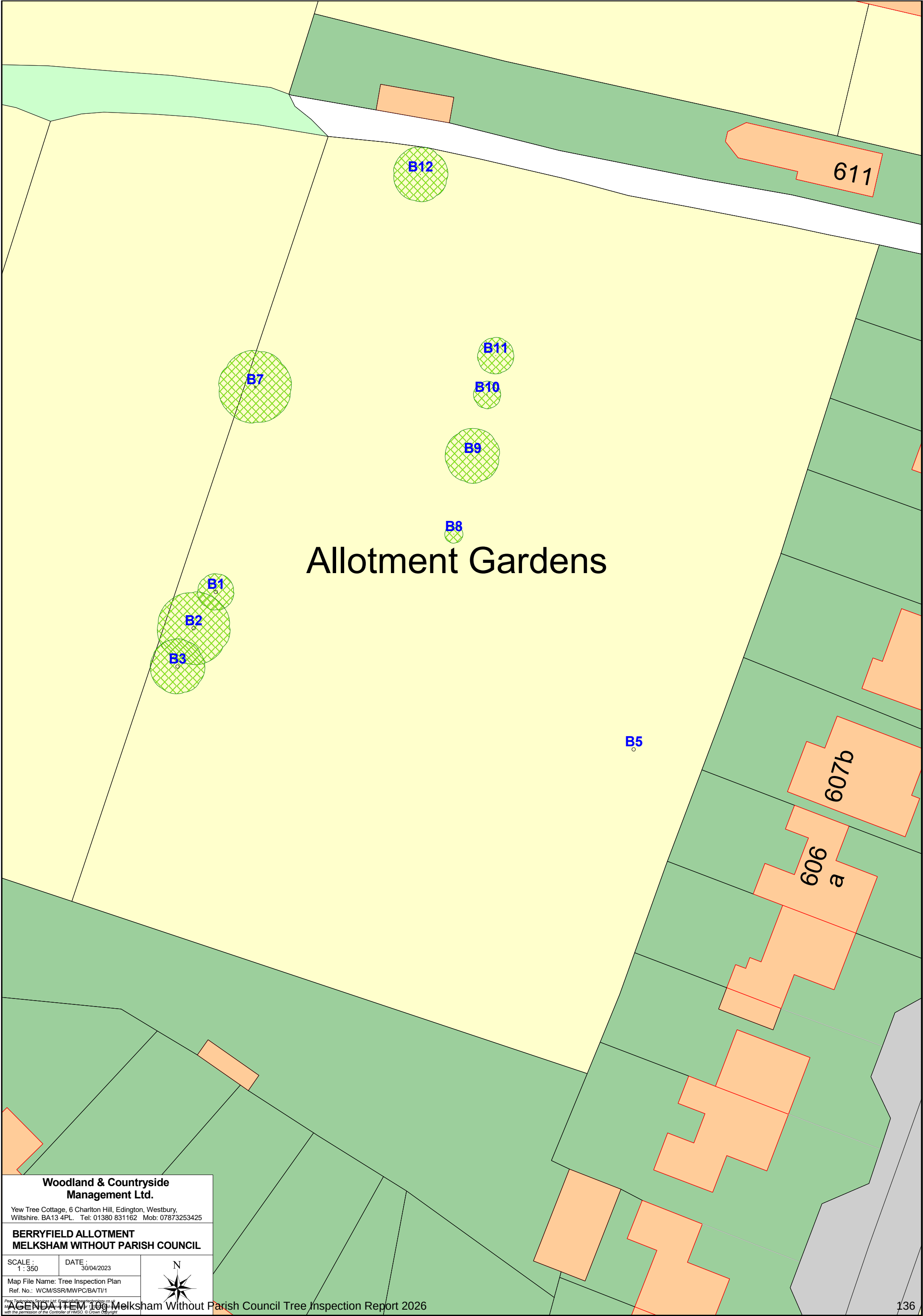
K21	Hazel	Corylus avellana					Newly Planted	Fair						Multi stemmed shrub.				
K22	A Hedgerow							Good						Mature Hedgerow. Height 4.0 width 6.0. Either side of ditch. Hawthorn, Blackthorn.				
K23	Unknown						Newly Planted	Fair						Multi stemmed shrub				
K24	Silver Birch	Betula pendula	1	3.5	20	0	Newly Planted	Poor						Dead but regenerating from base.	Remove dead stem.	MEDIUM		

NOTE: Many of the plantinted trees and shrubs have not sucessfgully established. Monitor over the next couple of years.

BERRYFIELD TRIANGLE

Tree ID	Common Name	Latin Name	Stems	Height (m)	Stem Dia (mm)	Spread Radius (m)	Maturity	Overall	Branches	Leaf/Buds	Roots	Stem	Comment	Recommendation	Priority	Work Carried Out	Date
L1	Silver Maple	Acer saccharinum	1	23	1010	10	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
L2	Common Lime	Tilia europaea	1	22	530	6	Mature	Good	Major dead wood	Normal	No visual defects	No visual defect					
L3	Common Hornbeam	Carpinus betulus	1	18	930	8	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
L4	Common Hornbeam	Carpinus betulus	1	17	760	7	Mature	Good	Minor dead wood	Normal	No visual defects	No visual defect					
L5	Red or Green Ash	Fraxinus pennsylvanica	1	5	170	2.5	Semi-mature	Good	No visual defects	Normal	No visual defects	No visual defect	Species not sure !				
	STUMP																
L6	Pauls Scarlet'	Crataegus laevigata 'Pauls Scarlet'	1	3	10	0.5	Mature	Good	No visual defects	Normal	No visual defects	No visual defect					
L7	Common Beech	Fagus sylvatica	1	17	420	6	Mature	Good	Damage / wounding	Normal	No visual defects	No visual defect	Crossed rubbing limbs at 12m.				
L8	Mountain Ash	Sorbus aucuparia	1	2	10	0.5	Newly Planted										





Woodland & Countryside
Management Ltd.

Yew Tree Cottage, 6 Charlton Hill, Edington, Westbury,
Wiltshire. BA13 4PL. Tel: 01380 831162 Mob: 07873253425

BERRYFIELD ALLOTMENT
MELKSHAM WITHOUT PARISH COUNCIL

SCALE :
1 : 350

DATE :
30/04/2023

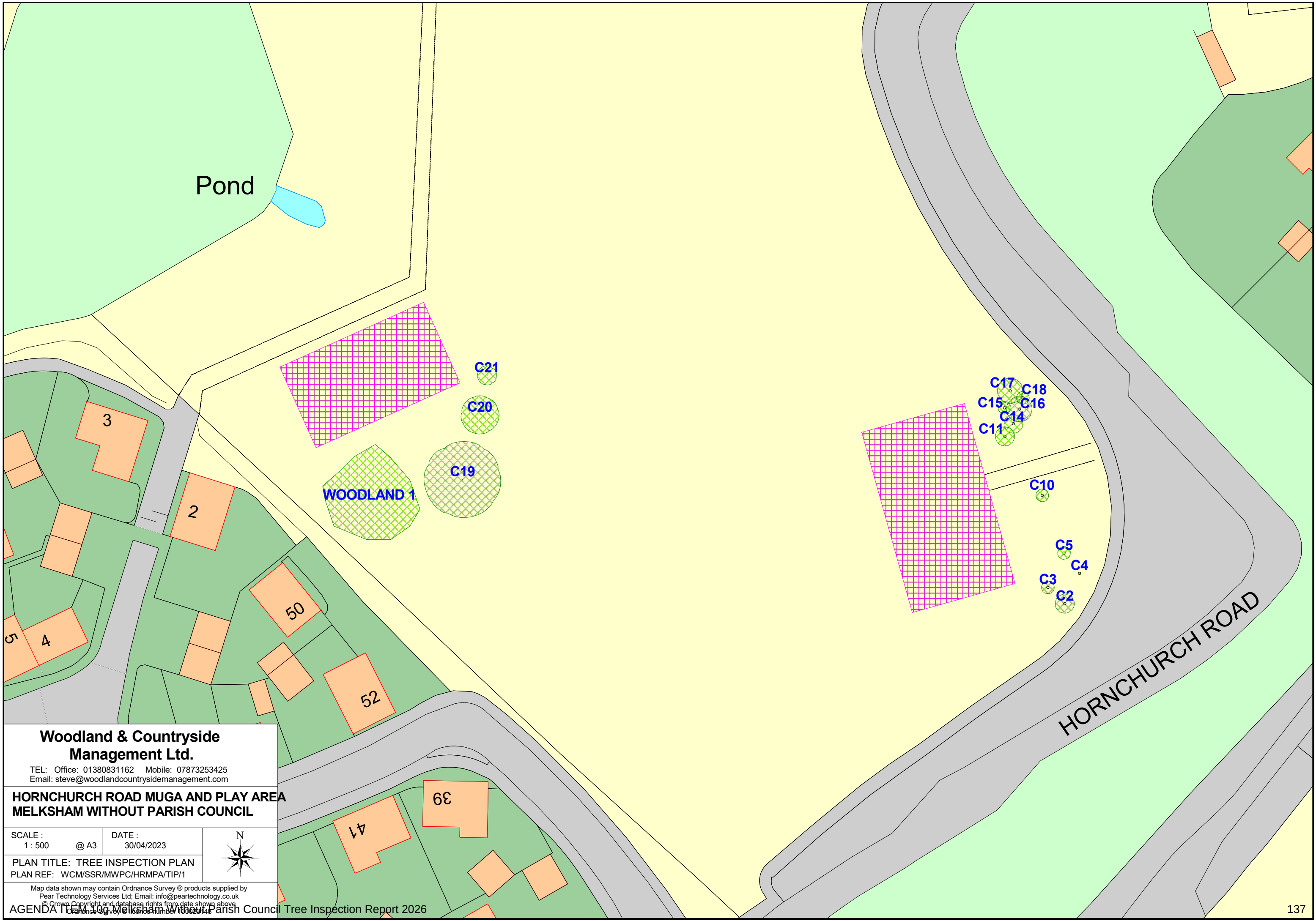
Map File Name: Tree Inspection Plan

Ref. No.: WCM/SSR/MWPC/BA/TI/1

AGENDA ITEM 10g Melksham Without Parish Council Tree Inspection Report 2026

N

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TEL: Office: 01380831162 Mobile: 07873253425
Email: steve@woodlandcountrysidemanagement.com

HORNCHURCH ROAD MUGA AND PLAY AREA
MELKSHAM WITHOUT PARISH COUNCIL

SCALE :
1 : 500 @ A3

DATE :
30/04/2023

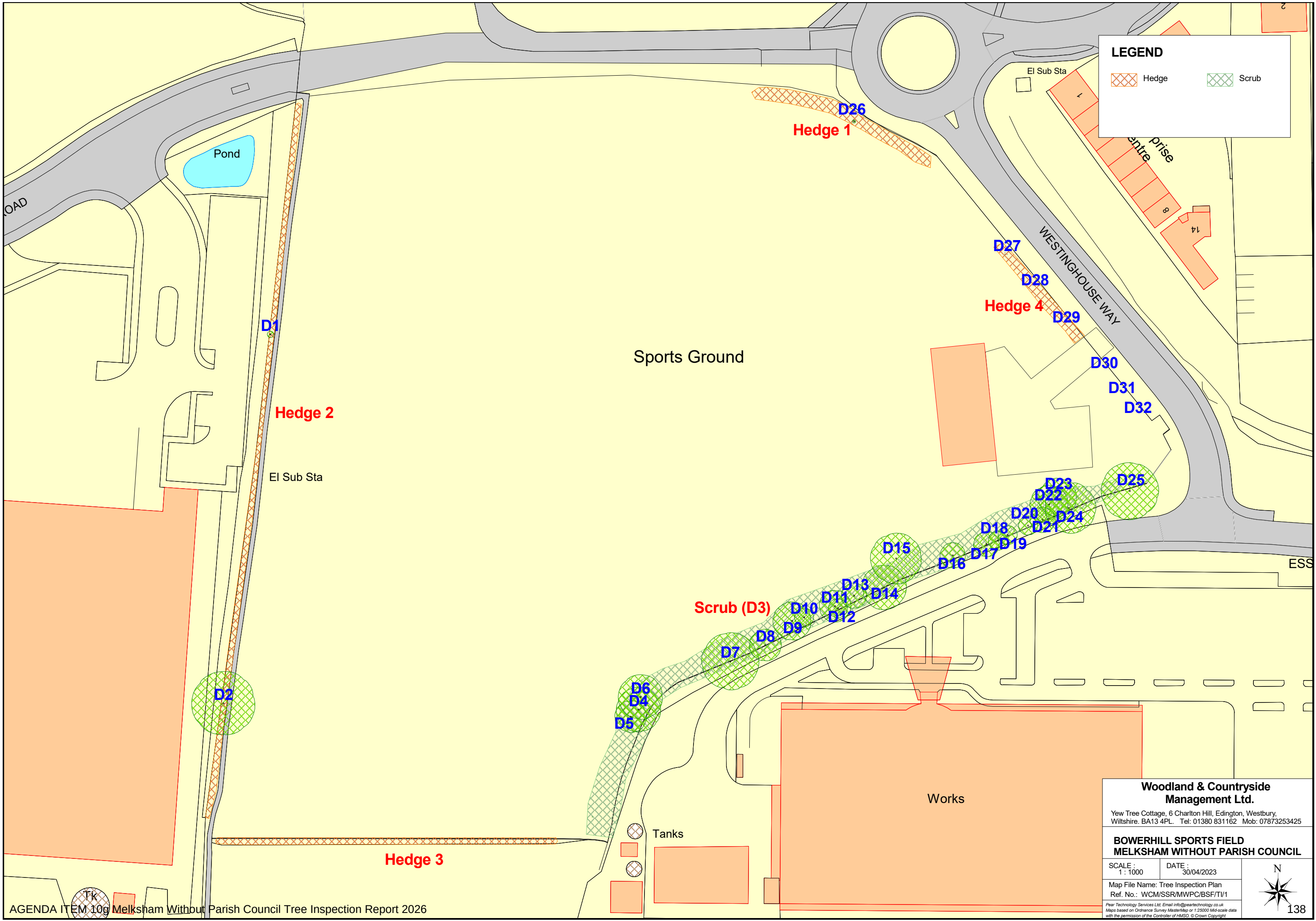
PLAN TITLE: TREE INSPECTION PLAN
PLAN REF: WCM/SSR/MWPC/HRMPA/TIP/1

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LEGEND

 Hedge

 Scrub

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Yew Tree Cottage, 6 Charlton Hill, Edington, Westbury, Wiltshire. BA13 4PL. Tel: 01380 831162 Mob: 07873253425

**BOWERHILL SPORTS FIELD
MELKSHAM WITHOUT PARISH COUNCIL**

SCALE : 1 : 1000	DATE : 30/04/2023
Map File Name: Tree Inspection Plan Ref. No.: WCM/SSR/MWPC/BSF/TI/1	
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Wiltshire. BA13 4PL. Tel: 01380 831162 Mob: 07873253425

SHAW PLAYING FIELD

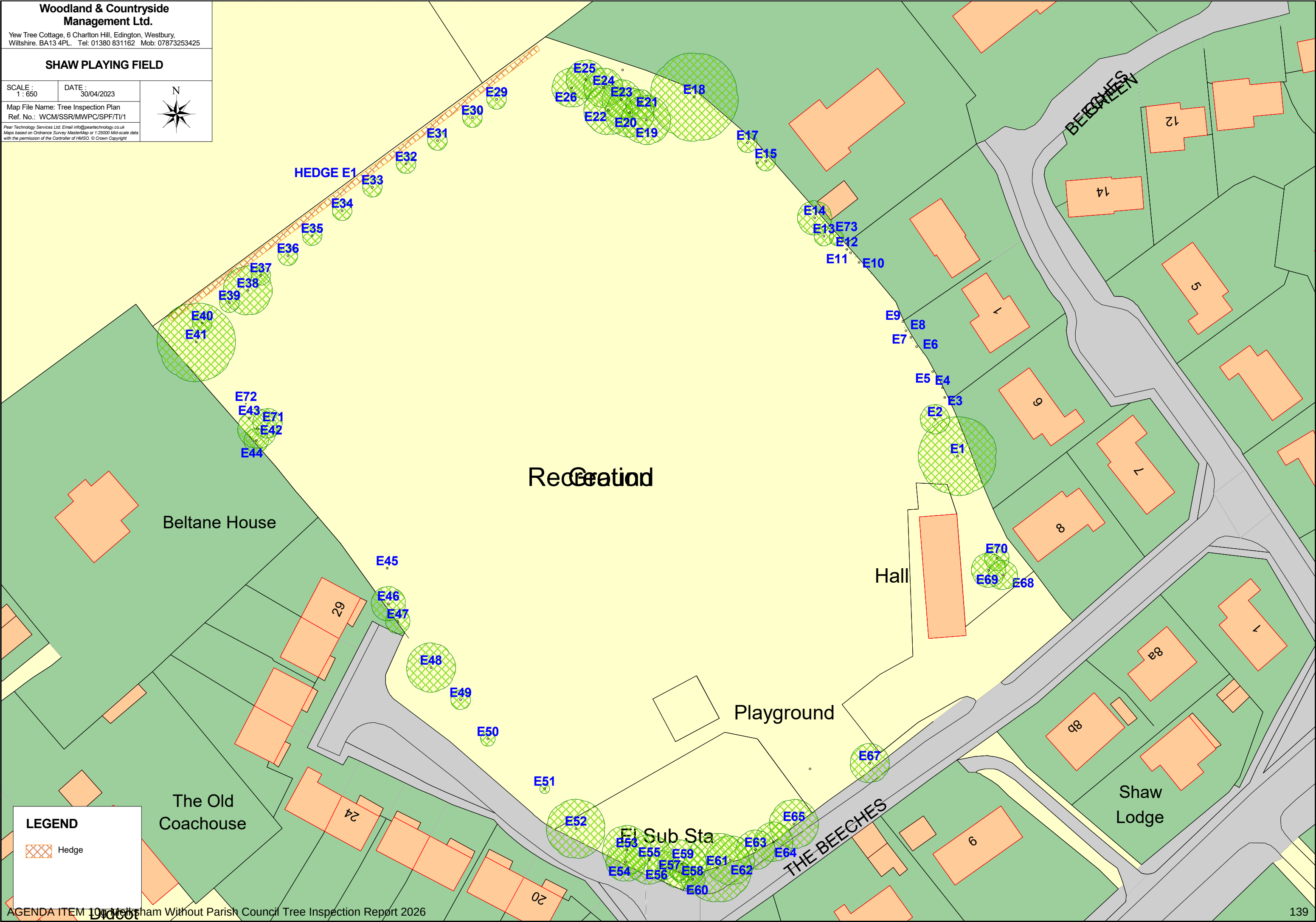
SCALE :
1 : 650

DATE :
30/04/2023

Map File Name: Tree Inspection Plan
Ref. No.: WCM/SSR/MWPC/SPF/IT/1

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LEGEND

Hedge

BEANACRE PLAY AREA

SCALE :
1 : 250

DATE :
30/04/2023

Map File Name: Tree Inspection Plan
Ref. No.: WCM/SSR/MWPC/BPA/TIP/1

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Playground

HEGDE F4

HEDGE F3

HEDGE F2

HEDGE F1

LEGEND

Hedge

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Office: 013808311762 Mobile: 07873253425
Email: steve@woodlandcountrysidemanagement.com

KESTREL COURT PLAY AREA
MELKSHAM WITHOUT PARISH COUNCIL

SCALE :
1 : 400

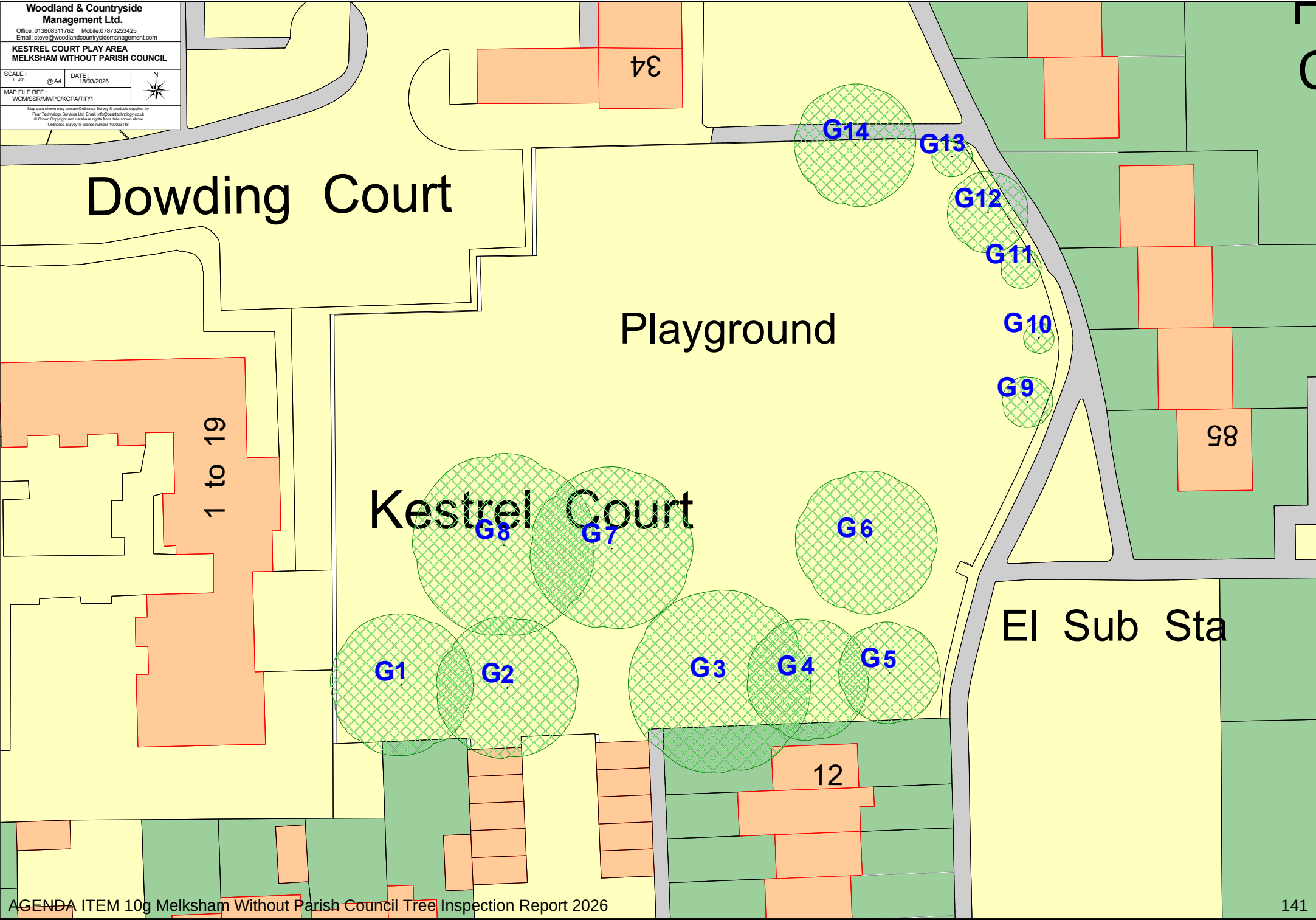
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DATE:
18/03/2026

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MAP FILE REF :
WCM/SSR/MWPC/KCPA/TIP/1

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BERRYFIELD PLAY AREA
MELKSHAM WITHOUT PARISH COUNCIL

SCALE :
1 : 550

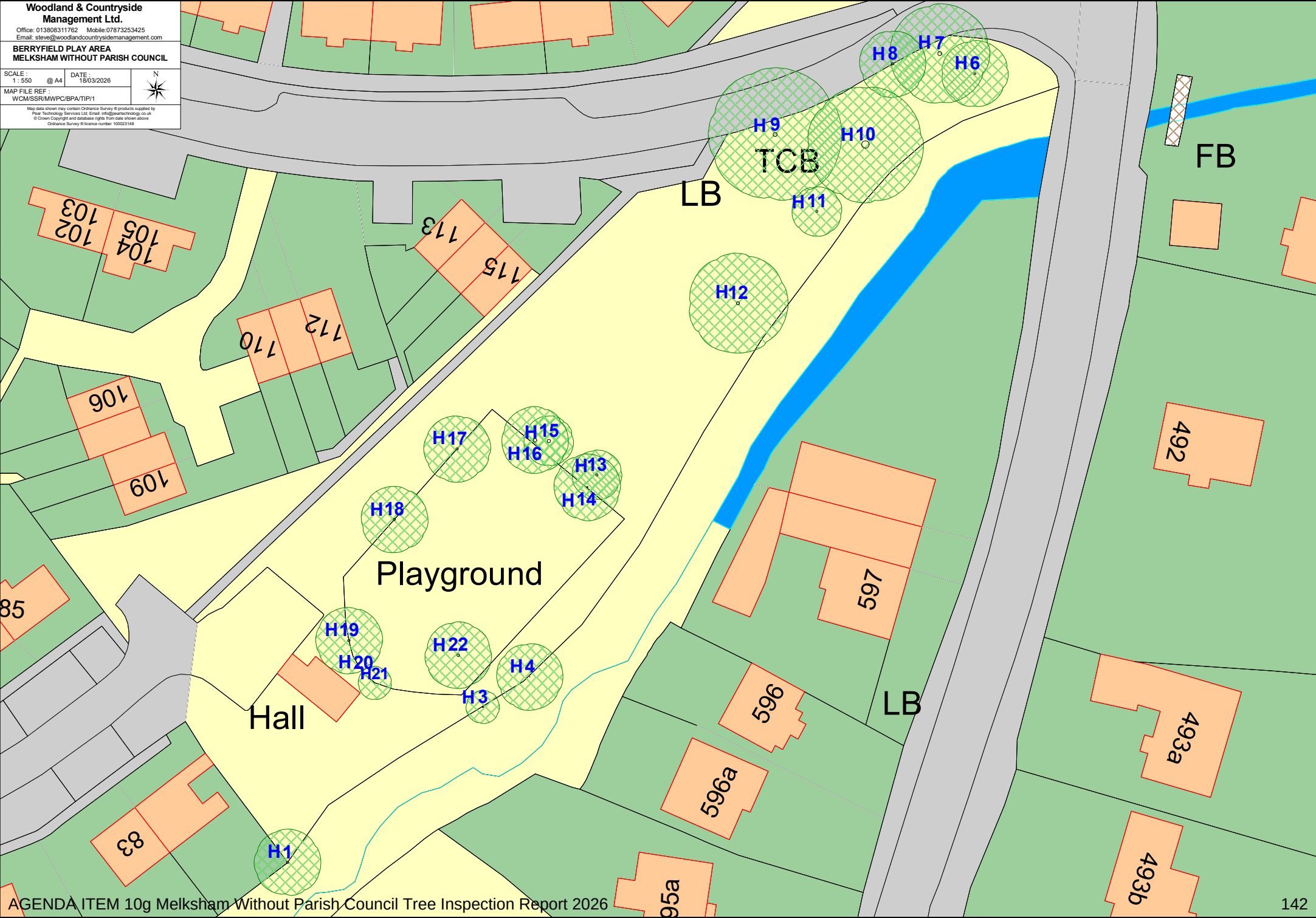
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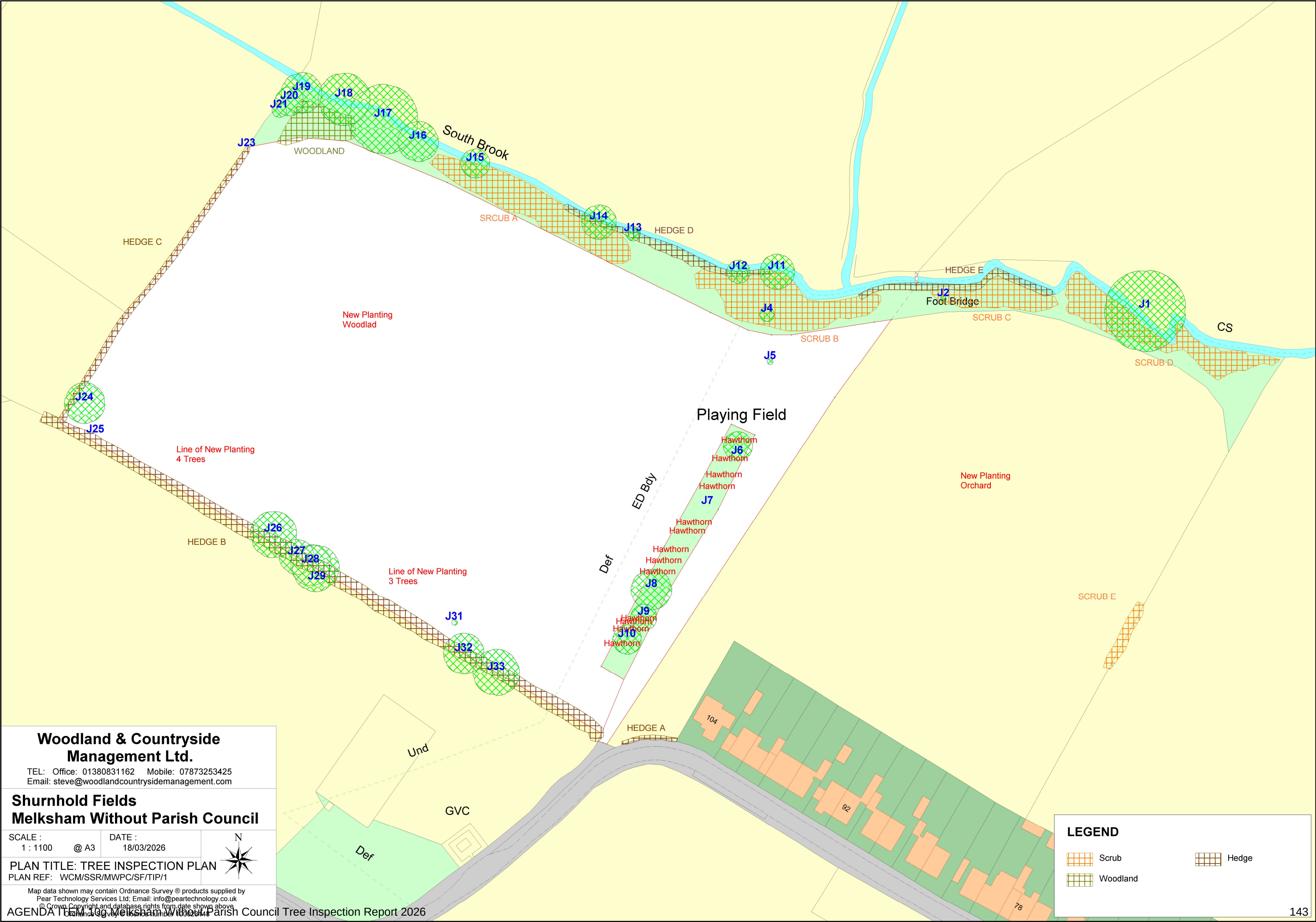
DATE:
18/03/2026

MAP FILE REF :
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Email: steve@woodlandcountrysidemanagement.com

Shurnhold Fields

Melksham Without Parish Council

SCALE :
1 : 1100 @ A3

DATE :
18/03/2026

PLAN TITLE: TREE INSPECTION PLAN

PLAN REF: WCM/SSR/MWPC/SF/TIP/1

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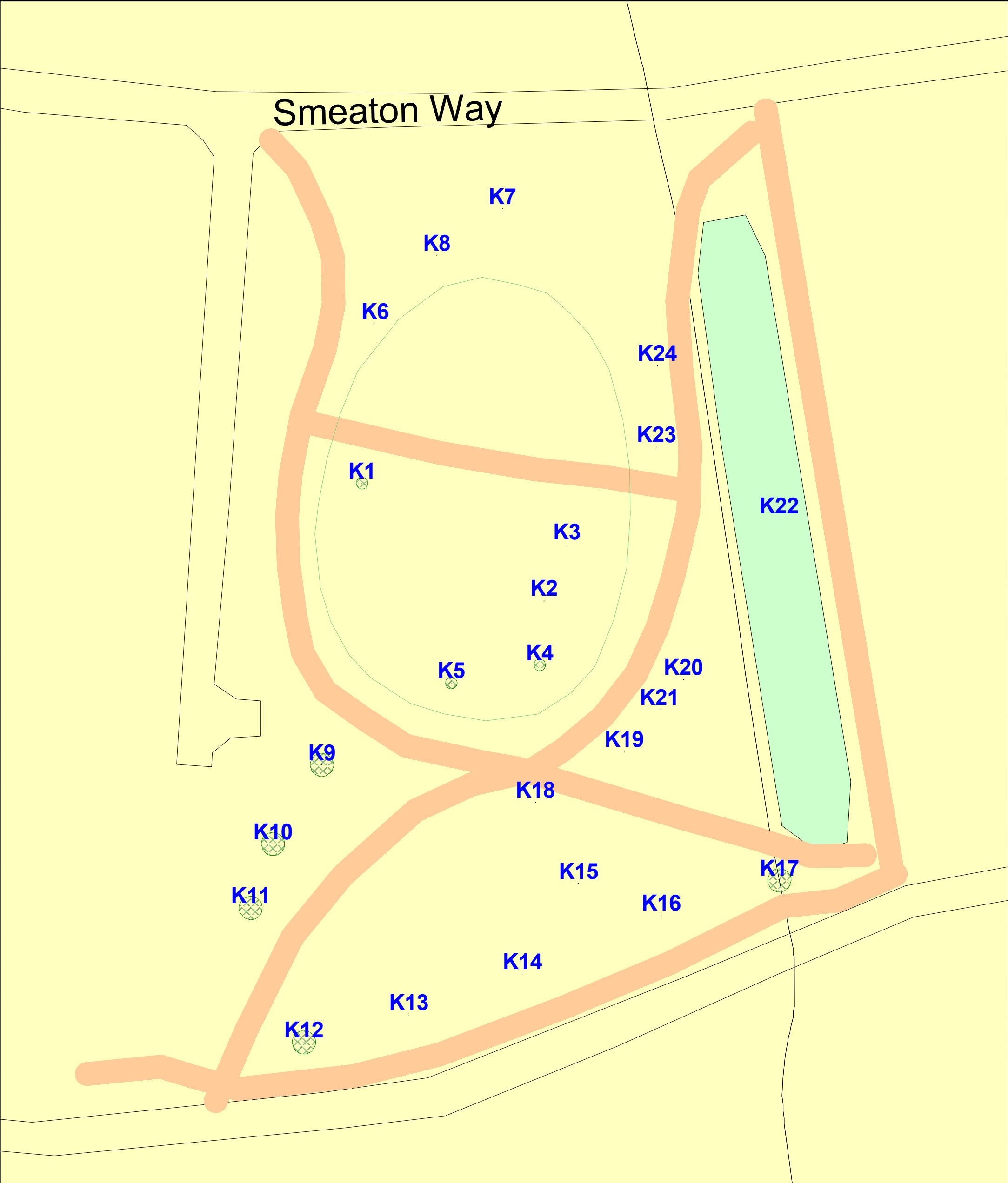
AGENDA ITEM 100 Melksham Without Parish Council Tree Inspection Report 2026

LEGEND

Scrub

Woodland

Hedge



**WOODLAND & COUNTRYSIDE
MANAGEMENT LTD.**

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Email: steve@woodlandcountryside.com

SMEATON WAY PLAY AREA

SCALE :
1 : 300

@ A3

DATE :
18/03/2026

PLAN TITLE: TREE INSPECTION PLAN
PLAN REF: WCM/SSR/SS/MWPC/SWPA/MR/TI/1

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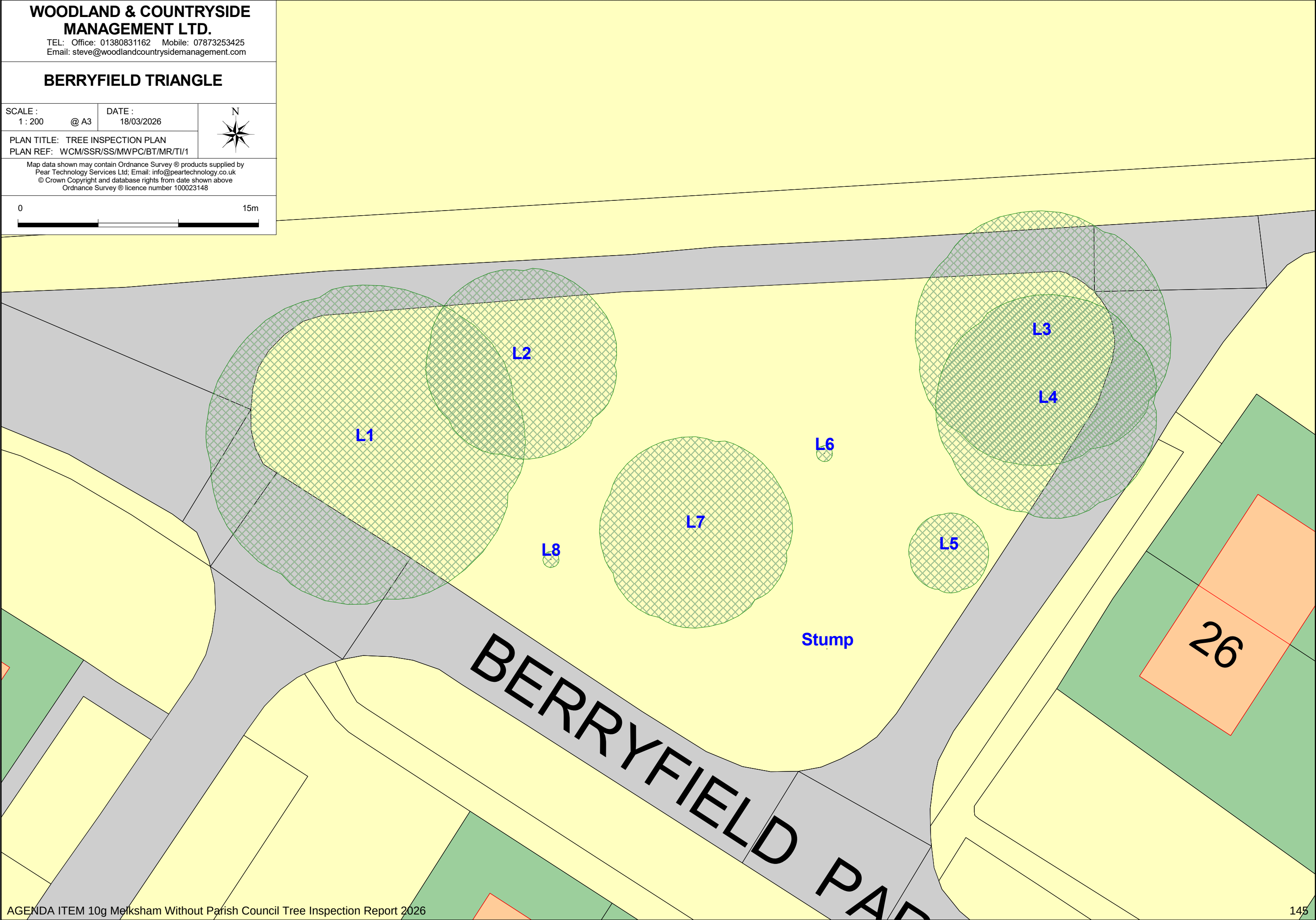
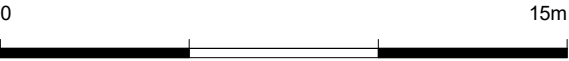
TEL: Office: 01380831162 Mobile: 07873253425
Email: steve@woodlandcountryside.com

BERRYFIELD TRIANGLE

SCALE : 1 : 200 @ A3	DATE : 18/03/2026
PLAN TITLE: TREE INSPECTION PLAN PLAN REF: WCM/SSR/SS/MWPC/BT/MR/TI/1	



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Tree Inspection Report- Officer note

For Full Council 21st July 2026

The parish council commissioned Woodland & Countryside Management Ltd. to undertake a tree inspection on land it owns or trees on land that is near a council asset in March 2026. The inspection identified some tree management recommendations, prioritised as Urgent, High, Medium, Low and Monitor.

You will all be pleased to know that there were no Urgent or high Priority works identified in the inspection report, which would have been dealt with right away. The parish council normally undertake works on Medium Priority works identified in the report as they are recommended to be completed within 12 months to ensure the continued safe use of the sites. Officer had not obtained quotes until now due to it being in bird nesting season when the report was received and works cannot be done until the start of September.

Medium Priority Works

The Medium Priority recommendations include works across a number of parish sites, including:

- Briansfield Allotments
- Hornchurch Road Play Area and MUGA- The public open space is owned by Wiltshire Council; however, the trees located around the MUGA and play area were inspected, as there was potential for these to cause damage to/on parish council-owned assets.
- Bowerhill Sports Field
- Shaw Playing Field- Shaw Management committee manage this site but we have got a quotation for these works in case they committee don't want to action themselves. Any expenditure for these works would be charge back to the committee- Email has been sent to committee to see what they would like to do.
- Beanacre Play Area
- Kestrel Court Playing Field
- Berryfield Playing Field
- Shurnhold Fields- Owned by both the town and parish council so any expenditure for works would come out of the s106 maintenance contribution
- Whitworth Play Area

Quotations

Officers invited five suitably qualified contractors to submit quotations for the Medium Priority works; however, only two quotations were received.

Contractors were also invited to provide separate quotations for the Low Priority works to enable Members to consider whether there would be any benefit or economy of scale in undertaking both Medium and Low Priority works during the same works to date, only one contractor has submitted a quotation for the Low Priority works. Following receipt of the quotations, officers compared them against

the inspection report. During this review, it became apparent that there are discrepancies between the inspection report on quotation one quotation, including omissions and differences in the number of work items included at some sites. The other quotation received has omitted the works required for Briansfield allotments. Both contractors have been contacted and asked to provide costs for the works that they have omitted.

It is important to be aware that one of the identified works at Shaw is out of the scope of works associated with a tree contractor and would be something the council would need to look at in due course.

Financial Implications

Provision for tree works had originally been made within the previous financial year's budget, with funding identified from the Solar Farm Fund. As the works were delayed due to seasonal constraints, it is proposed that the same funding source is used for the current year's programme.

Works associated with Shurnhold Fields would be funded from the Section 106 maintenance contribution. Should the Parish Council undertake works at Shaw Playing Field on behalf of the Shaw Management Committee, those costs would be recharged to the Committee.

Recommendation:

As officers are currently seeking clarification from the contractors, it is recommended that members defer awarding the contract if revised or confirmed quotations have not been received before the meeting that accurately reflect the inspection report.

Officer note RE pro rata rent approach to allotments:

The council currently charges the full annual allotment fee regardless of when a new tenant takes on an allotment during the year. Whilst this provides a simple and consistent charging structure, it means that individuals who accept a plot towards the end of the allotment year (July, August or September) may only receive a few weeks or months' use before being required to pay the full annual fee again from the 1st October, when the new allotment year begins. It should be noted that non residents who take on a plot pay double the residential rate.

This may be perceived as unfair and could discourage prospective tenants from accepting vacant plots late in the season. As a result, plots may remain vacant for longer, becoming increasingly overgrown and requiring more work before they can be cultivated. In practice, most allotments that become vacant are relinquished because the previous tenant has been unable to maintain them. Consequently, there is usually some degree of overgrowth when a new tenant takes over the plot.

The issue was recently highlighted when a new allotment tenant questioned the requirement to pay the full annual fee in July and then pay again on the 1st October. The tenant referred to other plots that had been offered rent-free until the new allotment year. It was explained that the council had only waived charges on a small number of plots that were exceptionally overgrown and required significant clearance before they could reasonably be cultivated. Although this tenant's plot required work, it was not considered to be in the same condition as those plots.

As the tenant was a non-resident, they were required to pay £80 in July and would then be required to pay the new annual fee of £84 from the 1st October under the current charging policy. Similarly, another tenant who took on a smaller plot during July also paid the annual fee and will be required to pay again on the 1st October.

These examples demonstrate that the current policy can create the perception that new tenants taking on plots towards the end of the allotment year are paying disproportionately for the period of use they receive.

Considerations

Advantages of introducing a pro-rata charge for the final quarter

- Provides a fairer charging system for new tenants.
- May encourage quicker uptake of vacant plots during July, August and September, reducing the likelihood of plots remaining vacant and becoming further overgrown.
- Reduces the perception that late-season tenants are paying disproportionately for limited use.
- Helps bring vacant plots back into cultivation sooner, improving the overall appearance and management of the allotment site.

Potential disadvantages

- Introduces a small amount of additional administration, although this would be minimal if a fixed pro-rata charging policy were adopted.
- Requires a clear policy to ensure charges are applied consistently and transparently.

Options

Option 1 – Retain the current policy

Continue charging the full annual allotment fee regardless of the date the tenancy commences.

Option 2 – Introduce a Pro-rata Charge for the Final Quarter Only

Charge new tenants taking on a plot between 1st July and 30th September a proportion of the annual fee based on the remaining months of the allotment year.

Should members agree to introduce a pro-rata charging policy, consideration should also be given to whether the two tenants who have recently taken on allotment plots should receive a refund to reflect the revised charging arrangements.

Potential Method of Calculating the Pro-rata Charge

Should the council agree to introduce a pro-rata charging policy, it would be much clearer if the fee was calculated according to the number of whole calendar months remaining in the allotment year using the following formula:

Annual allotment fee ÷ 12 × number of whole calendar months remaining until 1st October.

The proposed charges would therefore be:

Tenancy Commencement Date	Pro-rata Charge
1 st July – 31 st July	3/12 (25%) of the annual fee
1 st August – 31 st August	2/12 (16.67%) of the annual fee
1 st September – 30 th September	1/12 (8.33%) of the annual fee

By applying this calculation and rounding up to the nearest 50 pence, the current residential annual rent of £40 for a standard 5-perch plot would result in the following charges:

- **July commencement:** £10.00
- **August commencement:** £7.00
- **September commencement:** £3.50

The non-resident charge would be double the above amounts.

For the new allotment year commencing 1st October 2026, the residential annual rent for a standard 5-perch plot will increase to £42. Applying the same calculation would result in the following charges:

- **July commencement:** £10.50
- **August commencement:** £7.00
- **September commencement:** £3.50

The non-resident charge would again be double the above amounts.

Using whole calendar months provides a straightforward, transparent and consistent method of calculation, making the charging process easy to administer and simple for tenants to understand.

Option 3 – Waive the remainder of the fee from 1st July-30th September

Allow tenants taking on plots during the final quarter of the allotment year to commence cultivation immediately, with the first annual fee becoming payable from 1 October.

Financial Implications

Most plots let during the final quarter of the allotment year are relets following a tenant surrendering their plot. As it is impossible to predict how many plots will become vacant during the year, income from relets is not included when setting the annual budget.

Under the current arrangements, tenants who surrender a plot during the year do not receive a refund of any part of their annual rent. The council therefore retains the full fee originally paid. When the plot is subsequently relet, the incoming tenant is required to pay the full annual fee again. Consequently, the council effectively receives two annual rents for the same plot within a single allotment year.

Introducing a pro-rata charging policy would reduce this additional income but would provide a fairer charging structure for new tenants and could encourage quicker occupation of vacant plots.

Legal Implications

There are no known legal implications. The council has discretion to determine allotment charges, provided that fees are applied consistently and in accordance with its adopted Allotment Policy.

Officer note for smaller sizes plots at the allotments:

Background

Historically, a full-size allotment plot measured 10 perches; however, these have been subdivided and the majority of plots at the parish council's allotment sites in Berryfield are now approximately 5 perches in size.

The parish council currently manages 73 allotment plots across its two Berryfield allotment sites.

The Allotment Warden has recently shown prospective tenants around the allotments, including some people in their 80s and 90s, who commented that a 5-perch plot would still be too large for them to manage. The Allotment Warden has also received comments from some existing tenants who feel that their current plots have become too large to maintain.

The council already has three plots of approximately 2.5 perches at Briansfield Allotments, demonstrating that smaller plots can provide a practical alternative for those who do not require a larger growing space.

At present, there are only two people on the allotment waiting list, therefore there is no immediate pressure to increase the number of plots available; however, the introduction of a small number of starter plots could improve accessibility for older residents, first-time allotment holders and those looking for a more manageable commitment.

Options for Consideration

Members may wish to consider one of the following approaches:

Option 1 – Existing Berryfield Allotments

As existing 5-perch plots become vacant, suitable plots could be subdivided into two 2.5-perch starter plots where the site layout allows. This would be a gradual approach, enabling the council to assess demand without undertaking significant changes to the current allotment layout.

Should members support this option, consideration would need to be given to how many starter plots should be created, recognising that demand is currently limited.

Option 2 – Future Allotment Sites

The council is expected to receive additional allotment provision as part of future housing developments. Rather than altering the existing Berryfield sites, members may wish to retain the current configuration and instead incorporate a range of plot sizes, including 2.5-perch starter plots, into the design of future allotment sites from the outset.

This approach would provide flexibility for future tenants while ensuring new allotment sites cater for a wider range of needs.

Financial Implications

If existing plots are subdivided, there may be small one-off costs associated with creating new plot boundaries. Rental charges would be set proportionately in accordance with the council's approved allotment fees.

Advantages

- Provides a more manageable option for older residents and those with limited physical capacity.
- Encourages new and first-time allotment tenants.
- Offers greater flexibility by providing a range of plot sizes.
- Can be implemented gradually as plots become vacant.
- Supports inclusive access to allotment gardening.

Disadvantages

- There is currently limited demand, with only two applicants for an allotment on the waiting list.
- Not all plots may be suitable for subdivision due to their layout or access arrangements.



Social Value Project Request Form

This form should be completed to request support for a community project that can be delivered by Social Value (SV).

It is designed to evidence clear, consistent and transparent decision making

Request Details

General Details	
Project Name	Bowerhill Sports Field Car Park Extension
Requesting Officer Name	
Community Contact	Teresa Strange, Clerk & RFO, Melksham Without Parish Council
Project Location	Bowerhill Sports Field, Westinghouse Way, Bowerhill, Melksham, Wiltshire
Proposed Project Dates	To be agreed, subject to feasibility, design, permissions and contractor availability
Date of Assessment	
Request Number	

The Request

Melksham Without Parish Council is seeking Social Value support to investigate, design and deliver an extension to the car park at Bowerhill Sports Field. The existing car park provides approximately 12 spaces and no longer meets the demand generated by regular youth and adult football, weekday evening training, weekend fixtures and major community events. The annual Future of Football FC Summer Tournament recently brought around 160 teams and more than 4,000 visitors to the site.

At peak times the car park reaches capacity and vehicles park along Westinghouse Way and Swift Way. Inconsiderate and obstructive parking by some sports-field users has caused particular difficulties for neighbouring businesses, including Gompels and Knorr-Bremse, whose staff, customers and large goods vehicles may be unable to pass safely along the road. There are also concerns for the safety of children and families walking between parked vehicles and crossing or travelling along the surrounding roads. Double yellow lines have recently been installed at key pinch points to protect access, but this has reduced the available on-street capacity and does not address the underlying demand for parking.

The proposed Wiltshire Council Highway and Recycling Depot on the former Christie Miller Sports Centre and golf-course site is located very close to the sports field. This creates a particularly relevant opportunity for Social Value arising from that development to benefit the neighbouring community facility. The sports field itself was transferred from Wiltshire Council to the parish council as a community asset and is still commonly known locally as the "Christie Miller Fields". Its official name is the Queen Elizabeth II Diamond Jubilee Field. It is protected in perpetuity through Fields in Trust and is owned by the parish council, giving the project security of tenure and assurance that any investment will provide a lasting community benefit.

Historically, when the sports-field car park was full, users could be directed to the former Christie

*Social Value Request Form
V.1 June 2026*

Miller car park and walk to the site. That overflow option is no longer available because Wiltshire Council is using the former car park for its own operational purposes, including charging its electric vehicle fleet. This has increased reliance on the limited sports-field car park and surrounding roads.

The project would improve safe access and the operation of this heavily used community sports facility. The current lack of sufficient on-site parking is also the principal stumbling block preventing the proposed 3G pitch project from progressing to the next stage of Football Foundation consideration. Enlarging the car park would therefore unlock the potential for substantial further investment in the site and the wider area. The 3G project is currently estimated at approximately £1 million, with Football Foundation support expected to meet around 60% to 75% of eligible costs. Section 106 contributions are being identified toward the remaining funding requirement. Social Value support for the car park would therefore act as enabling infrastructure for a much larger community-sport investment, rather than being a stand-alone parking scheme.

Social Value Policy alignment: the strongest fit is 'Partners in the Community', as the project would enable a supplier to improve a local community facility and support activities with a direct impact on residents' health and wellbeing. It also promotes diversity, equality and inclusion by improving access to grassroots sport for children, young people, adults, families and visiting teams. The site's parish council ownership, Fields in Trust protection and long-term sporting use demonstrate that Social Value investment would be retained for public benefit. Where practical, the project could support the 'A Wiltshire First Approach' through use of Wiltshire contractors and local supply chains. Sustainable design, drainage and materials would also contribute to 'Green Economy, Sustainable Environment'.

Our Wiltshire Plan alignment: the project supports healthy, active and resilient communities; suitable community infrastructure; children and young people; safer access; and partnership working. It would help protect the continued use and future development of a valued and permanently protected community sports asset, in the middle of an industrial estate.

The project supports a broad cross-section of the community and particularly children and young people participating in affordable grassroots football. The benefits include safer and more orderly parking, reduced risk to children and pedestrians, reduced obstruction and conflict on surrounding industrial roads, reliable access for emergency services and commercial vehicles, and increased capacity for community sport. The parish council is keen for the sports field to remain a good neighbour to local businesses. Businesses have assisted by allowing use of their car parks for occasional events, but this goodwill arrangement is not a dependable or sustainable solution for regular training, fixtures or future growth.

Our Wiltshire Plan references: <https://www.wiltshire.gov.uk/article/4729/Vision>;
<https://www.wiltshire.gov.uk/article/4728/Our-Wiltshire-Plan-2025-to-2035-Priorities>;
<https://www.wiltshire.gov.uk/article/4730/Our-Wiltshire-Plan-2025-to-2035-Your-Council>.

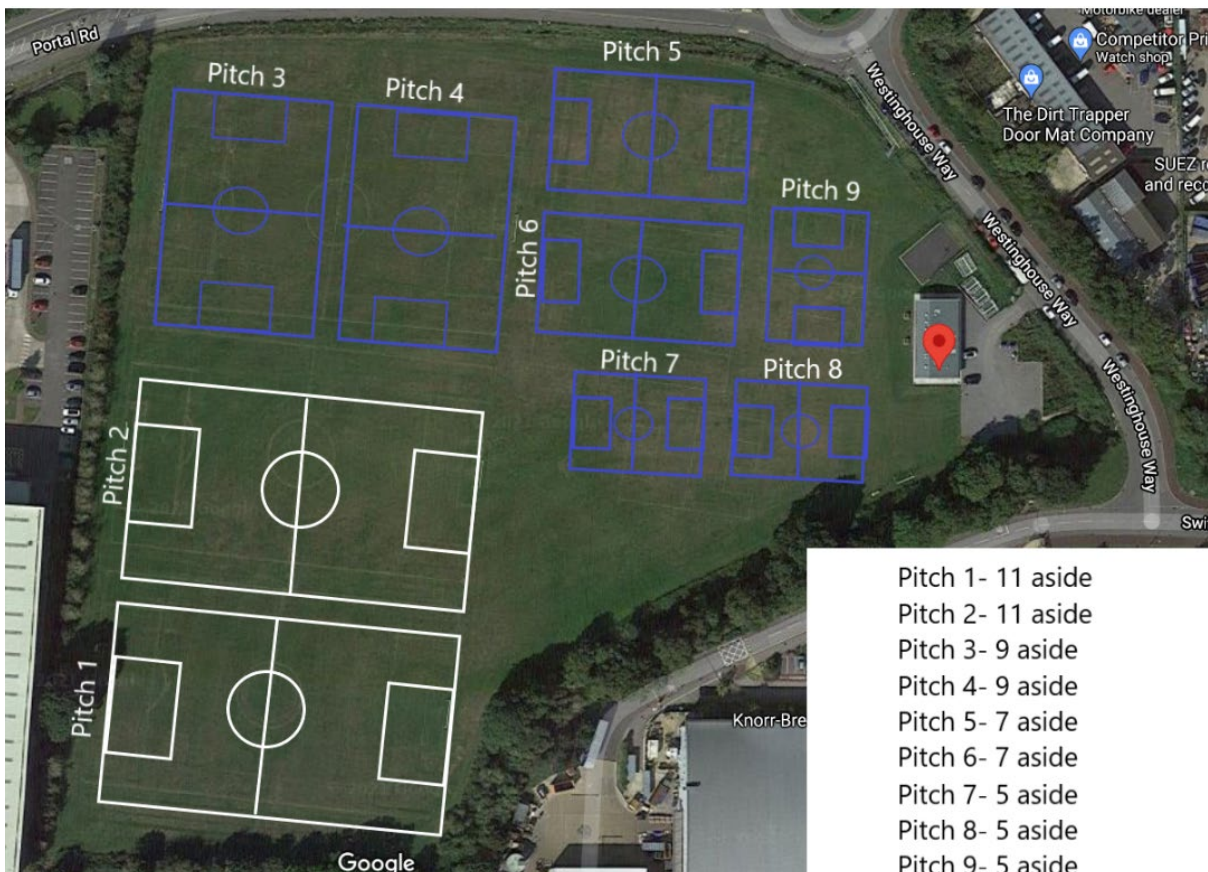
**Support Requested
(resources/funding)**

In-kind Social Value support and/or funding for feasibility and design advice, topographical/drainage surveys, planning support where required, site preparation, drainage, kerbing/edging, surfacing, marked bays, pedestrian safety measures, access protection and associated landscaping. The preferred contribution is delivery of all or a defined package of the works by a contractor with relevant highways, civils or groundworks capability. The scale and value of the request

	will be refined after feasibility work and advice on the recommended parking requirement from Wiltshire FA and the Football Foundation. The car park works are sought as enabling infrastructure that would allow the proposed approximately £1 million 3G pitch scheme to move to the next stage of Football Foundation funding consideration and could help leverage a substantially larger external investment into the community asset.
Which priorities does it support	Wiltshire Council Social Value Policy: • Partners in the Community - supporting community activities with a direct impact on residents' health and wellbeing; improving local facilities; promoting diversity, equality and inclusion. • A Wiltshire First Approach - use of local suppliers and supply chains where possible. • Green Economy, Sustainable Environment - sustainable design, life-cycle consideration, drainage and responsible use of materials. Our Wiltshire Plan 2025-2035: • healthy, active and resilient communities; • support for children and young people; • safe and accessible community infrastructure; • partnership working and effective use of community assets; • lasting investment in a parish-owned, Fields in Trust-protected facility with security of tenure; • enabling infrastructure capable of unlocking an estimated £1 million 3G pitch investment, with anticipated Football Foundation grant support and Section 106 contributions toward the balance.
Are there any Risks	• Feasibility, capacity, design and costs are not yet confirmed. • Planning permission and drainage, ecological, tree or other technical assessments may be required. • The Fields in Trust protection and any associated consent requirements must be checked and complied with before works proceed. • Any extension must avoid unacceptable loss of playing space and protect the safe operation of pitches, pavilion, MUGA and goal storage areas. • Construction works may temporarily disrupt sports use and access. • Additional parking should be accompanied by safe pedestrian routes and measures addressing the safety of children and families arriving and leaving the site, together with traffic management and appropriate lighting/security considerations. • The project may not fully remove overspill parking during exceptional events; event management will remain necessary. • Ongoing maintenance and future revenue implications must be agreed before delivery. • Design and event-management arrangements should be developed in consultation with neighbouring businesses so that access to Gompels, Knorr-Bremse and other premises is protected. • Football Foundation grant support, the final intervention rate and Section 106 contributions are not yet secured; the car park extension would enable the 3G proposal to progress but would not itself guarantee approval or full funding.

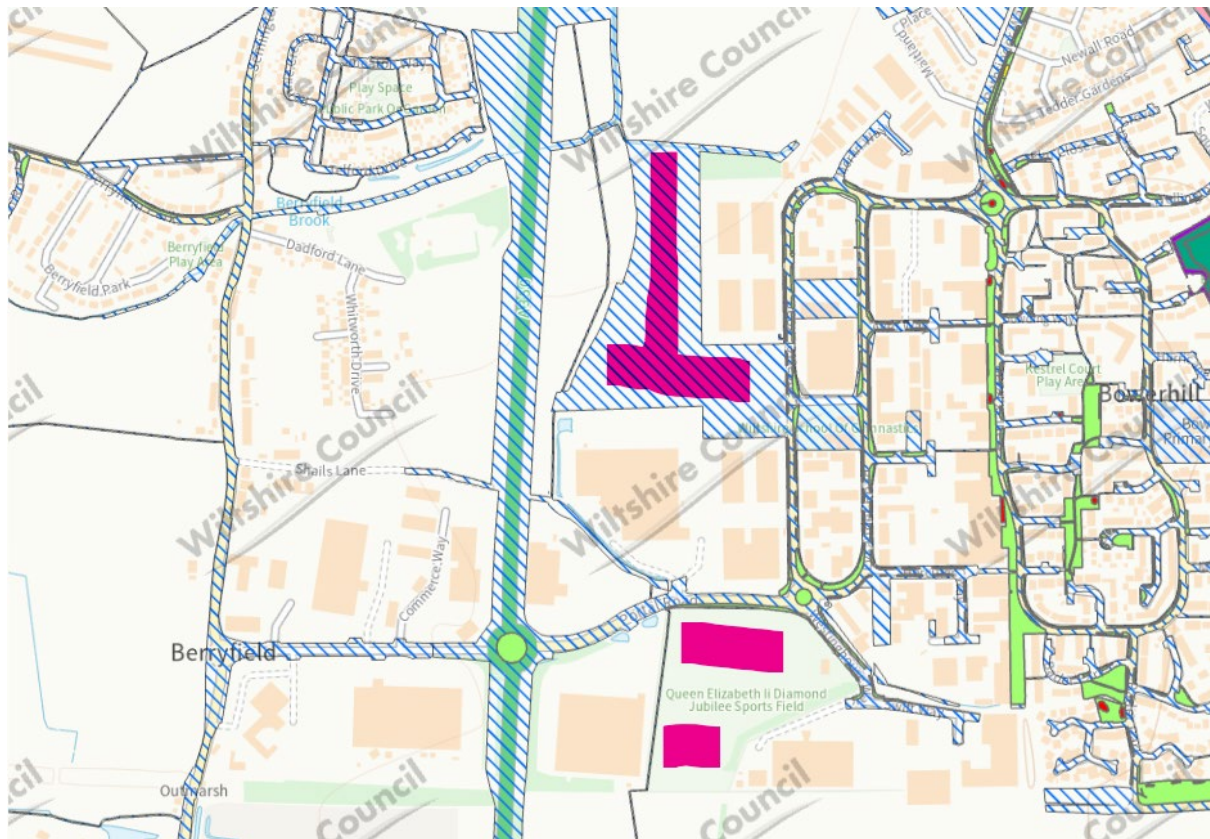
Please detail any Conflicts of Interest

No known personal conflicts of interest. Melksham Without Parish Council owns Bowerhill Sports Field and would receive an improvement to its community asset. The field is protected in perpetuity through Fields in Trust, providing security of tenure and long-term public benefit. Local football clubs and users would be beneficiaries. Any allocation of Social Value resources, permissions and procurement decisions will be handled through the relevant council processes.



Social Value Request Form
V.1 June 2026

Pink marking just indicates the close proximity of the two sites



Assessment Criteria

(To be completed by the Social Value Resources Board (SVRB))

The considerations below will be assessed via the scoring matrix below. Where the number of requests outweighs the availability of resources only those that score the highest will receive an allocation.

Scoring Matrix

Criteria	Score
Does not meet criteria	0
Partially meets criteria	2
Meets criteria	4

Considerations	Scoring Detail				
	Meets	Partially Meets	Does not meet	Comments	Score
Aligns with one or more Social Value Priority					
Aligns with Our Wiltshire Plan					
Can be delivered by provider SV offers					
Demonstrates community benefit					

Recommendation	
Approved	
Not Approved	
Comments	



Social Value Project Request Form

This form should be completed to request support for a community project that can be delivered by Social Value (SV).

It is designed to evidence clear, consistent and transparent decision making

Request Details

General Details	
Project Name	Shaw Village Hall Park and Stride Car Park Extension
Requesting Officer Name	
Community Contact	Teresa Strange, Clerk & RFO, Melksham Without Parish Council, working with Shaw Village Hall and Shaw Primary School
Project Location	Shaw Village Hall and Playing Field, Shaw, The Beeches, Wiltshire
Proposed Project Dates	To be agreed, subject to design, permissions and contractor availability
Date of Assessment	
Request Number	

The Request
Melksham Without Parish Council is seeking Social Value support to extend and improve the car park at Shaw Village Hall so that it can operate safely and effectively as a park and stride facility for Shaw Primary School. Parents would be able to park at the village hall and walk to the school using the route through to the rear of Shaw Playing Field and then the public right of way (MELW79) known as 'Chicken Alley', avoiding the main road. The project forms part of the school travel planning approach and links directly with the approved LHFIF request 09-24-24 to improve access at the rear of the playing field and make the walking route more usable, including avoiding the field where cattle may be grazing and the existing muddy section which has been a barrier to parents using the route to date. The need for the project has increased as the school population has changed. A much higher proportion of pupils now travel from George Ward Gardens and other parts of Melksham town, rather than only from Shaw and Whitley, which are within safer walking distance. The A365 is the main route towards Bath, is heavily used by commuters and is also used by HGVs seeking an alternative route following restrictions on HGV traffic over Cleveland Bridge in Bath. The pavements are narrow in places, making it difficult for a parent with a pushchair to hold the hand of another child while walking safely. There is frequent inappropriate and inconsiderate parking on Corsham Road outside the school. Vehicles queueing to enter the small school parking area can obstruct the road; there have also been reports of vehicles overtaking on the wrong side of the road and, on occasion, mounting or using the pavement. Both Corsham Road and Shaw Hill have evidenced speeding concerns rather than only perceived speeding: the roads meet the criteria for speed indicator device deployment and Community Speed Watch activity. The parish council can provide supporting traffic surveys and downloadable speed indicator device data. The proposed park and stride facility would allow children and accompanying adults to avoid walking along substantial sections of both roads. The extension would provide a clearer parking layout and marked bays; reduce conflict between village hall, pre-school, playing-field and school users; and improve access for grass-cutting contractors and large vehicles attending events. The car park is currently open and cannot be closed off effectively. Suitable lockable gates, removable or retractable bollards, or other proportionate vehicle-control measures would help deter unauthorised access and encampments. They would also provide a means of restricting hostile or accidental vehicle access during events on the adjoining playing field, supporting proportionate event-safety and protective-security arrangements in the context of Martyn's Law.

Social Value Request Form
V.1 June 2026

Melksham Without Parish Council is the landowner and landlord and supports the project in principle, subject to formal approval of the detailed design and associated permissions.

Social Value Policy alignment: the project directly supports 'Partners in the Community' by enabling a supplier to support a community activity with a direct impact on residents' health, wellbeing and safety, and by improving a local facility. It also supports 'Green Economy, Sustainable Environment' by enabling active travel, reducing unnecessary short car journeys and congestion immediately outside the school, and improving pedestrian access. Where practical, use of a Wiltshire-based contractor and local supply chain would support 'A Wiltshire First Approach'.

Our Wiltshire Plan alignment: the project supports sustainable living and community resilience, environmentally friendly and accessible ways of getting around, improved pedestrian networks and active travel, safer communities, and collaborative delivery with schools, community organisations and local partners.

The principal beneficiaries are Shaw Primary School pupils and families, particularly younger children, parents with pushchairs and people who may feel less confident walking beside a busy main road. Village hall, pre-school and playing-field users would also benefit from a better organised and more secure shared community facility. The wider benefits would be a safer and more attractive walking option, reduced traffic and parking pressure around the school, improved control of unauthorised vehicle access, safer management of events, and support for the school's developing travel plan.

Our Wiltshire Plan references: <https://www.wiltshire.gov.uk/article/4729/Vision>;
<https://www.wiltshire.gov.uk/article/4728/Our-Wiltshire-Plan-2025-to-2035-Priorities>;
<https://www.wiltshire.gov.uk/article/4730/Our-Wiltshire-Plan-2025-to-2035-Your-Council>.

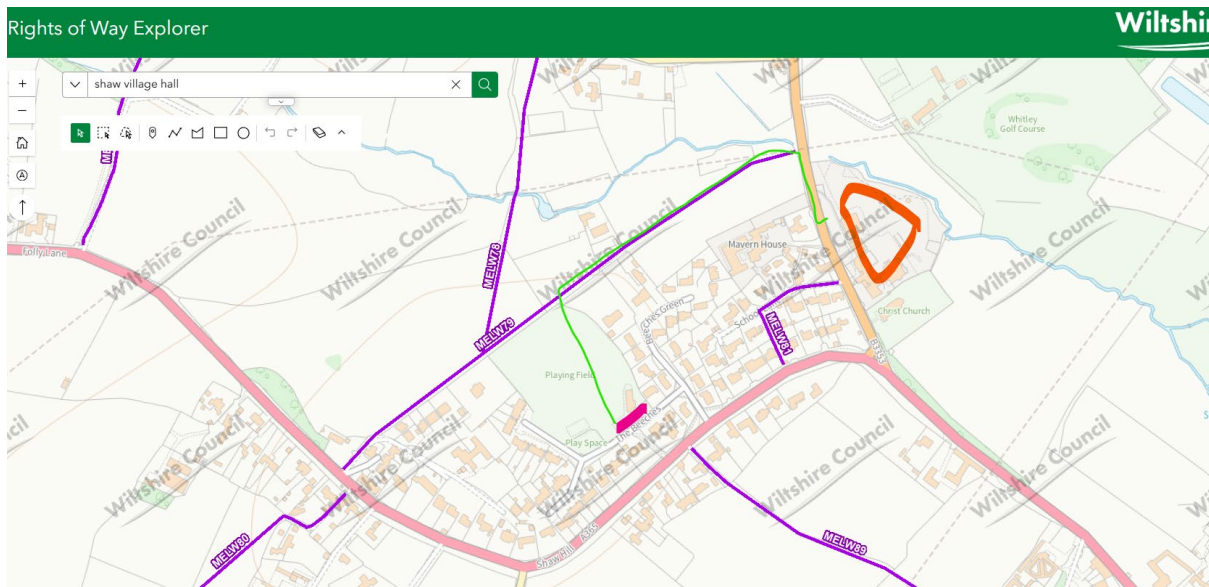
Support Requested (resources/funding)	In-kind Social Value support and/or funding for feasibility and design advice, topographical and drainage surveys, site preparation, drainage, kerbing/edging, surfacing, marked bays, access works and suitable lockable gates, removable or retractable bollards, posts and associated vehicle-control measures. The preferred contribution is delivery of all or a defined package of the construction works by a contractor with relevant highways, civils or groundworks capability. The final scope and value will be confirmed following detailed design, permissions and coordination with the linked LHFIF route improvements.
Which priorities does it support	Wiltshire Council Social Value Policy: • Partners in the Community – supporting the health and wellbeing of communities through activity with a direct impact on residents; improving a local community facility; and supporting fair and inclusive access. • Green Economy, Sustainable Environment – enabling active travel, reducing unnecessary short vehicle journeys, congestion and associated emissions near the school, and improving pedestrian access. • A Wiltshire First Approach – use of Wiltshire-based contractors and local supply chains where practical. Our Wiltshire Plan 2025–2035: • infrastructure that supports sustainable living and community resilience; • safer, environmentally friendly and accessible travel choices; • improved pedestrian networks and active travel; • healthy, safe and inclusive communities; • collaborative delivery with schools, community organisations and local partners.
Are there any Risks	• Detailed design, costs, capacity and the extent of works are not yet confirmed. • Planning, landlord, drainage, highways and/or public-right-of-way consents may be required. • The park and stride benefit depends on the onward route through the playing field and Chicken Alley being improved, available and maintained; this will need coordination with the approved LHFIF

	scheme. • The design must protect pedestrian safety, existing rights of access, trees and landscape features, and the operation of the village hall, pre-school and playing field. • Construction traffic and temporary loss of parking will require careful phasing and communication. • The scheme must avoid creating additional vehicle conflict at the village hall entrance and should be informed by the school travel plan, traffic surveys and available speed indicator device data. • Ongoing maintenance, opening and closing arrangements, and liability responsibilities must be agreed before delivery. • Any gates, bollards or other vehicle-security measures must be proportionate, preserve emergency and authorised operational access, and be supported by suitable event-management procedures; they cannot remove all vehicle-related risk.
Please detail any Conflicts of Interest	No known personal conflicts of interest. Melksham Without Parish Council is the landowner/landlord and supports the project in principle, subject to formal approval of detailed proposals. Shaw Village Hall, Shaw Primary School and other local users are intended beneficiaries. Any procurement, permissions and allocation of Social Value resources will be handled through the relevant council processes.

Pink – car park at Shaw Village Hall

Orange – Shaw school

Green – proposed Park and Stride route



Melksham Local Highways & Footway Improvement Group

	Item	Detail & Updates	Actions and recommendations	Who
h)	9-24-24 Playing field, Shaw (aka Chicken Alley)	Issue raised by Melksham without PC. 29/05/25 Agreed - Allocate £2500 for improvements at Shaw playing field including kissing gate, vegetation clearance and hardstanding. Agreement required with Alison Rasey Countryside access officer. MWPC to contribute 25% of cost (TBC). 14/08/25 – MWPC clerk has spoken to CAO. who advised <i>"that kissing gates are not their preferred solution as they can be difficult to use from an accessibility perspective"</i>. The preference from the Countryside Access Officer is to leave the gap open (provided no livestock are present) or to install a self-closing gate. MWPC agreed, that as there are no livestock on the proposed route, they would prefer the gap is just left open (without a gate). MJR to visit site and prepare design for costing and MWPC approval. Design work to be undertaken. 25/10/25 Site visit and design work outstanding. Likely Nov/ Dec 25 05/02/26 Site requirements clarified by MWPC. MJR to visit site and look at requirements.	07/05/26 Site visit carried out 28/04/26. Potential route identified but requires extensive foliage and dense vegetation clearance over area. This would provide additional access approximately 35m east of the existing route via the kissing gate. Members agreed a further site meeting with MWPC is required to clarify requirements. 	MJR

Assessment Criteria

(To be completed by the Social Value Resources Board (SVRB))

The considerations below will be assessed via the scoring matrix below. Where the number of requests outweighs the availability of resources only those that score the highest will receive an allocation.

Scoring Matrix

Criteria	Score
Does not meet criteria	0
Partially meets criteria	2
Meets criteria	4

Considerations	Scoring Detail				
	Meets	Partially Meets	Does not meet	Comments	Score
Aligns with one or more Social Value Priority					
Aligns with Our Wiltshire Plan					
Can be delivered by provider SV offers					
Demonstrates community benefit					

Recommendation	
Approved	
Not Approved	
Comments	

**MINUTES of the Staffing Committee of Melksham Without Parish Council
held on Monday 20th July 2026 at Melksham Without Parish Council Offices
(First Floor), Melksham Community Campus, Market Place, SN12 6ES at
7:00pm**

Present: Councillors Alan Baines, Mark Blackham, John Glover (Council Chair), Tony Hemmings, David Pafford (Council Vice-Chair) and Anne Sullivan

Officers: Teresa Strange (Clerk)

There were no members of the public or council attending remotely via Zoom.

128/26 Welcome & Housekeeping:

Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

129/26 Apologies:

Resolved: Apologies had been received from Councillor Griffiths, who was working away from home, this reason for absence were accepted.

130/26 Chair & Vice-Chair of Staffing Committee for 2026/27

The outgoing Chair, Councillor Sullivan sought nominations for Chair.

- a) Councillor Sullivan was nominated as Chair of the Staffing Committee who confirmed that she was willing to stand. There were no further nominations.

Resolved: Councillor Sullivan elected as Chair of the Staffing Committee for the ensuing year.

Councillor Sullivan chaired the meeting.

- b) Councillor Griffiths had confirmed in advance that she was still willing to continue as Vice Chair, and was nominated as Vice-Chair of the Staffing Committee. There were no further nominations.

Resolved: Councillor Griffiths elected as Vice-Chair of the Staffing Committee for the ensuing year.

- 131/26 Declarations of Interest:** The Clerk declared that, as an employee of the Council, a number of the matters under consideration affected her employment. She would leave the room if any matter related specifically to her. No other declarations of interest were made.

132/26 To consider holding items in Closed Session due to confidential nature:

Resolved: All the agenda items from 12 to 16 as they were specific to members of staff.

The detailed supporting discussion, evidence considered and reasoning for the Committee's decisions are recorded separately in approved confidential supporting notes, access to which is restricted to the Clerk and members of the Staffing Committee. A separate confidential recommendation schedule records

the formal recommendations requiring consideration by Full Council and is circulated to all councillors, the Clerk and the Finance and Amenities Officer. The Finance and Amenities Officer receives the schedule to the extent necessary for payroll administration and other operational duties, including confirming that expenditure, training bookings and associated invoices have been properly authorised. The public minutes record only the non-confidential summary of the decisions and refer to the relevant confidential documents where appropriate.

133/26 Public Participation:

This item fell as there were no members of the public present.

134/26 Health and Safety

a) Health and Safety matters since the last meeting

The Clerk reported that no new health and safety matters had been brought to her attention.

b) Arrangements during extreme hot weather

The Committee noted the arrangements put in place during the recent red heat alert. Outdoor staff had been reminded to wear suitable clothing and hats, sunscreen, remain hydrated, restrict activity to essential inspections and minimum duties, and work split or earlier hours where appropriate. The approach had been based on a dynamic risk assessment of the conditions and duties at the time.

Resolved: The approach taken was endorsed. The Clerk was authorised to apply a dynamic risk assessment and make proportionate temporary adjustments to duties and working hours during future periods of extreme weather, taking account of the circumstances and the needs of individual roles.

c) Health and Safety legislation summary

The Committee noted the Health and Safety Legal Register included in the agenda pack. Members considered it a useful reference document bringing together key duties and sources of further guidance. It was specifically noted that a number of the legislative requirements referred to in the register apply where an employer has five or more employees. The Council currently employed five members of staff, although not all were full-time, and members noted the importance of ensuring that the relevant requirements were identified and complied with.

Resolved 1: The Health and Safety Legal Register was noted and retained as a reference document.

Resolved 2: The Clerk would check that the current HSE Health and Safety Law poster was displayed at both the allotment shed and Bowerhill Sports Pavilion.

135/26 NALC (National Association of Local Councils) Good Councillor's Guide to Employment

The Committee noted the NALC guide and the responsibilities of councillors collectively as the employer. Particular attention was drawn to the handling of employee information, including the possibility of employee data-subject access requests, and the importance of keeping appropriate, factual records.

Resolved: The NALC Good Councillor's Guide to Employment was noted.

136/26 Employment Rights Act 2025

The Committee considered the summary of current and forthcoming employment-law changes. Matters highlighted included the reduced qualifying period for unfair-dismissal rights, the need for probationary arrangements and reviews to conclude within an appropriate period, the removal of compensation caps in relevant cases,

employees' right to be informed about trade-union membership, and the strengthened expectation that employers justify any refusal of a flexible-working request.

The Council's usual probationary period was discussed. The updated model contract suggested 13 weeks, which was considered preferable to a period approaching six months, while recognising that regular documented review would be required.

Resolved: The legislative changes were noted.

Recommendation 1: Future recruitment documentation should normally use a 13-week probationary period, subject to the requirements of the particular role and appropriate HR advice.

Recommendation 2: The Clerk would ensure that employees were given any written information required by the new legislation, including information about the right to join a trade union.

137/26 Updated NALC Model Contract of Employment

The Clerk outlined the substantial work undertaken in late 2023 to update the Council's existing employment contracts, which took effect from 1st January 2024, and the further model-contract revisions subsequently issued. The Committee considered the risk of creating different terms for comparable employees if the newest model were adopted only for future recruits, as per the NALC recommendation.

Particular differences included automatic annual scale-point progression rather than the Council's existing review-and-appraisal approach, and restrictions on payment for additional hours for employees above a specified scale point. The Clerk declared a particular interest in the latter provision, as it currently applied only to her role.

Recommendation 1: The five existing employment contracts would remain in place and no immediate wholesale replacement exercise would be undertaken.

Recommendation 2: The Council's standard contract for future recruitment and any necessary clarifications or variations for existing staff would be reviewed with specialist HR advice. Material changes to existing contractual terms would not be imposed without consultation and agreement.

138/26 National Pay Negotiations 2026/27

The Committee noted that national negotiations remained ongoing. The employers' offer was understood to be a 3.3% increase, subject to the outcome of negotiations with the unions. Any agreed award would be backdated to 1st April 2026.

139/26C Staff Training and Development

Held in closed session.

Resolved: That the staff training record be noted.

Recommendation: That Full Council approve the staff training and associated funding proposals set out in the confidential Full Council Recommendations Schedule dated 20th July 2026.

140/26C Staff Appraisals

Held in closed session.

Recommendation: That Full Council approve the recommendations arising from the staff appraisals as set out in the confidential Full Council Recommendations Schedule dated 20th July 2026.

141/26C Job Descriptions

Held in closed session.

The Committee considered the Job Descriptions alongside the appraisal feedback and the operational needs of the Council.

Recommendation: That Full Council approve the proposed job description reviews and amendments set out in the confidential Full Council Recommendations Schedule dated 20th July 2026.

142/26C Scale Point Reviews

Held in closed session.

Recommendation: The Full Council approve the staff scale point recommendations, effective dates and associated future reviews set out in the confidential Full Council Recommendations Schedule dated 20th July 2026

143/26C Flexible Working Arrangement

Held in closed session.

It was noted that the office was formally advertised as open to the public from Monday to Thursday only. Although officers had often answered enquiries on Fridays when present, the door was likely to be open less frequently under the new arrangement, as Fridays were commonly used for time off in lieu and site visits. This helped maintain officer cover during the published opening days earlier in the week. Telephone and other contact arrangements would remain available.

Recommendation: The Full Council approve the recommendation relating to the trial flexible working arrangement, as set out in the confidential Full Council Recommendations Schedule dated 20th July 2026

144/26 Clerk's Appraisal

The Committee agreed that the Clerk's appraisal should be undertaken by the Chair of the Staffing Committee and the Vice-Chair of Council. This reflected the intention of the Council's disciplinary protocols by keeping the Chair of Council separate, should any future disciplinary or appeal process arise.

Resolved: The Clerk's appraisal would be undertaken by Councillor Anne Sullivan, Chair of the Staffing Committee, and Councillor David Pafford, Vice-Chair of Council, and was provisionally arranged for Friday 7th August 2026, subject to confirmation.

145/26 Annual Leave Recorded in Hours

The Committee considered the proposal to record annual leave in hours rather than days. This would better reflect different daily and compressed working patterns and allow staff to take only the hours actually required. The change would not alter any employee's overall contractual entitlement.

Recommendation: That staff annual leave entitlement be calculated, recorded and deducted in hours rather than days, using the methodology set out in the agenda report, subject to the Clerk confirming that the calculation aligned with the relevant government guidance. Existing balances would be converted so that no employee gained or lost entitlement solely because of the change.

146/26 Administration of Community and Village Facebook Groups

The Committee reviewed the Council's involvement in independent community Facebook groups. The Clerk explained that she was an administrator of several groups and the sole administrator of two. A recent threat of legal action concerning third-party comments illustrated the legal, reputational and staff-welfare exposure created by officers administering groups which were not official Council channels. The administration role was also linked to the Clerk's Council Facebook profile.

Members considered that officers should not retain responsibility for administering or moderating independent community Facebook groups. Where other community administrators remained, the officer could withdraw as an administrator. Where an officer was the sole administrator, the community should be given an opportunity to take over the administration before the group was closed down completely.

Recommendation: That officers cease acting as administrators of independent community Facebook groups. Where other administrators remained, the officer would withdraw as an administrator. Where an officer was the sole administrator, notice would be posted inviting a community member to take over administration by Friday 14th August 2026. If nobody came forward, the group would be closed down completely.

147/26 Mileage Reimbursement Rates

The Committee noted that existing contracts referred to NJC mileage rates, although the Council had historically reimbursed business mileage at HMRC Approved Mileage Allowance Payment rates because of the tax and payroll implications of the detailed NJC scheme.

Recommendation: That Full Council adopt the HMRC Approved Mileage Allowance Payment rate of 55p per mile for the first 10,000 authorised business miles in each tax year and 25p per mile thereafter; that the revised rate be applied retrospectively from 6th April 2026; and that eligible employees be reimbursed for the difference on mileage claims already paid at 45p per mile since that date. Revised contract wording or written clarification would be prepared with appropriate HR advice.

148/26 External HR Support

The Committee considered whether the Council should appoint an external HR provider. It was noted that employment guidance and support were already available through the Council's memberships of the Society of Local Council Clerks (SLCC), the Wiltshire Association of Local Councils (WALC) and the National Association of Local Councils (NALC). Members also noted that recent Government employment legislation had increased the potential financial risk to employers, including the removal of the previous cap on compensation in some employment claims. The Committee considered that a proportionate, light-touch external HR support arrangement could provide ongoing assistance with

employment contracts, model documents and staffing policies, potentially through a subscription service, while also allowing the Council to call on specific advice for individual employment matters when required. This could reduce the administrative burden on the Clerk, recognise that the Clerk does not hold specific HR qualifications or extensive specialist HR experience, and provide independent support where the Clerk might otherwise have a conflict of interest.

Recommendation: That Full Council authorise the Clerk to obtain options and costs for a proportionate, light-touch external HR support service, preferably from a provider experienced in the parish and town council sector. This should include consideration of a subscription arrangement for support with contracts, model documents and staffing policies, together with access to specific advice on individual matters when required, before any appointment was made.

149/26 Review of Staffing Policies

The Committee noted that several policies had been reviewed by an officer, but that some of the underlying model template documents had subsequently been updated. Members considered that proceeding before the question of external HR support had been resolved could lead to duplicated work or the adoption of documents which required further revision. The Committee also recalled the unresolved note from the previous review of the Disciplinary Policy, which sought clearer definitions of “gross negligence” and “gross insubordination” with an explanation of the distinction “gross”.

Recommendation: That consideration of the Pension Policy, Habitual or Vexatious Complainants Policy, DBS Check Policy, Disciplinary Policy, Equality and Diversity Policy, Health and Safety Policy, Learning and Development Policy and Safeguarding Policy be deferred. If external HR support were approved, the appointed provider would be asked to review the policies against current legislation, guidance and the latest model templates, including providing suitable clarification within the Disciplinary Policy on gross negligence and gross insubordination, before the policies were returned to the Council for adoption.

Meeting closed at 9.03 pm

Chairman, 27th July 2026

Teresa Strange

From: James Corrigan <jamescorrigan@chrgs.co.uk>
Sent: 21 July 2026 18:41
To: Teresa Strange
Cc: support@chrgs.co.uk
Subject: Re: Price indication for subscription support
Attachments: Melksham Without PC HR and Governance Support quotation.pdf; CHRGS Ltd Team profiles updated Jan 2026 (10) .pdf

Good afternoon, Teresa,

Many thanks for getting in touch and requesting a quote for our unique ongoing HR & Governance Support package, aimed at making the life of the clerk as easy as possible in this ever complicated field.

Please find attached our quote as well as details of some of our professional team.

As requested our package does include all policies and handbook , as well as contracts of employment, and many other standard documentation such as a bespoke appraisal scheme.

I would be more than happy to meet with Councillors virtually to answer any questions they may have if they would like.

Any queries please do let me know.

I look forward to hearing from you as soon as you are able.

Kind regards

James Corrigan
Director
07805 472859

[Council consultancy | Council HR and Governance Support](#)



On 2026-07-21 3:30 pm, Teresa Strange wrote:

Hi James
Hope you are well.....

Road Safety Seminar

Friday 17 July



Wiltshire and Swindon

ROAD SAFETY

PARTNERSHIP

AGENDA ITEM 12a FINAL WALC Road Safety Event slides July 2026

Wiltshire Council

Presenters



Cllr Martin Smith, Cabinet Member
for Highways & Transport



Ben Huggins, Chief Inspector, Roads
Policing Unit



Dave Thomas, Head of Highways
Asset Management



Philip Wilkinson OBE,
Wiltshire and Swindon Police
and Crime Commissioner



Perry Payne, Road Safety
Delivery Manager, Wiltshire and
Swindon Road Safety Partnership



Paul Denham - DVSA



Cllr Darren Bone –
Bishops Cannings Parish Council



Wiltshire and Swindon

ROAD SAFETY

PARTNERSHIP

AGENDA ITEM 12a FINAL WALC Road Safety Event slides July 2026

Wiltshire Council

Agenda

- Introduction – Cllr George McCaffery
- Welcome – Cllr Martin Smith, Philip Wilkinson OBE
- Road Safety Presentation
- Refreshment Break
- DVSA and HGV Enforcement
- Case study – Bishops Cannings
- Q&A
- Closing remarks



Wiltshire and Swindon

ROAD SAFETY

PARTNERSHIP

AGENDA ITEM 12a FINAL WALC Road Safety Event slides July 2026

Wiltshire Council

Opening and Introductions



Cllr Martin Smith

Wiltshire Council Cabinet Member for
Highways & Transport



Wiltshire and Swindon

ROAD SAFETY

PARTNERSHIP

AGENDA ITEM 12a FINAL WALC Road Safety Event slides July 2026

Wiltshire Council

Introduction



Philip Wilkinson OBE,
Wiltshire and Swindon Police and Crime
Commissioner



Wiltshire and Swindon

ROAD SAFETY

PARTNERSHIP

AGENDA ITEM 12a FINAL WALC Road Safety Event slides July 2026

Wiltshire Council

Wiltshire and Swindon Road Safety Partnership and Vision Zero



Wiltshire and Swindon

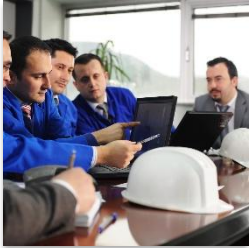
ROAD SAFETY

PARTNERSHIP

AGENDA ITEM 12a FINAL WALC Road Safety Event slides July 2026

Wiltshire Council

Structure and Members of the Partnership



Multi-Agency Collaboration

The partnership brings together councils, emergency services, and government bodies to improve regional road safety.



Vision Zero Goal

The partnership aims to eliminate fatal and life-changing injuries using the Safe Systems Approach



Organisational Structure

Operations occur through strategic and delivery boards ensuring communication and actionable plans among members.



Wiltshire and Swindon

ROAD SAFETY

PARTNERSHIP

AGENDA ITEM 12a FINAL WALC Road Safety Event slides July 2026

Wiltshire Council

Core Workstreams and Activities

Enforcement and Community Support

Enforcement supports police campaigns like Operation Close Pass and collaborates with Community Speed Watch to reduce dangerous driving behaviors.

Engineering and Data Analysis

Engineering focuses on collision and cluster analysis to identify high-risk road locations and conduct route risk assessments.

Education and Training Programs

Education includes Bikeability, WalkSafe, Scootability, Horse Safety, and VR workshops aimed at improving safety awareness in schools and among young drivers.

Post Collision Care

Post Collision emergency interventions from Wiltshire and Bath Air Ambulance who also give 1st aid, CPR and recovery position training to schools.



Wiltshire and Swindon

ROAD SAFETY

PARTNERSHIP

AGENDA ITEM 12a FINAL WALC Road Safety Event slides July 2026

Wiltshire Council

Vision Zero

Vision Zero is a philosophy of road safety that eventually no one will be killed or seriously injured within the road transport system. Vision Zero is not a target to be achieved by a certain date and the “Safe System” methodology is how this will be achieved.

This approach represents a shift from focusing on reducing the number of casualties to a proactive and holistic effort that uses the “5 pillars” of road safety.

The goal is to build an inherently safe transport network that can account for human error, so that when a mistake is made, it does not result in a catastrophic outcome



Wiltshire and Swindon

ROAD SAFETY

PARTNERSHIP

AGENDA ITEM 12a FINAL WALC Road Safety Event slides July 2026

Wiltshire Council

Safe System 5 pillars

- **Safer roads:** planning & development, highway design, maintenance, roadside infrastructure, facilities for active travel
- **Safer road users:** education/training for new users, general health, licencing, offending behaviour & rehabilitation, work-related driving, impairment (alcohol, drugs/medication/fatigue), use of driver assistance features, Highway Code
- **Safer vehicles:** vehicle design (for occupants and others), maintenance, tyre safety, e-scooters/electric 'motorcycles', use of driver assistance features, commercial & grey fleets,
- **Safer speeds:** highway design, speed limit setting, driver training and education, use of driver assistance features, offending behaviour & rehabilitation
- **Improved Post-collision response:** use of driver assistance features, emergency response, hospital-based trauma care, long term care & support, bereavement care, collision investigation, coroner reviews, data analysis, learning



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Safe Systems approach

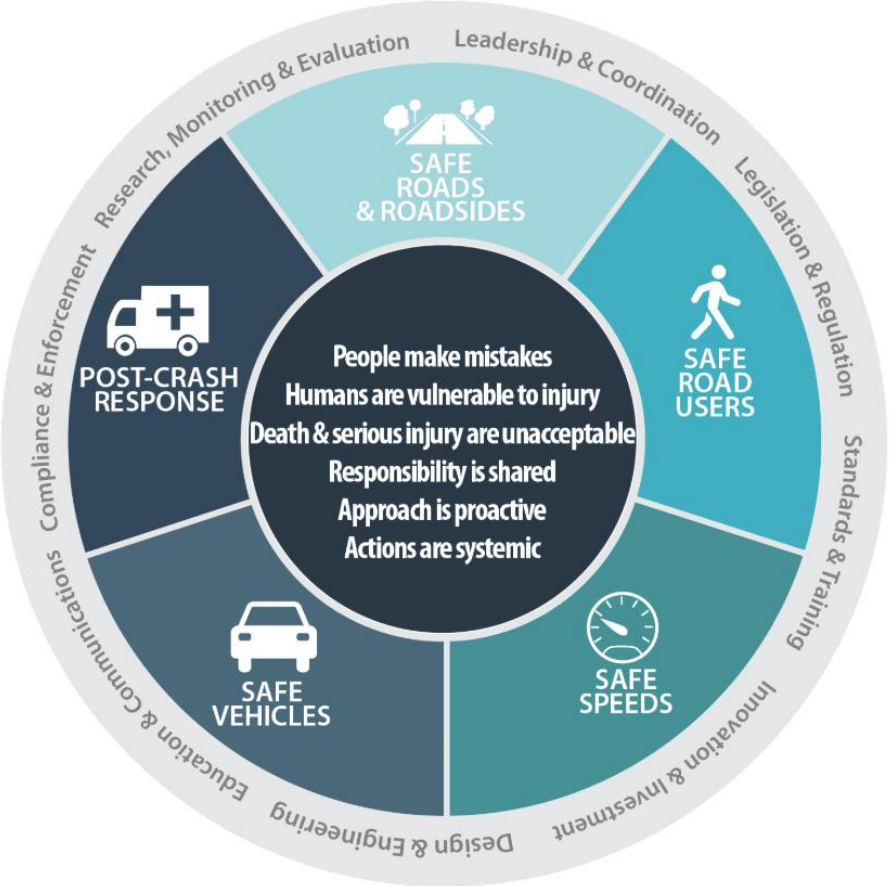


Table 1: The Safe System approach vs traditional road safety practice

Traditional	Safe System
Prevent crashes	Prevent deaths and serious injuries
Improve human behaviour	Design for human mistakes / limitations
Control speeding	Reduce system kinetic energy
Individuals are responsible	Share responsibility
React based on crash history	Proactively identify and address risks



Current challenges and what the data tells us



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Current Challenges – Collision definitions

- Collisions involving personal injury are now reported on the Stats 19 database via an Injury Based reporting System (IBRS) which categorises injuries as Slight, Less Serious, Moderately Serious, Very Serious and Fatal depending on the type of injury received
- A single collision may have multiple casualties
- The average social value (cost of prevention) of a road collision in the UK is calculated by the Department For Transport (Form RAS4001) and varies significantly by severity:
 - **Fatal collision:** approximately **£2.834,336m**
 - **Serious injury collision:** approximately **£324,895**
 - **Slight injury collision:** approximately **£32,502**
 - **Damage-only collision:** approximately **£2,686** for an average insurance claim
- These figures, particularly for injury and fatal accidents, represent the estimated value to society of preventing such incidents, which includes human costs (pain, grief), lost economic output, and medical and ambulance expenses.



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Current challenges – collision numbers

Year/Severity	Fatal	Serious	Slight	Total
2022	21	205	1154	1380
2023	22	202	1129	1353
2024	19	193	1094	1261
2025	21	323	1085	1429

- The data shows a stable trend in 2024, however one single death or serious injury is too many and we aspire to reduce that to zero.
- Wiltshire Police have made significant improvements with the collection, recording and processing of collision Stats so the Partnership will be able to track trends more quickly moving forwards.



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Current challenges – The Fatal five

The Partnership have adopted the nationally recognised “Fatal Five” as evidence led indicators for the causes of road traffic collisions and this helps to inform our interventions.

The Fatal 5 are:

- Driver distraction (such as mobile phone use)
- Driving under the influence of drink or drugs (including prescription medication)
- No seat belt
- Speeding
- Careless/inconsiderate driving



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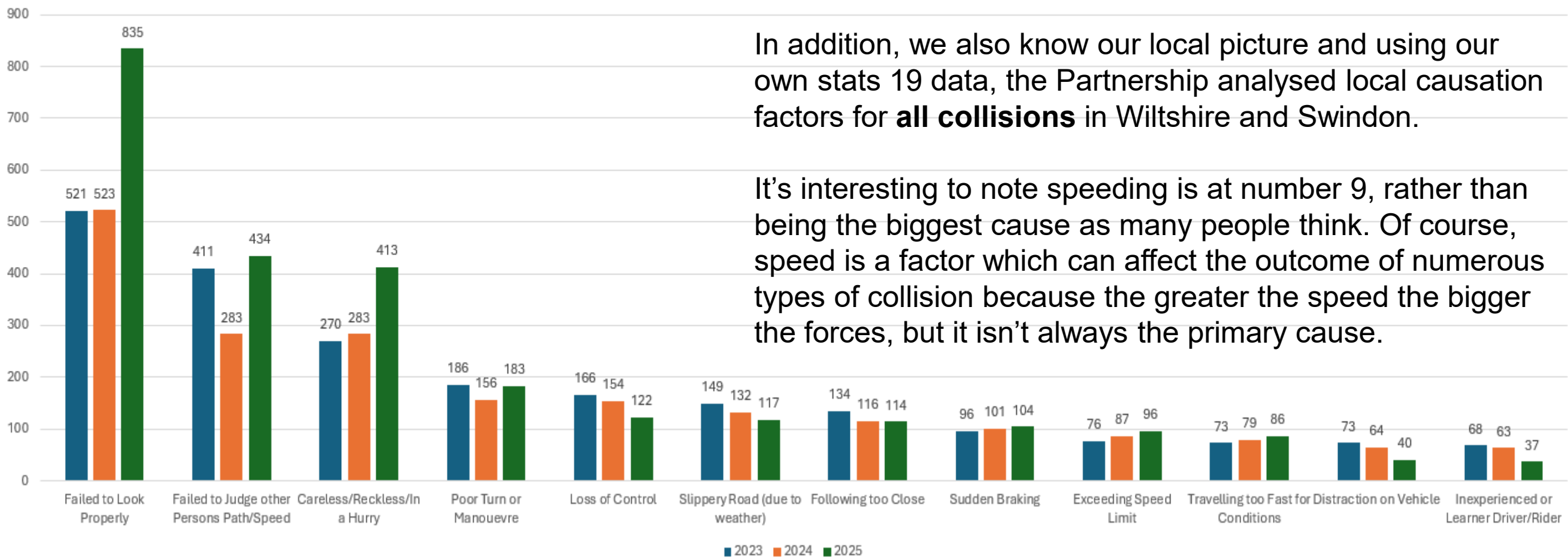
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Current challenges - Causation factors



In addition, we also know our local picture and using our own stats 19 data, the Partnership analysed local causation factors for **all collisions** in Wiltshire and Swindon.

It's interesting to note speeding is at number 9, rather than being the biggest cause as many people think. Of course, speed is a factor which can affect the outcome of numerous types of collision because the greater the speed the bigger the forces, but it isn't always the primary cause.

How is the Partnership responding?



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Data Collection and Investigation

STATS19 Data Collection

Wiltshire Police collect personal injury collision data, known as STATS19, from scenes or official reports for analysis.

Transition to Injury Based Reporting System (IBRS)

The new Collision Reporting and Sharing (**CRaSH**) system improves data sharing and reduces delays in making collision data available.

Post Collision Response & Fatal Collision Investigations

High quality on scene care via Wiltshire and Bath Air Ambulance
Fatal collisions undergo full investigations from the Police Serious Collision Investigation Team (**SCIT**) and the Forensic Collision Investigation Unit (**FCIU**) and includes both coroner's inquests and criminal prosecutions to ensure thorough legal process.

Safety Interventions

Investigation findings support targeted road safety measures by the Highway Authority, enhancing public safety.

Identification of Collision Clusters

Annual analysis identifies locations with three Personal Injury Collisions (**PICs**) within 36 months, focusing on clusters for safety reviews.



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Identified Trends Locally and Nationally

Identified trends – Areas for action

- **Pedestrian Distraction** (Use of handheld devices whilst walking)
- **Motorcyclists** (Disproportionately represented in Fatal and Serious injury Collisions)
- **Older drivers**
- **Inexperienced and young drivers.** (RTC's are the biggest killer of young people aged between 16 and 24 globally)
- **Work related driving.** Driving for work is one of the most dangerous work activities with estimates suggesting that up to one third of all road traffic collisions in Great Britain involve someone who is driving for work at the time. In 2024, 459 people were killed in collisions involving a working driver accounting for 29% of all road fatalities.



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Actions taken in response to the data

Pedestrian Distraction - Schools education and a poster competition. Task and finish group has been established to identify and deliver the best educational intervention based on proven behavioural change.

Motorcyclists -

Bikesafe - BikeSafe is the No.1 police led motorcycle safety initiative aimed directly at reducing the numbers of serious and fatal road traffic casualties on motorcycles through interactive engagement on a theoretical and practical level.

Biker Down A course to train motor cyclists on what action to take should they be on the scene of a collision involving a motorcyclist.

Annual Calne Motorbike weekend. The partnership attend with an education stand and crashed bike display.

Older Drivers - Drive Plus VR Workshop Sessions, Fitness to drive Courses/Intervention, Operation dark Night – roadside eyesight tests by Wiltshire Police

Young Drivers - Dorset and Wiltshire Fire and Rescue lead on this for the partnership and in Wiltshire and Swindon 2024 they: Delivered Safe Drive Stay Alive to 4,519 young people. (Developed a new intervention to replace Safe Drive Stay Alive called GoDrive, delivered in Wiltshire and Swindon to 2,285 students so far in 2025. Very well received). Partnership collectively attended 6 x Freshers fairs with educational interventions

Work related driving - Partnership have identified and are to engage with National Highways Driving for Better Business programme.

Child/baby Car Seat safety - Safety events carried out throughout the year.



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Wiltshire Council Road Safety Strategy



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Road Safety Strategy – Key elements

Wiltshire Council's Road Safety Strategy is embedded within its broader Local Transport Plan 4 (LTP4)



Education and Behavior Change

Initiatives include Bikeability training, Pass Plus and Drive Plus schemes, and community awareness campaigns to improve road safety behavior.



Engineering and Infrastructure

Focused improvements on road layouts, crossings, signage, and investment in walking and cycling infrastructure near schools and town centres.



Partnership

Collaborative with local police, fire services, national highways, British Horse Society, Bath and Wiltshire Air Ambulance, and Swindon Borough Council to uphold road safety laws and reduce accidents. Participation in the South West Area Road Safety Group to work with other local authorities ensuring shared learning, good practice, etc



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Current Education and Engineering Approaches



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Road Safety Education

Public Campaigns

Aligned with national and local themes including Fatal Five and Road Safety Week to raise awareness and promote safe behaviours.

Educational Programmes for Schools

Practical training and classroom sessions for children and young people providing skills and knowledge needed to become safe and responsible road users.

Targeted Safety Initiatives

Working with specific road user groups or communities, for example community speed watch to encourage better driving behaviour, older drivers or new parents to enhance road safety knowledge.

Speed Indicator Devices Deployment

Speed Indicator Devices are installed by Parish and Town Councils with support from Local Highway & Footway Improvement Groups (LHFIGs) to promote safer driving speeds.



The infographic features a central red circle with the text "Check before EVERY journey". Surrounding this are five red petals, each containing a white icon: a fuel pump, a headlight, an oil drop, a battery, and a tire. To the right of the flower, the text "FLOWER checks" is written in large red letters, followed by the instruction "Make sure your vehicle is safe and roadworthy". Below this, the letters F, L, O, W, E, and R are listed with their corresponding check items: FUEL, LIGHTS, OIL, WATER, ELECTRICS, and RUBBER. At the bottom left, the text "SAFE VEHICLES SAVE LIVES" is displayed next to a small car icon, and "Road Safety Week" is written with a heart symbol. At the bottom right, the dates "16-22 November 2025" and the hashtag "#RoadSafetyWeek" are shown. Below these are logos for the organizing and sponsoring organizations.

FLOWER checks
Make sure your vehicle is safe and roadworthy

- F** = **FUEL** – enough for your journey
- L** = **LIGHTS** – headlights, brake lights, indicators
- O** = **OIL** – check oil levels when engine is cold
- W** = **WATER** – lubricants, coolants, washer fluid
- E** = **ELECTRICS** – ensure battery is present and secure
- R** = **RUBBER** – tyre pressure, uneven wear, side wall damage, tread

16–22 November 2025 #RoadSafetyWeek

Organised by  **Brake**
Sponsored by  **AUTOGLASS**  **Hastings DIRECT**  **motive**  **samsara**



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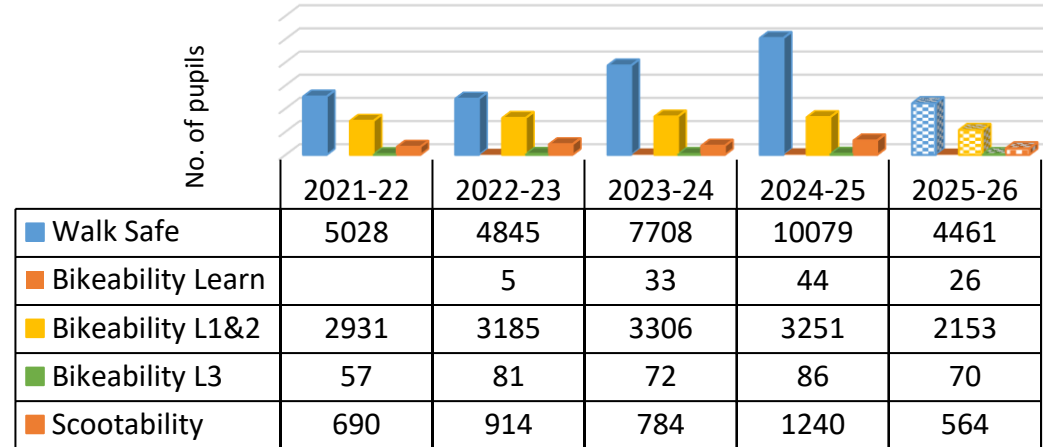
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Road Safety Education

Road safety programmes in schools



- **WalkSafe** pedestrian training delivered free-of-charge to pupils in Years 1,3 and 6 at primary schools.
- **Bikeability** training delivered to pupils in Year 6 and above. Subsidised by Active Travel England (ATE), with small charge made to schools via Traded Services. DfT/ATE grant of £268,053 for 2025-26FY, plus additional £10,787 to support inclusion.
- **Scootability** delivered to years 1-6 at primary schools and charged to schools/parents via Traded Services. Paused for 25-26 school year as not currently sustainable within staff resource. Review of delivery model planned.



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Road Safety Education

Drive Plus Virtual Reality workshops



Session focuses on key messages for mature drivers:

1. How impaired vision can affect driving, particularly as we age
2. How mobility can affect our driving with age
3. The importance of negotiating junctions safely
4. The importance of hazard perception skills in driving

Child car seat clinics

Date	Venue	Number of seats checked	% fitted correctly	Number of children checked	% fitted correctly
30/09/2025	Trowbridge	34	26%	23	39%
01/10/2025	Salisbury	28	36%	17	24%
02/10/2025	RWB	19	37%	10	30%
TOTAL		81	32%	50	32%



Most common issues found:

- incorrect use of foot prop or top tether on isofix seats;
- seatbelt routing incorrect;
- problems with seat harness (e.g. twisting, too loose);
- padding inserts incorrect for child.



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Engineering approach for collision reduction

Collision Data Recording

Wiltshire Council uses Personal Injury Collisions data following national STATS19 guidelines, categorizing them by severity.

Identification of Collision Clusters

Annual analysis identifies locations with three PICs within 36 months, focusing on clusters for safety reviews.

Low-cost Safety Interventions

Implementation of signage and road markings under Safety Schemes targets collision reduction cost-effectively.

Substantive Engineering Schemes

Major redesigns like traffic signals and road realignments are deployed at recurring collision sites to enhance safety.



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Engineering approach for collision reduction

Collision Clusters

Low cost interventions based around 3 Personal Injury Collisions in latest 36 month period – currently 86 sites identified countywide. Data for all sites subject to review by Engineers. Not all sites suitable for engineering intervention but will continue to be monitored. Sites which can benefit from engineering works then included in forward work programmes.

Substantive Engineering Schemes

Substantive scheme interventions based around 10PIC's in latest 10 year period. Works have recently been completed on the A360 Black Dog crossroads at Market Lavington, with proposals for Caen Hill Devizes being developed.

New highway infrastructure

All other new highway infrastructure, including developer led schemes, are subject to safety checks or full independent safety audit.

Highway maintenance

Annual programme of surfacing and repair works to keep the network safe. Retexturing techniques used to restore skid resistance to existing surface.



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Connected vehicles

- To supplement data from Stats 19 we are starting to use Connected vehicle data through a platform called Compass IOT.
- What are Connected Vehicles?**
- To put it in simple terms, connected vehicles are any vehicle with an internet connection. It features a series of smart functions such as internet connectivity, remote operation of vehicles and security functions. Data transmission is also a key feature of connected vehicles.
- Approximately 20% of vehicles in the UK are connected vehicles.
- Data is collected and anonymised and through the Compass dashboard we get vehicle speed, acceleration and braking forces, sideways G forces. Allows analysis of near miss sites etc.
- Data available across the whole road network and can be point data or link data.

Near-Miss Cluster 3896 (Pink)

- From slide 4, 66% of near-misses are North-Bound LEFT turns



Near-Miss Cluster Identified



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Speed Limit Policy 2026

- New County Wide speed limit policy has recently been adopted
- Covers all levels of speed limit from 20mph to National limits
- Policy sets out the mechanisms to follow
- 20mph limits different from other limits as will be dealt with centrally
- Other limits via the LHFIGs
- Copy of Policy available on website (Wiltshire.gov.uk/speed-limit-policy)

Wiltshire Council Speed Limit Policy

January 2026



Wiltshire Council



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Enforcement and Community Support



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Police Enforcement and Council Support



Police Enforcement Role

Police lead the enforcement of road safety laws, targeting risky driving behaviors to reduce collisions.

Council Support Functions

Wiltshire Council supports police by providing infrastructure and collecting data for initiatives like Community Speed Watch.

Community Speed Watch Impact

Community Speed Watch groups monitor local traffic and promote compliance with speed limits through community involvement.

Collaborative Enforcement Approach

Road safety enforcement integrates community collaboration with educational and engineering strategies for effectiveness.



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Horses

Some changes to Highway code in 2022.

- You may cross a double-white line if necessary (provided the road is clear) to overtake someone cycling or riding a horse if they are travelling at 10 mph or less (Rule 129).
- Passing people riding horses or driving horse-drawn vehicles at speeds under 10 mph and allowing at least 2 metres (6.5 feet) of space

DEAD SLOW (British Horse Society Campaign)

- If I see a horse on the road then I will...
- Slow down to a maximum of 10mph
- Be patient – I will not sound my horn or rev my engine
- Pass the horse wide and slow, (if safe to do so) at least a car's width if possible
- Drive slowly away



Enforcement/Education
Operation Close Pass



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Ebikes and Escooters

There are two entirely different groups of Ebikes and Escooters. Legal and illegal.

Those which are legal and/or part of legal trials and schemes can make a positive, eco-friendly contribution to travel.

Those which are not can often be linked with criminal activity, gangs and antisocial behaviour. They are effectively defined in law as motorcycles and require all that's associated with this such as registration and insurance, mot etc. They are often poorly manufactured causing fires and can lead to serious injuries due to the lack of rider protection and the speeds they can reach.

The Police, Operation Jetsom is a 2 phase operation to address this. The first was an educational phase explaining the difference and the second, now in progress alongside the education, is to seize and dispose of illegal ebikes and scooters.



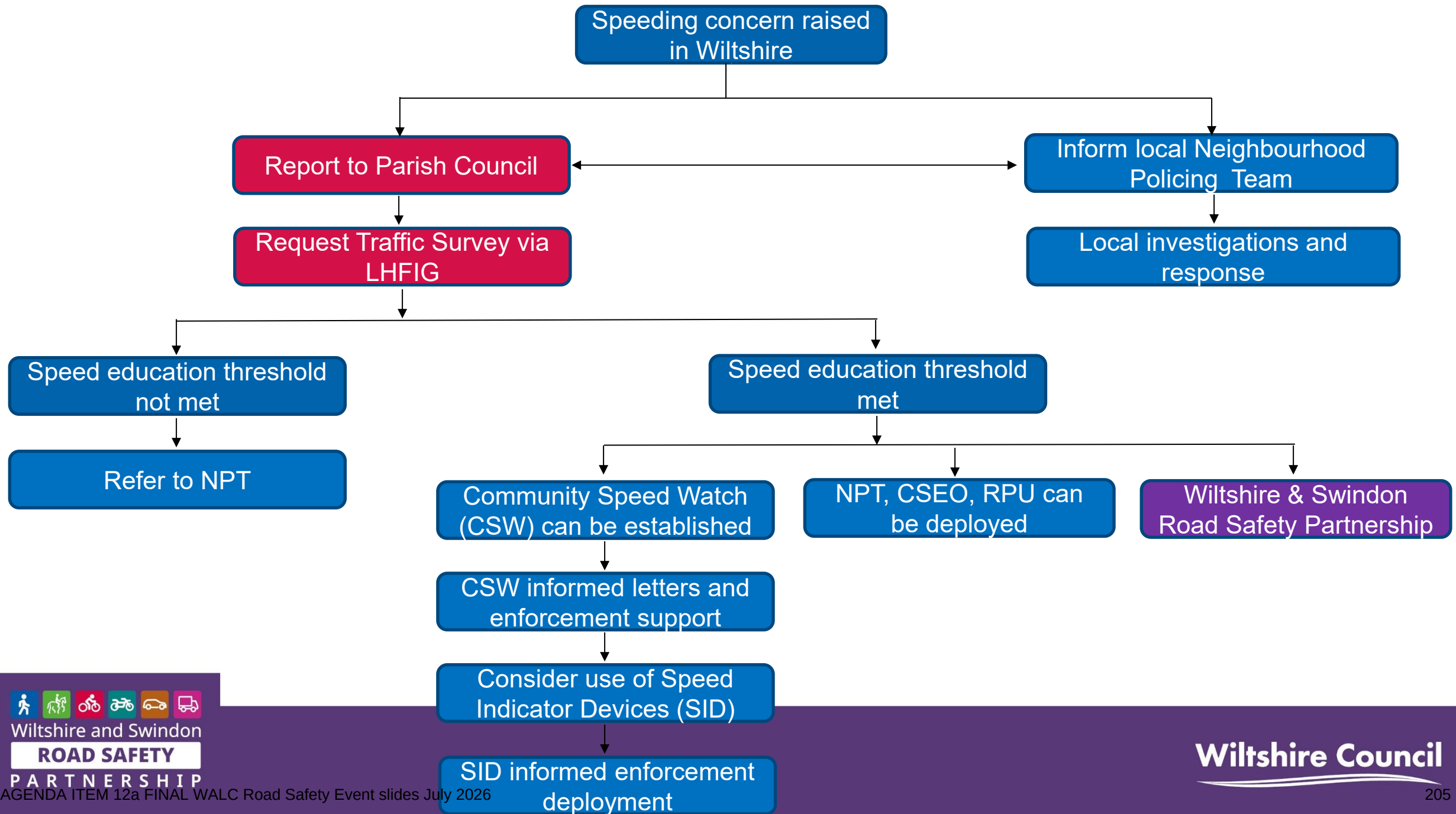
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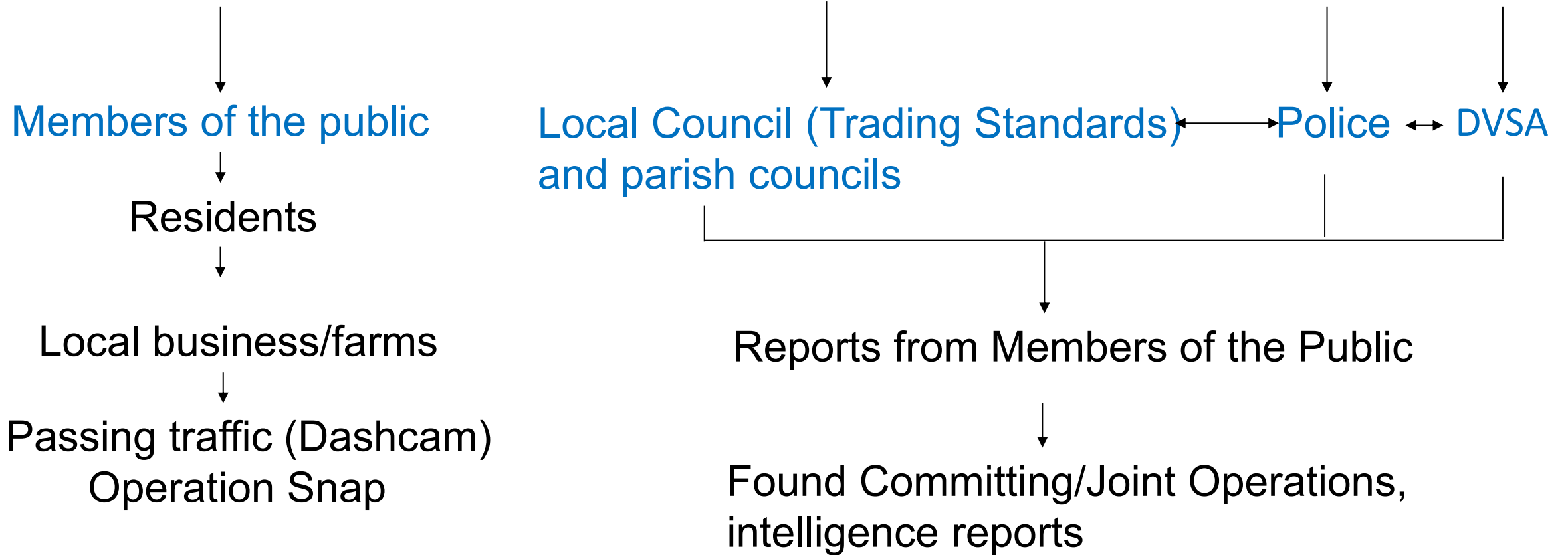
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Contravention of Weight Limits

Identifying offences – who can help?



Contravention of Weight Limits

Methodology

Report received by DVSA

Record made and warning letter sent

Further Report received by DVSA

Further action taken
(could include full inspection)

Further reports received

Report to traffic commissioner for further enforcement
(Potential to revoke Operators License)

Report received by Police

Record and report to DVSA

Further reports received

Record and report to DVSA
(including previous history)

Information sharing



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WILTSHIRE POLICE



Road Safety update – Malmesbury Area Board

30 June 2026

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Keeping Wiltshire Safe



• #FATAL5 education



Careless or inconsiderate driving

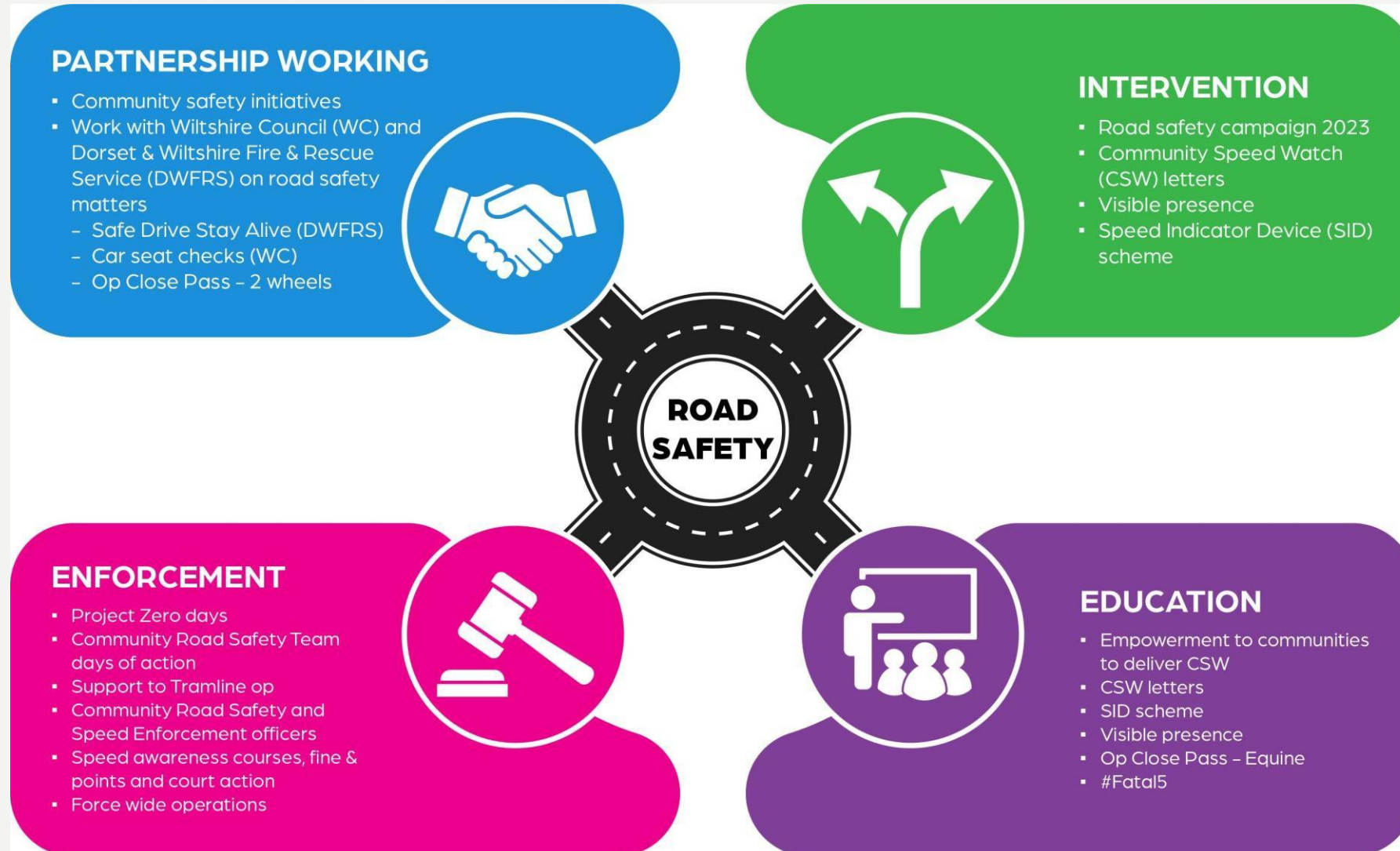
The offence of driving without due care and attention (careless driving) is committed when your driving falls below the minimum standard expected of a competent and careful driver, and includes driving without reasonable consideration for other road users.

Some examples of careless or inconsiderate driving are:

- overtaking on the inside
- driving too close to another vehicle
- driving through a red light by mistake
- turning into the path of another vehicle
- flashing lights to force other drivers to give way
- misusing lanes to gain advantage over other drivers
- the driver being avoidably distracted by tuning the radio, lighting a cigarette etc
- unnecessarily staying in an overtaking lane
- unnecessarily slow driving or braking



• Community Road Safety Team; what we do

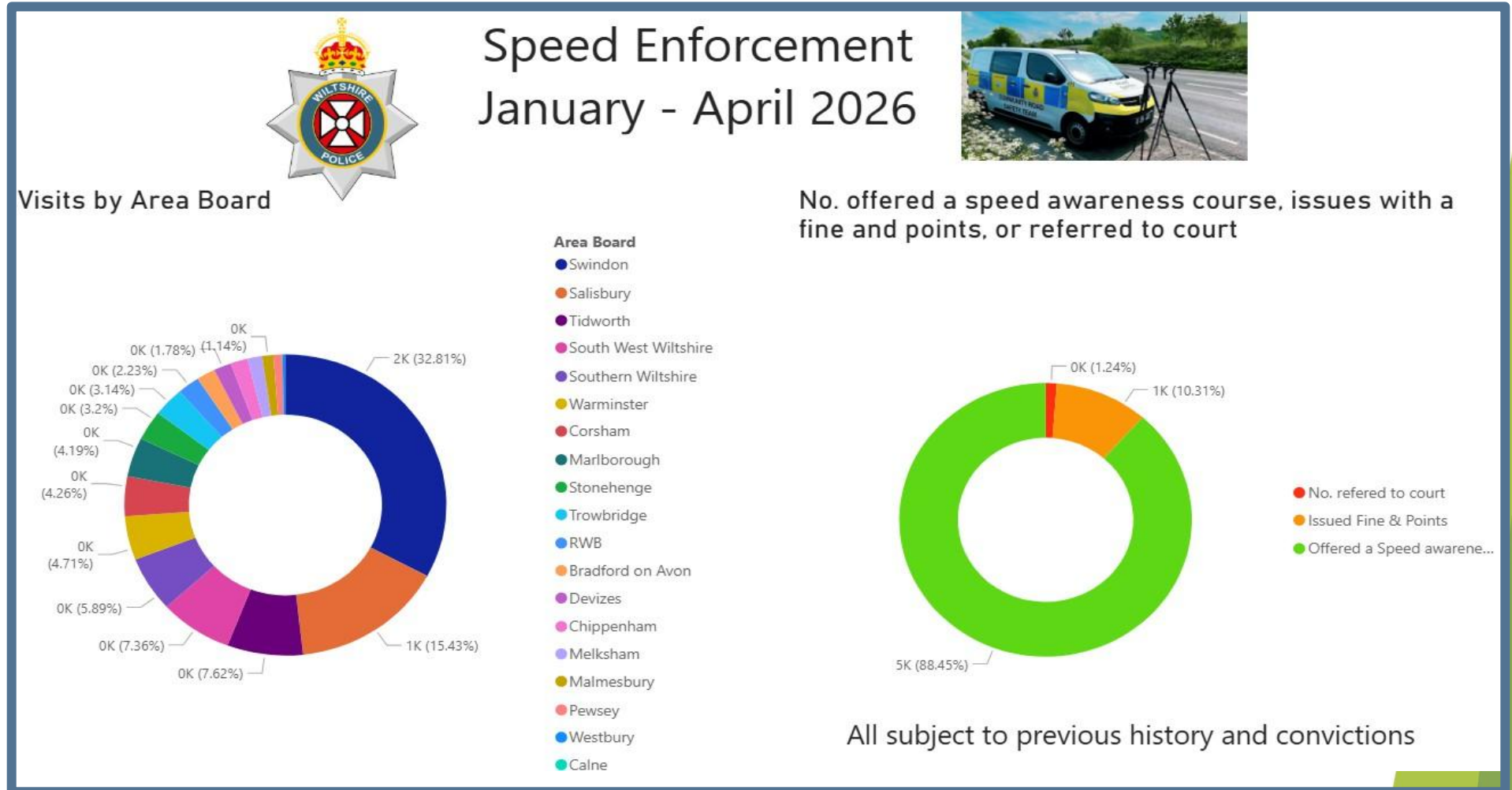


Community Speed Enforcement Officers

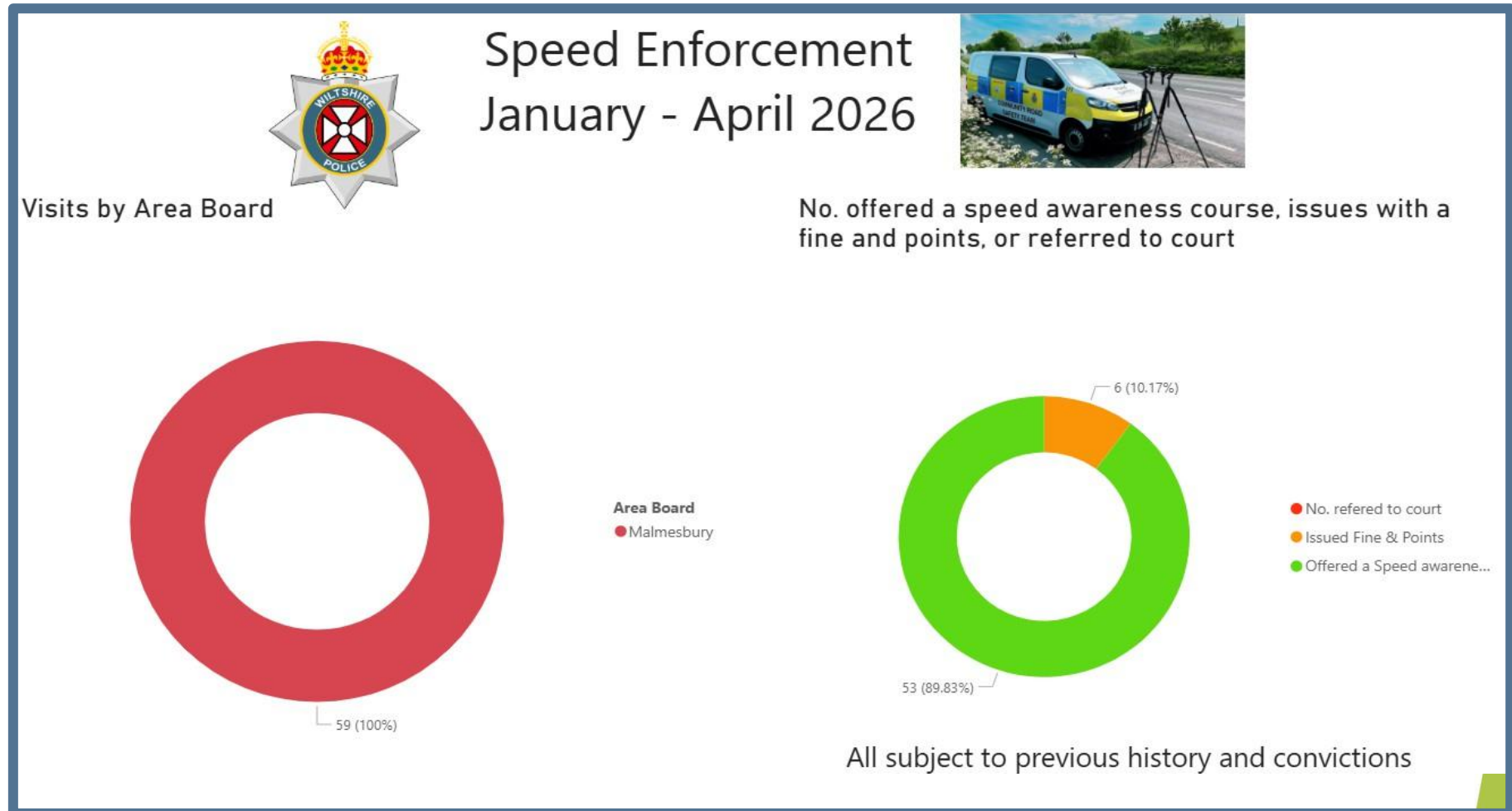
CSEOs



• Speed enforcement – All of Swindon & Wiltshire



• Speed enforcement – Malmesbury area



Roads Policing Unit

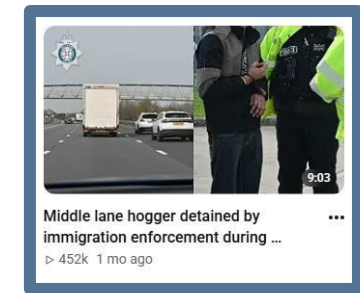
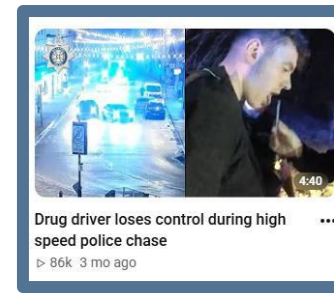
RPU



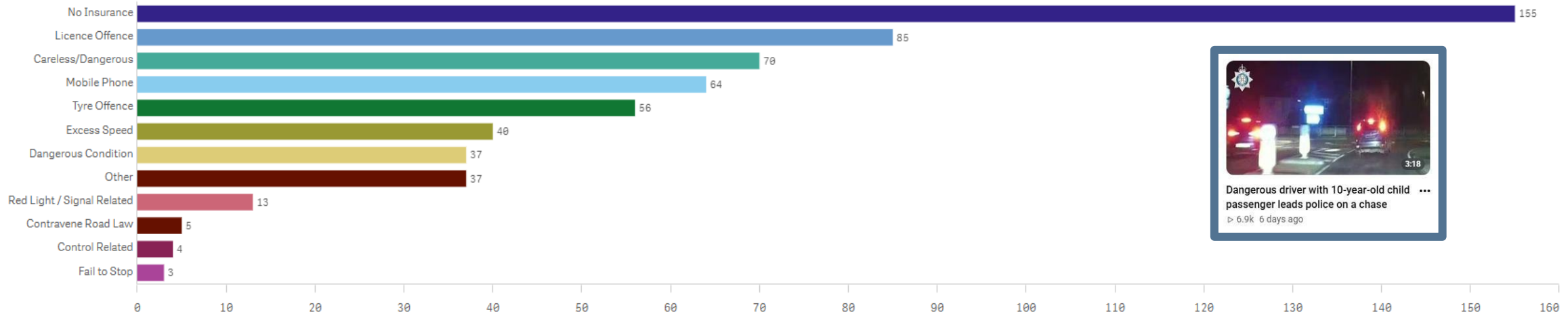
• Wider work

RPU in a period covering **January** to end of **April** issued over **925 tickets** to motorists, for numerous road related offences.

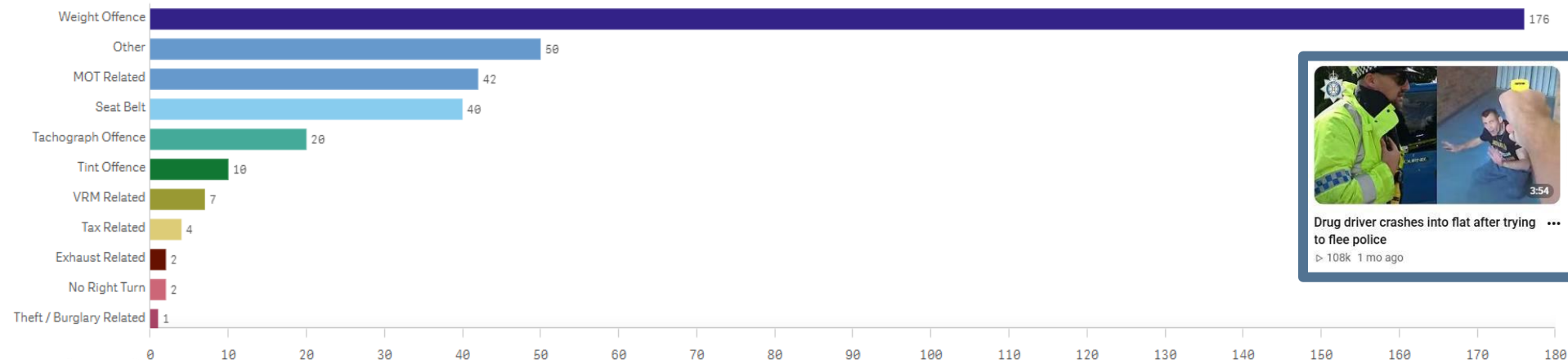
The most common offences they are enforcing are:



Activity - Endorsable offences



Activity - Non-Endorsable Offences



• Op Drive Insured

RPU have supported numerous nationally lead operations lead by the National Roads Policing Operations, Intelligence and Investigations (NRPOII)



We took part in [OP Drive Insured](https://www.mib.org.uk/DriveInsured) | <https://www.mib.org.uk/DriveInsured> which links in with the Motor Insurers' Bureau (mib) to target those driving on our road uninsured to help make them safer. We sized **22** vehicles for no insurance during that week alone.

Consequences of uninsured driving

1. £300 fixed penalty notice
2. Vehicle could be seized and crushed
3. Six points on licence
4. Potential unlimited fine and driving ban
5. £1,000 average premium increase for 1 IN 10
6. Impacted job prospects as convictions can show on background checks

The economic impact of uninsured driving

- Every 4 minutes an uninsured vehicle is seized - over 158,000 seized in 2025
- £1 billion is the annual cost to the UK economy caused by uninsured drivers
- £240m paid out in compensation direct to victims of uninsured driving



**In 2025, Wiltshire Police sized
1,254 vehicles
for driving without insurance / driving licence**

• Your Force | Your Area | Follow us

For information on Road Safety in Wiltshire visit: [Road Safety \(wiltshire-pcc.gov.uk\)](https://www.wiltshire-pcc.gov.uk)
<https://www.wiltshire-pcc.gov.uk/police-and-crime-plan/road-safety/>



[Malmesbury Town | Your Area | Wiltshire Police | Wiltshire Police](https://www.wiltshire.police.uk/area/your-area/wiltshire/royal-wootton-bassett/malmesbury-town)
<https://www.wiltshire.police.uk/area/your-area/wiltshire/royal-wootton-bassett/malmesbury-town>



[Malmesbury Police | Facebook](https://www.facebook.com/malmesburypolice)
<https://www.facebook.com/malmesburypolice>



[Wiltshire Police – YouTube](https://www.youtube.com/user/WiltsPolice) - <https://www.youtube.com/user/WiltsPolice>

DVSA & HGV enforcement

Paul Denham - DVSA



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Driver & Vehicle
Standards
Agency

Who we are and what we do.

- Executive Agency of the Dept for Transport.
- 4900 employees across Great Britain.
- Driver theory and practical tests. 5.5m
- MOT Scheme. 42.5m
- Heavy vehicle testing. 700k
- Regulate vocational drivers and operators. (70k)
- Roadside and remote Enforcement. 116k

Keeping **Britain** moving, **safely** and **sustainably**



Driver & Vehicle
Standards
Agency

Partnership Working

- Police. Roadside, accident investigation, transport crime.
- Environment Agency. Waste Crime
- Local Authorities, School transport, Trading Standards (vehicles)
- Office of the Traffic Commissioners, HGV and PSV licensing, Driver Conduct.
- Contacts: Routine enquiries@dvsa.gov.uk 03001239000
- Website: www.gov.uk/government/organisations/driver-and-vehicle-standards-agency

Keeping **Britain** moving, **safely** and **sustainably**

Case Study

Cllr Darren Bone – Bishops Cannings Parish Council



Wiltshire and Swindon

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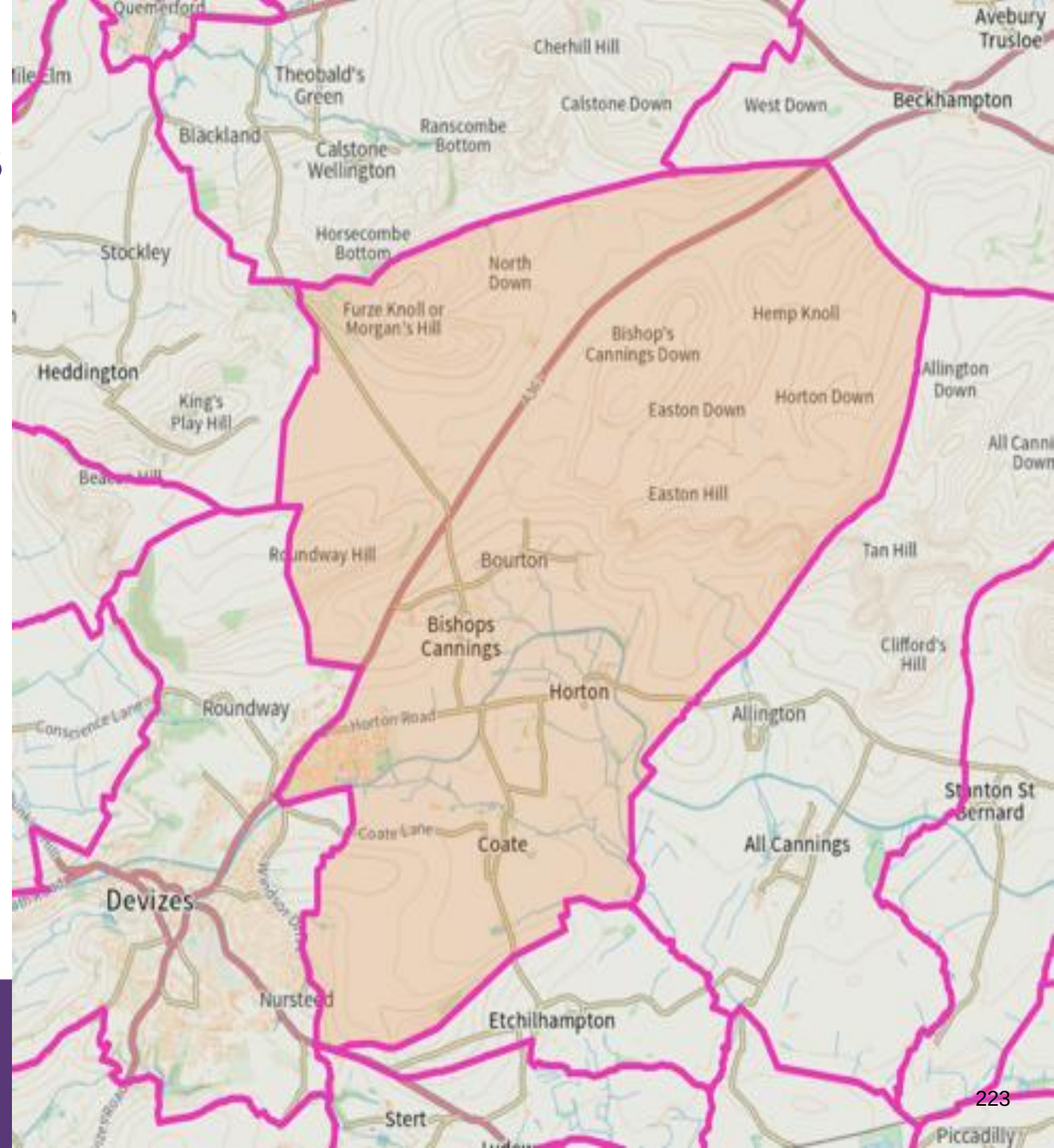
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Road Safety Enhancements and Issues

- New strategy:
 - getting started;
 - getting traction (LHFIG and Highways);
 - delivery (incl SIDs and village gates).
- HGVs and villages:
 - impact of diversions;
 - ignoring 7.5T restrictions.



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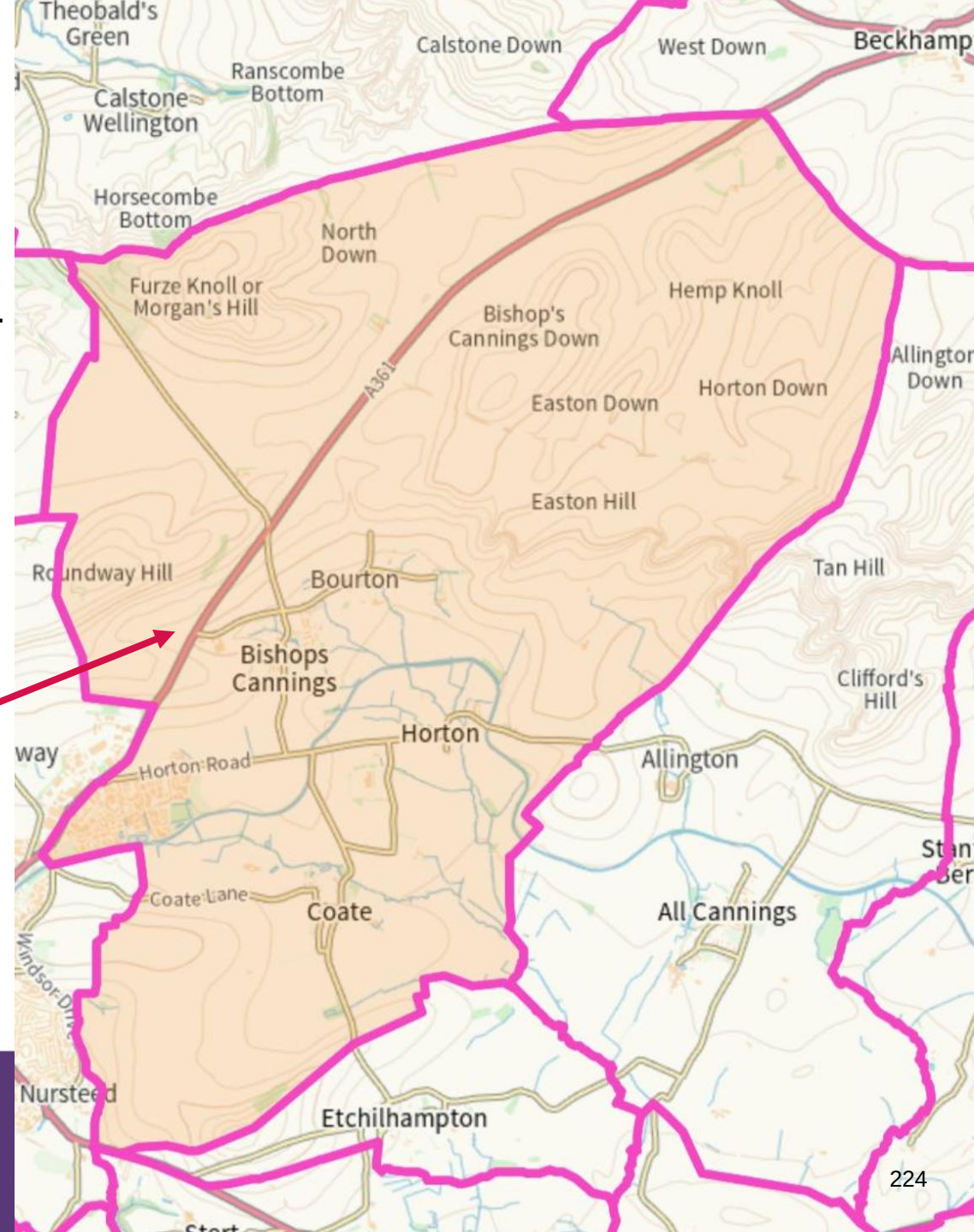
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Strategy

- Parish Council unwilling to act for more than a decade...
- identify and prioritise the need;
- focused engagement (residents and Highways);
- build the case (comprehensive document);
- do not over-promise;
- supportive LHFIG (shared effort).

West End Speed Reduction

- country lane @ 60mph limit;
- Mum's walking children to school;
- car park entrance within 60mph zone;
- relationship with Highways key.



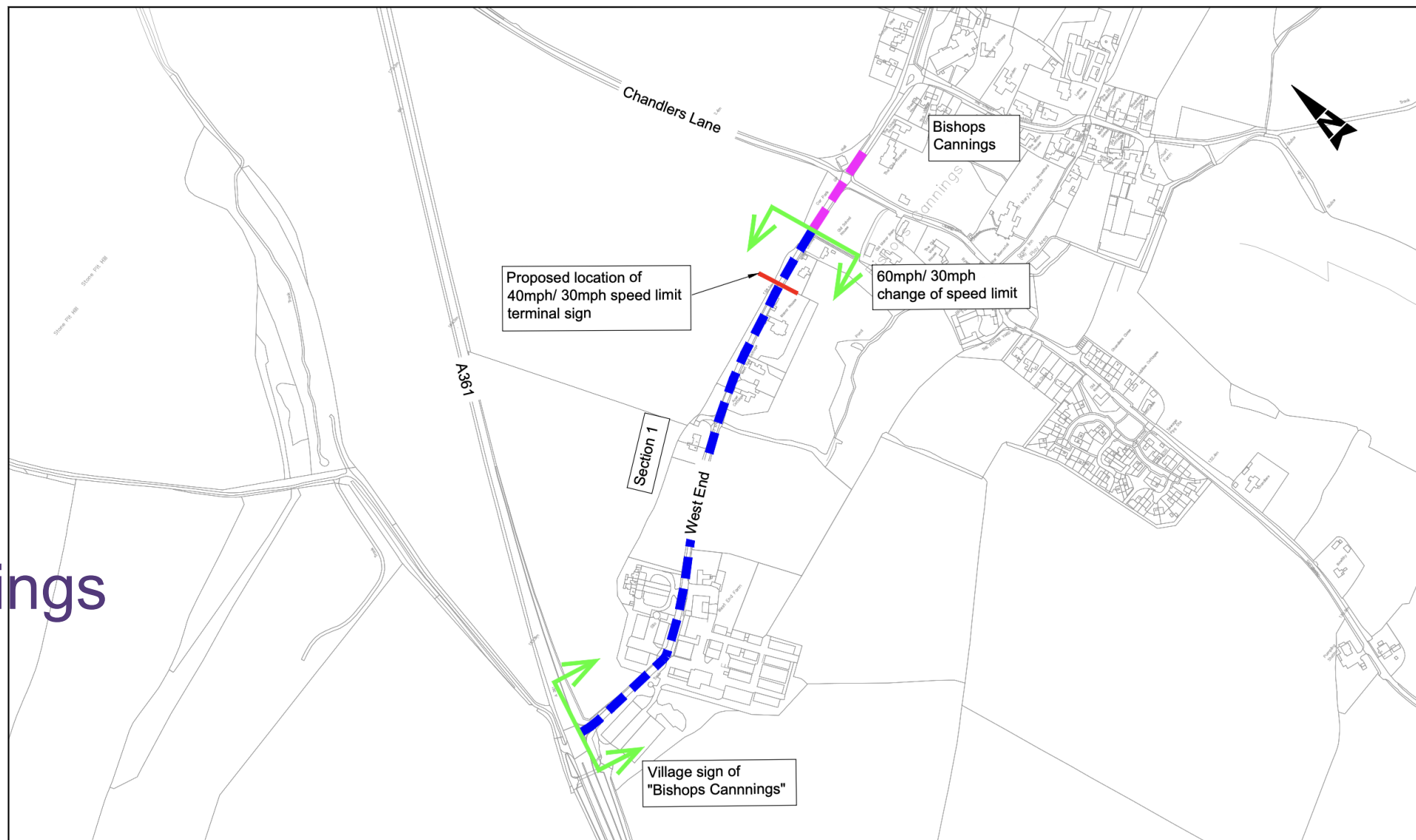
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West End, Bishops Cannings



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AGENDA ITEM 12a FINAL WALC Road Safety Event slides July 2026

Wiltshire Council

The site plan illustrates the layout for a road safety event. It features a central area with 38 numbered parking bays (1-38) arranged in two rows. Key proposed features include a ditch, English oaks, a mixed native hedging, a post and rail and sheep wire fence, a bank, a headwall, a kerb, a drop kerb, a tarmac entrance splay, a 43m visibility splay, and a new footway build-out. Existing features include a fence, ditch, hedge, road sign, and bollards. The plan also shows the location of the Village Hall, a bus stop, and a dropped kerb crossing point. A note at the bottom states: "NOTE: PARKING BAYS ARE NUMBERED FOR ILLUSTRATIVE PURPOSES ONLY,".

PROPOSED DITCH

PROPOSED ENGLISH OAKS (Quercus Robur) 3-3.5m HIGH AT THE TIME OF PLANTING

PROPOSED MIXED NATIVE HEDGING: WHIPS DOUBLE ROW STAGGERED

EXISTING FENCE

PROPOSED DITCH

PROPOSED HEADWALL

PROPOSED KERB

EXISTING HEDGE

EXISTING TP POST

VERGE OF TARMAC ROAD

EDGE OF CULTIVATION

PROPOSED POST AND RAIL AND SHEEP WIRE FENCE

PROPOSED BANK

PROPOSED MH

EXISTING HEADWALL

EXISTING LIGHTING POLE

VERGE OF EXISTING PARKING

CENTER LINE OF EXISTING DITCH

GRANITE SETT DROP KERB AND TARMAC ENTRANCE SPY 5m FROM HIGHWAY

43m VISIBILITY SPY

EXISTING BOLLARDS

EXISTING ROAD SIGN 30MPH

PROPOSED POST AND RAIL AND SHEEP WIRE FENCE

REMOVE EXISTING RAMP ARRANGEMENT AND CREATE NEW HARDSTANDING AND DROPPED KERB CROSSING POINT

DROPPED KERB CROSSING POINT WITH TACTILE PAVING AND BOLLARDS

NEW 1.5m WIDE PAINTED ON-CAR FOOTWAY

VILLAGE HALL

BUS 2

DROPPED KERB TO FACILITATE MOVEMENT BETWEEN FOOTWAY AND CARRIAGEWAY

NEW FOOTWAY BUILD-OUT TO ACCOMMODATE PEDESTRIAN CROSSING AND NARROW JUNCTION MOUTH

CHANDLER LN

NOTE: PARKING BAYS ARE NUMBERED FOR ILLUSTRATIVE PURPOSES ONLY,

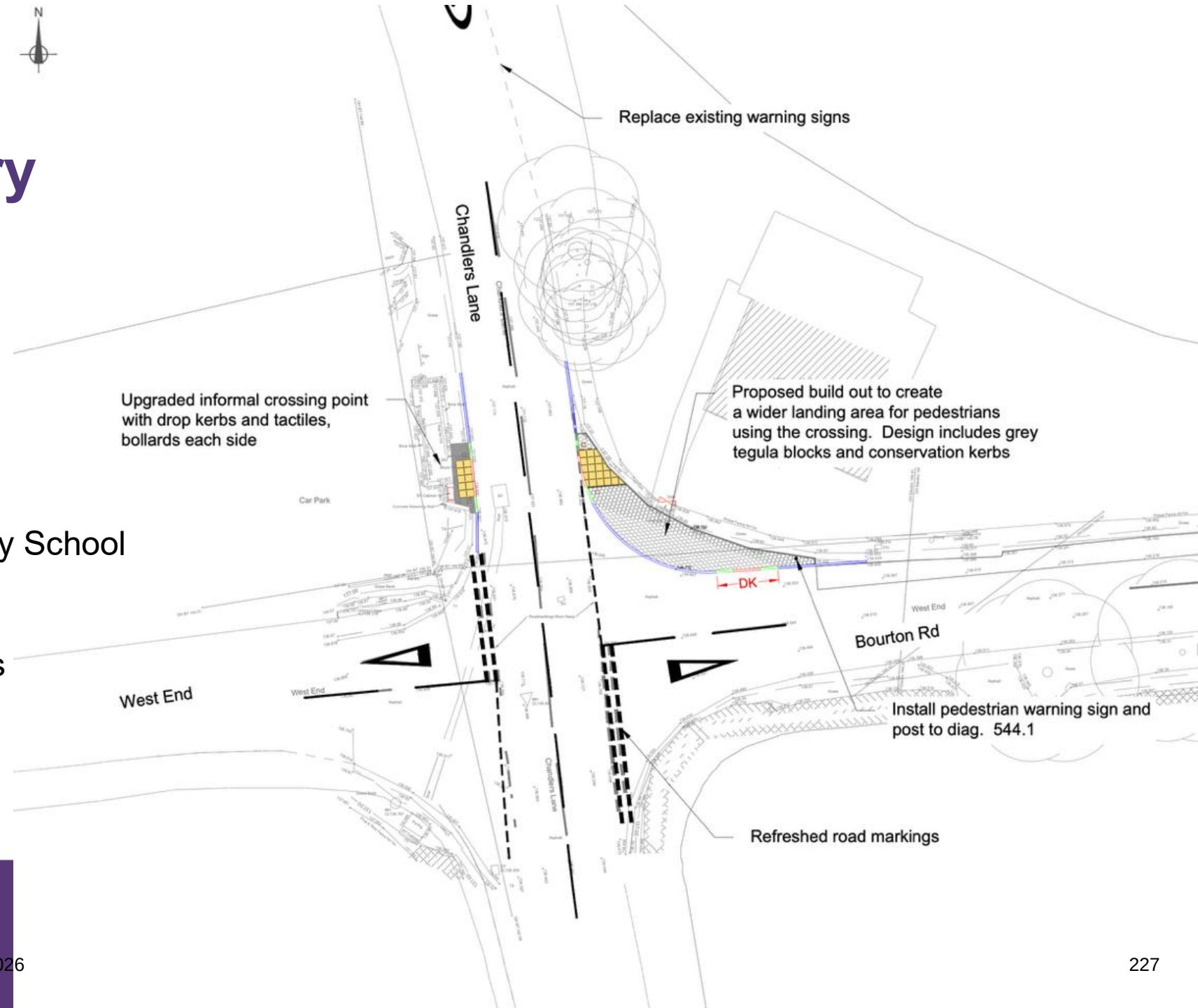
Road Safety Event slides July 2026

226



Highways Delivery

- Safer crossing point
- Build out on Bourton Road
- Part of collaborative plan:
 - Parish Council
 - Bishops Cannings Primary School
 - Highways
- In tandem with car park works
- 2nd phase to follow



Wiltshire and Swindon

ROAD SAFETY

PARTNERSHIP

AGENDA ITEM 12a FINAL WALC Road Safety Event slides July 2026

HGVs and Villages

- Repairs to A361 dual carriageway
- Diversions
- Liaison with Highways
[the good and not so good...]
- Self help
- Police



Wiltshire and Swindon

ROAD SAFETY

PARTNERSHIP

AGENDA ITEM 12a FINAL WALC Road Safety Event slides July 2026

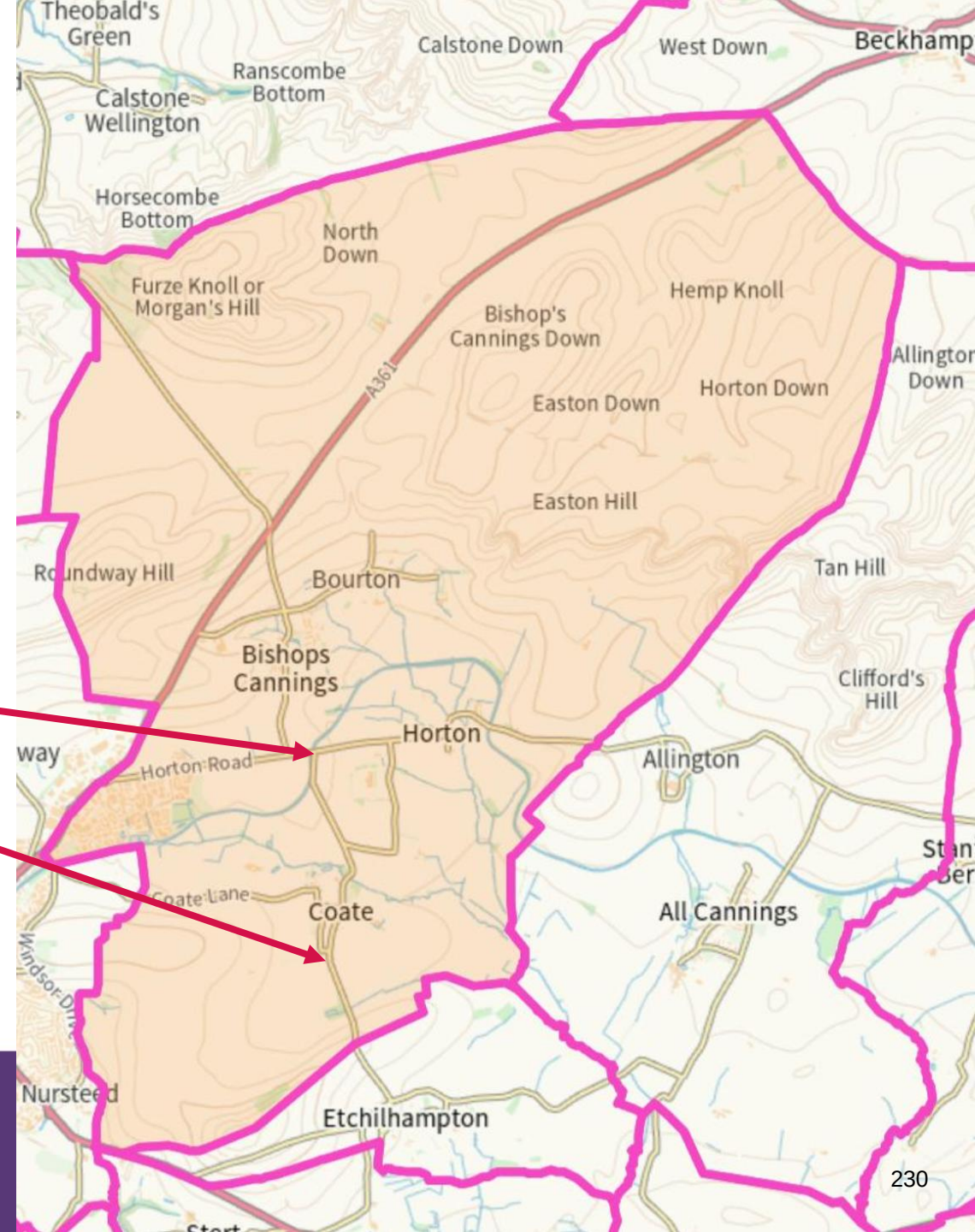
Bishops Cannings

21 Sep – 6 Oct 2025



Coate and Spaniels Bridge Road ongoing...

- 7.5T Restriction 'Except for Access';
- 1.4km long;
- Single lane, blind double bends.



Wiltshire and Swindon

ROAD SAFETY

PARTNERSHIP

AGENDA ITEM 12a FINAL WALC Road Safety Event slides July 2026

Spaniels Bridge Road





...even Wiltshire Council's own Bobcat...



...twice!



Q&A Panel Session

Please keep questions at a strategic level – any questions submitted relating to a specific area or issue will not be picked up by the panel but will be followed up in writing in a FAQ Document following the event.

Thank You.



Wiltshire and Swindon

ROAD SAFETY

PARTNERSHIP

AGENDA ITEM 12a FINAL WALC Road Safety Event slides July 2026

Wiltshire Council

Closing Remarks

Thank you for joining us today.



Wiltshire and Swindon

ROAD SAFETY

PARTNERSHIP

AGENDA ITEM 12a FINAL WALC Road Safety Event slides July 2026

Wiltshire Council

NOTES OF MEETING WITH WILTSHIRE COUNCIL

ON TUESDAY 14 JULY 2026 at 11.30am

RE: MELKSHAM CENTRAL DEPOT REDEVELOPMENT

Present:

Councillors Alan Baines, Mark Harris, Richard Wood, John Glover and David Pafford

Teresa Strange (Clerk)

Fiona Dey (Parish Officer)

Wiltshire Council Capital Projects Team (including Louise Carey, Kirsty Dickerson and David Ashdown)

Project Update

Wiltshire Council officers provided an overview of the proposed redevelopment of the Melksham Depot. Planning submission is expected shortly. Presentation slides will be circulated following the meeting.

The development will include a new Household Recycling Centre (HRC), operational depot facilities and associated infrastructure. The project team advised that the project would be delivered in four phases to minimise disruption.

Key Points Discussed

- Current proposals include a fleet exit onto Lancaster Road. Members strongly requested that the fleet is routed south to exit Bowerhill via Portal Road, and not north via Pathfinder Way. A right-turn only exit arrangement was suggested.
- The on-site access road is expected to be widened (subject to confirmation) with improved visibility splays.
- Safe pedestrian routes will be provided within the site.
- Green space on the site is intended primarily for biodiversity net gain (BNG) and ecological purposes and will not be open to the public.
- The existing right of way to the west of the site will be unaffected.
- Wash-down water will pass through an interceptor before disposal. Surface water will be attenuated, with some discharge to the adjacent brook subject to technical drainage discussions.
- The facility is not intended to operate as a waste transfer station and therefore should not smell. Dirty vehicles will be washed at the waste transfer site rather than at Melksham.
- Roof-mounted solar PV panels are proposed. Canopies with solar panels are not currently planned.
- Members flagged that a Bird Management Strategy will be required to demonstrate how the depot is designed and managed to discourage seagull

roosting, in order to minimise the risk of bird strikes affecting the operational flight path of the Wiltshire Air Ambulance (as included in Condition 19 of the Decision Notice for PL/2024/11426 – Gompels Warehouse and in Condition 7 of the Decision Notice for PL/2023/01008 Temporary Milestone Depot – at the same site)

- Existing hedgerows, trees and the buffer zone adjacent to Herman Miller will be retained where possible.
- Protected species on site, including newt, slow worms, grass snakes, and ecological matters and habitat corridors, were discussed.
- Some radioactive contamination investigations remain outstanding where vegetation prevented access. Remediation is underway and expected to continue into August.
- Members made the project team aware that unexploded ordnance had been identified during the development of the neighbouring Herman Miller site.
- Waste collection crews typically arrive from around 6.00am, and leave on their routes about 7am. Vehicles return 2-3pm. Other staff arriving later in the morning.
- Members highlighted the proposed primary school on Pathfinder Way (PL/2023/08046), noting that if the school is delivered, traffic associated with the afternoon school pick-up period could coincide with vehicles returning to the depot, potentially creating congestion and safety issues. The project team acknowledged the concern and undertook to check the current status of the proposed school with Wiltshire Council.
- Corporate social responsibility opportunities and wider social value were discussed, including potential support for Bowerhill car park improvements.
- The Christie Miller car park is outside the current project scope.
- Members queried whether the HRC booking system remained necessary.
- Members reminded the project team that the policies and design guides in the Joint Melksham Neighbourhood Plan 2 should be followed.
- Members queried whether the project team were liaising with the developers of the planned housing development to the north of the site.
- There is no plan for an on-site canteen, but kitchenette facilities will be provided.
- Members requested if contractors park off-site on Bowerhill, for example if they are visiting Tesco, they do not park heavy vehicles on the pavements as this has previously caused damage to the kerbs.

Programme

Officers advised that site delivery is currently expected to follow four broad phases:

1. Establish construction compound and enabling works.

2. Work on the former golf course and relocation of the Highways compound.
3. Construction of the new Household Recycling Centre (HRC) and relocation.
4. Completion of staff parking and final operational facilities.

The site is not expected to be operational before the end of 2028.

It was noted that the existing HRC closure required to transfer operations is expected to be relatively short, probably only a few days.

Next Steps

- Formal consultation comments are expected to be submitted following the Parish Council meeting on 27 July 2026.
- Presentation slides will be shared with attendees.
- Further technical discussions will continue on drainage, highways and operational matters before the planning application is submitted.

Meeting closed at 12.15pm

FW: Plans revealed for a new central depot in Melksham

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

Date Mon 13/07/2026 13:23

To Fiona Dey <office@melkshamwithout-pc.gov.uk>

From: Cary, Louise <Louise.Cary@wiltshire.gov.uk>

Sent: 10 July 2026 15:37

To: nick.holder@wiltshire.gov.uk; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Cc: Howell, Samantha <Samantha.Howell@wiltshire.gov.uk>; Bullock, David <David.Bullock@wiltshire.gov.uk>; Ashdown, David <David.Ashdown@wiltshire.gov.uk>; West-Webbe, Adene <adene.west-webbe@wiltshire.gov.uk>

Subject: Plans revealed for a new central depot in Melksham

Dear Nick, Teresa

As per our emails at the beginning of the week please see below information about our plans for public engagement for Melksham Depot.

We have confirmed our presentation sessions with you for next Tuesday and I look forward to seeing you then.

Plans revealed for a new central depot in Melksham

We are pleased to let you know that plans for a new central area depot in Melksham have reached an important milestone, with Wiltshire Council now ready to share its proposals with the local community.

The new depot is proposed for the former Christie Miller Sports Centre and golf course site at Bowerhill and will create a modern, fit-for-purpose facility that supports council services for the next 30 years. The project will also help improve efficiency by reducing the number of depot sites across the county.

The central depot site will comprise a Household Recycling Centre (HRC) and a re-use shop, combined office and welfare facilities and HGV/fleet maintenance building, fuelling station, electric vehicle charging, vehicle wash, employee parking and associated yards for highways, street scene and waste.

Our project team have been working hard to develop the designs for the facility including the internal layouts for the office and welfare facilities and maintenance workshop as well as the external designs. Extensive on-site surveys and assessments have also been undertaken.

As part of our preparations for submission of our planning application towards the end of the summer, we are going to be undertaking some public engagement. The proposals will be on display at Melksham Community Campus, Market Place, Melksham, from Monday 13 July to Friday 31 July 2026, with display boards showing the proposed site layout, including enhanced Household Recycling Centre facilities.

Council officers and members of the project team will be available at the community campus to answer questions and discuss the proposals on:

- Tuesday 21 July, 10am to 4pm
- Thursday 23 July, 2pm to 7pm

Residents will also be able to view the proposals online at: www.wiltshire.gov.uk/melksham-depot and submit comments by emailing CentralDepotProject@wiltshire.gov.uk by midnight on 31 July 2026.

Once the engagement period has been completed, the project team will review the comments received and this will help ensure any local considerations are taken into account before the planning application is submitted. Subject to planning permission it is expected that construction will commence in 2027.

Kind regards

Louise

Louise Cary
Capital Portfolio Lead
Assets

Wiltshire Council

The logo for Wiltshire Council, featuring the text "Wiltshire Council" in a bold, sans-serif font, with a stylized wavy line underneath.

Tel: 01722 434274

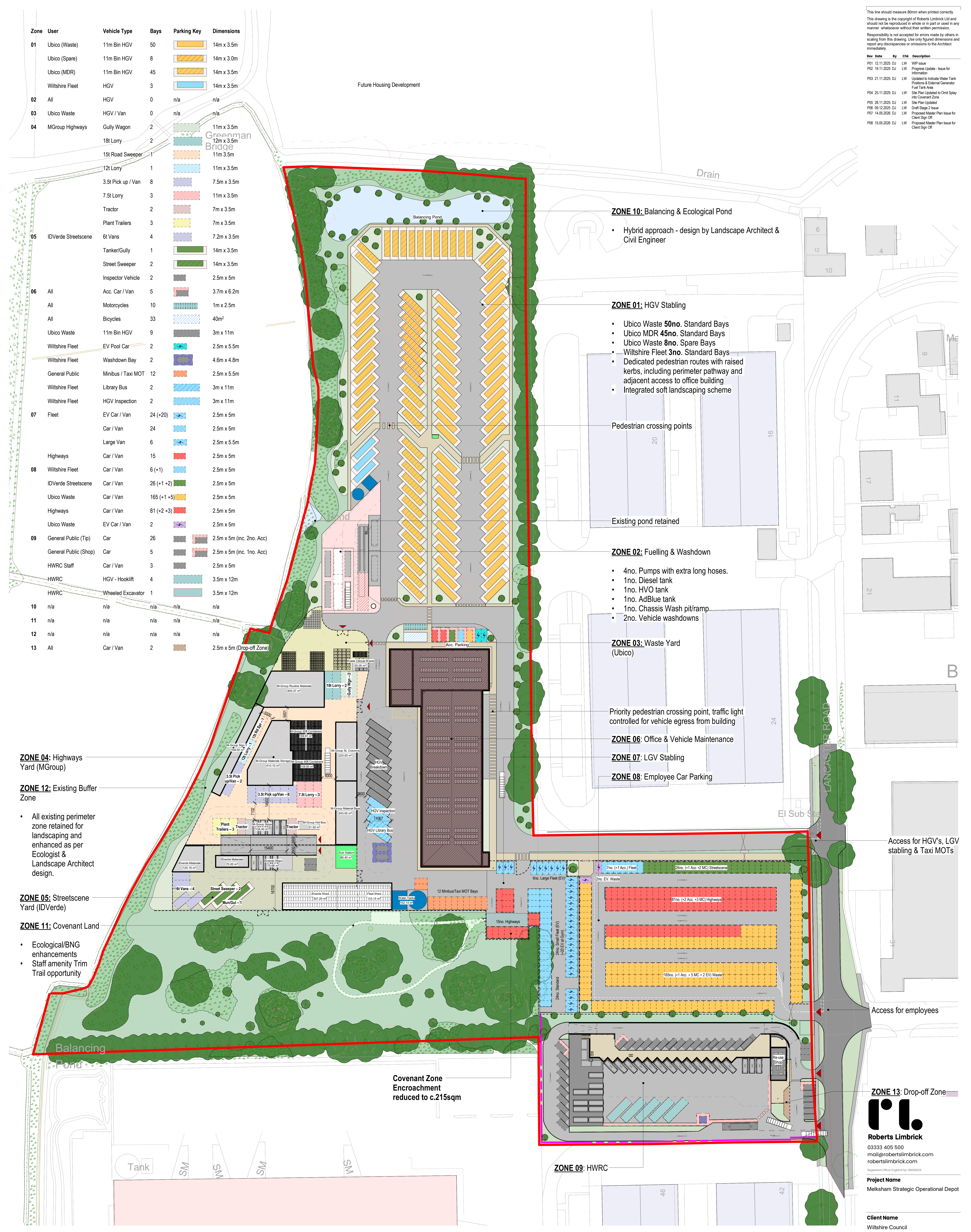
Internal: 54274

Email: louise.cary@wiltshire.gov.uk

Website: www.wiltshire.gov.uk

Sign up to Wiltshire Council's email news service

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Rev	Date	By	CNk	Description
P01	12.11.2025	DJ	LW	WIP issue
P02	16.11.2025	DJ	LW	Progress Update - Issue for Information
P03	21.11.2025	DJ	LW	Updated to indicate Water Tank Positions & External Generator Fuel Tank Area
P04	25.11.2025	DJ	LW	Site Plan Updated to Omit Splay into Covenant Zone
P05	28.11.2025	DJ	LW	Site Plan Updated
P06	09.12.2025	DJ	LW	Draft Stage 2 Issue
P07	14.05.2026	DJ	LW	Proposed Master Plan Issue for Client Sign Off
P08	15.05.2026	DJ	LW	Proposed Master Plan Issue for Client Sign Off

Zone	User	Vehicle Type	Bays	Parking Key	Dimensions
01	Ubico (Waste)	11m Bin HGV	50		14m x 3.5m
	Ubico (Spare)	11m Bin HGV	8		14m x 3.0m
	Ubico (MDR)	11m Bin HGV	45		14m x 3.5m
	Wiltshire Fleet	HGV	3		14m x 3.5m
02	All	HGV	0	n/a	n/a
03	Ubico Waste	HGV / Van	0	n/a	n/a
	MGroup Highways	Gully Wagon	2		11m x 3.5m
04	MGroup Highways	18t Lorry	2		12m x 3.5m
		15t Road Sweeper	1		11m x 3.5m
		12t Lorry	1		11m x 3.5m
		3.5t Pick up / Van	8		7.5m x 3.5m
		7.5t Lorry	3		11m x 3.5m
		Tractor	2		7m x 3.5m
		Plant Trailers	3		7m x 3.5m
		6t Vans	4		7.2m x 3.5m
		Tanker/Gully	1		14m x 3.5m
		Street Sweeper	2		14m x 3.5m
05	IDVerde Streetscene	Inspector Vehicle	2		2.5m x 5m
		Acc. Car / Van	5		3.7m x 6.2m
		Motorcycles	10		1m x 2.5m
		Bicycles	33		40m²
06	All	Ubico Waste	11m Bin HGV		3m x 11m
		Wiltshire Fleet	EV Pool Car		2.5m x 5.5m
		Wiltshire Fleet	Washdown Bay		4.6m x 4.8m
		General Public	Minibus / Taxi MOT		2.5m x 5.5m
		Wiltshire Fleet	Library Bus		3m x 11m
		Wiltshire Fleet	HGV Inspection		3m x 11m
		07 Fleet	EV Car / Van		2.5m x 5m
			Car / Van		2.5m x 5m
		Highways	Large Van		2.5m x 5.5m
			Car / Van		2.5m x 5m
08	Wiltshire Fleet	Car / Van	6 (+1)		2.5m x 5m
		IDVerde Streetscene	Car / Van		2.5m x 5m
		Ubico Waste	Car / Van		2.5m x 5m
		Highways	Car / Van		2.5m x 5m
		Ubico Waste	EV Car / Van		2.5m x 5m
		General Public (Tip)	Car		2.5m x 5m (inc. 2no. Acc)
09	General Public (Shop)	Car	5		2.5m x 5m (inc. 1no. Acc)
		HWRC Staff	Car / Van		2.5m x 5m
		HWRC	HGV - Hooklift		3.5m x 12m
		HWRC	Wheeled Excavator		3.5m x 12m
10	n/a	n/a	n/a	n/a	n/a
11	n/a	n/a	n/a	n/a	n/a
12	n/a	n/a	n/a	n/a	n/a
13	All	Car / Van	2		2.5m x 5m (Drop-off Zone)

ZONE 04: Highways Yard (MGroup)

ZONE 12: Existing Buffer Zone

- All existing perimeter zone retained for landscaping and enhanced as per Ecologist & Landscape Architect design.

ZONE 05: Streetscene Yard (IDVerde)

ZONE 11: Covenant Land

- Ecological/BNG enhancements
- Staff amenity Trim Trail opportunity

ZONE 10: Balancing & Ecological Pond

- Hybrid approach - design by Landscape Architect & Civil Engineer

ZONE 01: HGV Stabling

- Ubico Waste **50no.** Standard Bays
- Ubico MDR **45no.** Standard Bays
- Ubico Waste **8no.** Spare Bays
- Wiltshire Fleet **3no.** Standard Bays
- Dedicated pedestrian routes with raised kerbs, including perimeter pathway and adjacent access to office building
- Integrated soft landscaping scheme

ZONE 02: Fuelling & Washdown

- 4no. Pumps with extra long hoses.
- 1no. Diesel tank
- 1no. HVO tank
- 1no. AdBlue tank
- 1no. Chassis Wash pit/ramp
- 2no. Vehicle washdowns

ZONE 03: Waste Yard (Ubico)

Priority pedestrian crossing point, traffic light controlled for vehicle egress from building

ZONE 06: Office & Vehicle Maintenance

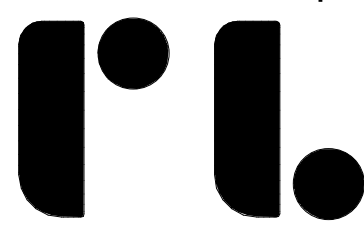
ZONE 07: LGV Stabling

ZONE 08: Employee Car Parking

Access for HGV's, LGV stabling & Taxi MOTs

Access for employees

ZONE 13: Drop-off Zone



Roberts Limbrick
03333 405 500
mail@robertslimbrick.com
robertslimbrick.com
Registered Office: England No. 06958201

Project Name
Melksham Strategic Operational Depot

Client Name
Wiltshire Council

Drawing Title
Proposed Site Master Plan

Scale
1:500 • A0

Project No.
12081

Status
S3 Issued for review and comment

Purpose of Issue

Project
12081 • RL • XX • XX • DR • A

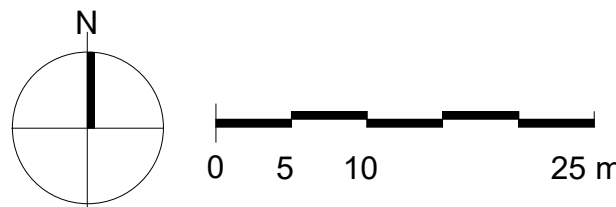
Number
F2001

Revision
P08

To be Read in Conjunction with the Client Requirements, Version 5

General Key:

Proposed Fuelling / Wash tbc.	Proposed Depot Yard (Waste)	Herman Miller	Wire Mesh fencegate 2.4m	Close board / Acoustic Fence 3m	Proposed Water tank Positions
Proposed Offices / Vehicle Maintenance	Proposed Depot Yard (Streetscene)	Wiltshire School of Gymnastics	Vegetation (Existing)	Wire Mesh fence 2.4m	
Proposed Depot Yard (Highways)	Proposed Sub-station Positions	Adjacent Warehouses	Trees (Existing)	Site Boundary	
Site Grass / Vegetation	Balancing Pond	Site Access	New Trees	Cycle Parking	



Age UK Wiltshire | Headlines



We're delighted to share that Age UK Wiltshire has been awarded a £60,000 grant from the Postcode Community Trust, funded by players of People's Postcode Lottery.

This generous support means we can keep doing what matters most: supporting older people across Wiltshire and Swindon to live independently and stay connected to their communities. From our Information & Advice service, helping people access the benefits and support they're entitled to, to the social groups and activities that bring people together and ease loneliness, this funding will help us reach more people, in more places, when they need us.

We'd like to say a huge thank you to players of People's Postcode Lottery for making this possible. Your support helps us be there for older people in Wiltshire and Swindon, today and in the future.

FW: Sham Jam

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

Date Mon 20/07/2026 18:25

To Fiona Dey <office@melkshamwithout-pc.gov.uk>

TO ADD TO THE FULL COUNCIL AGENDA PLEASE
THANKS

From: Ian Cunningham <ian.cunningham@melksham-tc.gov.uk>

Sent: 06 July 2026 18:36

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

Subject: Sham Jam

Hi Teresa

As you will know, we are planning a festival called the Sham Jam Festival (a name suggested by a local street artist).

We spent today brainstorming ideas, and I thought it would be worth asking whether you already have anything planned, whether there is something you might like to organise, or whether there are people you know who might like to be involved as part of the festival?

I appreciate there may be questions around funding (the Town Council is covering costs for now), but if the festival is successful, it happens again and funding becomes an issue, perhaps that is a discussion for the future. I may be overstepping my role as an officer, but it strikes me that it is all one town culturally even if governance arrangements differ. As we hope to produce a brochure and some publicity, I would have thought we could consider including a few "outer" events as well.

There is absolutely no obligation to take part and, as you might imagine, the decision will not be "entirely" mine (or indeed, at all perhaps).

The festival will run from 18 to 27 September.

I ran the Westbury Festival for 12 years and was always a great believer in including a few events that would have happened anyway, as it gives them an extra boost.

No promises but it seemed a sensible idea to me.

Ian Cunningham

Community Officer

Melksham Town Council

Town Hall, Market Place, Melksham SN12 6ES

01225 704 187 melksham-tc.gov.uk



Melksham
TOWN COUNCIL

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Gigabit Broadband Voucher Scheme - Officer Report

Background

At the last Full Council meeting (June 29th 2026) members received an update on the Gigabit Broadband Voucher Scheme following letters issued to 230 eligible households across the parish.

It was reported that following discussions with Wiltshire Council officers, it had become apparent that the four largest broadband providers were not participating in the scheme due to its limited timescale, with funding currently due to end in August 2026.

Members resolved to write to the Member of Parliament requesting that the Government extend the duration of the Gigabit Broadband Voucher Scheme and allow smaller broadband providers to participate (Min 085/26 b).

Response to Voucher Scheme Letters

Residents were invited to respond by Monday 20 July 2026.

In total 16 responses have been received. The location of the responses is summarised below. The Openreach status for each location has been checked.

Area	Street	Number of responses	Openreach status*
Whitley	Top Lane SN12 QQU	1	Building in the area now
Beanacre	Beanacre SN12 7PT	1	Building in the area now
Berryfield	Berryfield Lane SN12 6EL	2	Building in the area next year
	Padfield Gardens SN12 6EQ	2	
	Berryfield Close SN12 6ER	1	
	Holbrook Vale SN12 6EJ	2	
	Elizabeth Close SN12 6EU	1	
Bowerhill	Wellington Square SN12 6QX	5	Building in the area next year
	Bader Park SN12 6UF	1	

* <https://www.openreach.com/fibre-checker>

Suggested Next Steps

- Write to the residents who responded to explain:
 - the Gigabit Voucher Scheme is not viable in the area and will not be progressing
 - the Openreach Plans in their area.

The Whitley Reading Rooms

Minutes of AGM Held at the Reading Rooms

14th July 2026 at 19:00

Present, Eddie Carter, Eileen Carter, Yvonne Cunnane (Toddlers rep), Alison Crawley, Cllr John Doel (MWPC), John Hamley (Minutes), Cllr Peter Richardson (MWPC), Johanthan Rubens (SW flood group), Gary Sibbald (SW flood group), Teresa Strange (Clerk, MWPC), Carole Uffindell (Booking Secretary), Ian Uffindell (Chair),

Apologies: Margaret Beament (Treasurer),

Abbreviations: RR Reading Rooms,
MWPC Melksham Without Parish Council
M.I.N. Melksham Independent News
SSEN Scottish and Southern Electricity Networks
WCS Whitley Community Shop
SWFEG Shaw and Whitley Flood and Emergency Group

The RR is a charity controlled by trustees. Currently Ian Uffindell, Margaret Beament, Alison Crawley and Eddie Carter are the official trustees.

1 Welcome

- The support from MWPC with Cllr Richardson and Teresa Strange (clerk to MWPC) at the meeting was appreciated

2 Previous Meeting /Matters Arising)

- The minutes of the previous meeting (14th July 2025) were approved by all present, (proposed Eddie Carter, seconded Alison Crawley).
- Any matters arising were covered in the main meeting below.

3 Chairman's Report

- A quotation for the redecoration of the hall and exterior had been accepted.
 - This will take place in August when usage is at a minimum due to holidays.
 - The decorator requires full access for 4 weeks so that equipment can be left in-situ.
 - As the toddlers may wish to continue operating over August, Eddie will check whether access to the grassed area plus kitchen/vestibule/toilets will be possible.
 - The decorator requires partial payment before commencing and Ian will arrange this with Margaret.

4 Treasurer's report (see attached report and accounts)

- Balances at 31st December 2025 were £9,394.02 in the operational accounts and £11,860.20 in the contingency account,
 - The annual accounts are appended, and unanimously approved, proposed Ian Uffindell seconded Eddie Carter.
- As agreed at previous committee meetings, an additional charge of £2 per hour will be made if a user required electric heating in addition to the currently timed gas heating.
- The policy is for hire fees to be reviewed each year at the AGM, with interim reassessments at committee meetings if required.
- Hall hire income in 2025 was up slightly over 2024.
- Utility bills had reduced slightly (partly due to timing of account submission), but water supply was significantly higher due to a leak.
- At the end of 2025 there were 8 regular bookings.
 - Significant losses were Whitley Stores Papers, one Yoga group and Melksham Free Dining
 - Significant new users were Messy Play and Be Here Now Yoga.
 - The Art Group were hiring the Hall for longer than in 2024.

5 Election of Officers and Committee

- During the 25/26 year, Pat Buss had resigned from the committee. Her contribution was appreciated,
- Although he wished to retire, Ian Uffindell indicated his willingness to remain as Chairman. There were no other nominations, and Ian was duly returned as the Chairman. **Ian advised that he would definitely stand down as chair at the 2027 AGM.**
- Margaret Beament has indicated her willingness to remain as Treasurer until December 2026. There were no other nominations, and Margaret was duly returned as the Treasurer. **Margaret gave notice that she would be standing down as treasurer at the end of 2026**
- Carole Uffindell indicated her willingness to remain as Bookings Secretary. There were no other nominations, and Carole was duly returned as the Bookings Secretary. **Carole advised that she would stand down at the 2027 AGM.**
- Yvonne Cunnane offered to take on the Secretary role, and in the absence of other nominations was duly returned as Secretary.
- Eddie Carter, Eileen Carter, Alison Crawley, Cllr John Doel and John Hamley all agreed to remain on the committee for a further year. **John Hamley indicated that he would stand down in 2027.**
- The new committee was unanimously approved by all present.
- The committee therefore comprises:
 - Margaret Beament (treasurer) to 31 Dec 2026
 - Eddie Carter
 - Eileen Carter
 - Alison Crawley
 - Yvonne Cunnane (secretary)
 - John Doel (MWPC)
 - John Hamley to July 2027
 - Carole Uffindell (bookings) to July 2027
 - Ian Uffindell (chair) to July 2027
- Eddie and Eileen undertake weekly cleaning of the RR and now wished to hand over to a new team.
 - This activity has a small remuneration
 - All present were requested to make it known that the role was available.
- Thanks were given to Ian for his tireless work in maintaining the RR over the past 10 years.
- Thanks were also given to Margaret for almost 10 years work as treasurer.

6 Contingency arrangements if the committee cannot continue

- For a couple of years it has been clear that members of the committee wish to stand down after many years of service. In spite of some advertising, only Yvonne has joined the team.
- It was agreed that promotion would be expanded.
 - Teresa offered to display a poster on MWPC notice boards and pursue other avenues through council contacts.
 - The local village magazine has not been published for over 6 months. However it is understood that moves to reinstate it are taking place. This is always a good vehicle for making the villages aware of committee opportunities.
 - If the RR had to close, it is hoped that representatives from the users would be able to come forward to ensure continued service. Gary and Yvonne will liaise on advising current users of the situation.
- If the committee got to a stage where it could not operate properly, MWPC might be able to agree to arrangements to provide insurance for the building with the agreement of the Charity Commissioners.
 - It was noted that MWPC did not own the building so there would be a number of legal steps to be followed, and of course, it would require approval from the councillors.
 - This is not a desirable solution but might provide a 'back stop' where no alternative was seen. It would mean the RR would not be able to function.
- Options such as a joint committee for the Shaw Village Hall and the RR had been explored but are unlikely to be feasible.

7 Infrastructure Modifications

- The SWFEG use the RR as a base in the event if an incident.
 - Facilities such as Wi-Fi had been installed to assist this.
 - So far the SWFEG were happy with the RR and appreciated the cooperation between the two teams.
- The group have become aware of possible community support from SSEN and have identified two possible areas where the RR would be able to take advantage of these. The two areas were independent, and one could be adopted without the other.
 - One area is provision of digital enhancements to the booking system and heating controls, both of which would minimise the administration needed to operate the RR.
 - The second is provision of solar panels, plus a battery storage unit so that the RR would be able to operate with power during an emergency with an outage, and at the same time potentially reducing the utility costs.
 - It was noted that the SWFEG already had a generator and arrangements were being made to provide changeover switching from grid supplies to local generation.
- Both options required significant research and then estimates would be needed.
 - It was noted that roof may not be sufficiently strong to take solar panels without strengthening and insulation materials in the roof would need to be reviewed as they were very old.
- Before a decision that application for a grant was made, the committee felt further investigation and design advice was needed.
 - The age of the building is one of its attractions and some members expressed concern at changes to the appearance with roof mounted panels,.

8 AOB

- The possibility of resealing the floor after redecoration was raised.
 - It was agreed that this would be carried out at a suitable time.

9 Date of next meeting

- The next AGM will be in approximately 1 year. The date will be advised later.
- For information, the next committee meeting will be 27th October 2026. to address in particular the need for new committee members.

Whitley Reading Rooms

Annual General Meeting - 14th July 2026

2025 Financial Report

The 2025 accounts were approved by the auditor on 11th April and the totals for Income and Expenditure reported to the Charity Commission.

In 2024 there were 9 regular weekly bookings, of these 3 did not continue into 2025 (Whitley Stores Papers, Yoga with Naomi Seagar and Melksham Free Dining) but, 2 additional groups started in 2025 (Messy Play and Be Here Now – Yoga) so at the end of 2025 there were only 8 regular bookings.

Income from hall hire has increased slightly from 2024 (up from £5,456 to £5,529). Due in the main by the Art Group hiring the hall for longer. Income from ad hoc bookings has also increased (from £810 to £969).

Expenditure in 2025 is slightly down on 2004 (from £5,760 to £5,267) mainly due to the numbers of Electricity and Gas bills falling due for payment in the year (not due to reduced costs for energy!). This was offset by the increase in water bills (at £875 from £191) due to an unreported leak. (This was not pursued as an insurance claim due to the cost of the voluntary excess of £250 and increased premiums following a claim).

In 2025 the Reading Rooms had to pay for its 5yearly Electrical Inspection which cost £336. The hall also requires an asbestos inspection regardless of whether we believe there is asbestos in the hall (the asbestos roof of the garage was replaced some years ago). It will cost somewhere in the order of £500 just to get a certificate to say we have no asbestos. Both of these are legal requirments. (This is something the Committee needs to address in 2026.

At the end of 2025 we had £21,254 in our bank accounts up approximately £700 on the closing balance for 2024.

For information, on 13th July 2026, we had £13,261 in our Charity Account (i.e. current account) and £11,896 in our savings/repair account.

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Whitley Reading Rooms – Income & Expenditure 2025

Balance Sheet	2025				2024		
Opening Balance as at 1 st January							
Current Account	£8,494.57				£8,055.32		
Repair Account	£11,766.63				11,628.10		
Cash in hand	£198.00				£483.01		
		£20,459.20				£20,166.43	
Income							
Hall Hire							
Ad hoc bookings	£969.00				£810.00		
Dancing – Salter	£204.00				£324.00		
Shaw & Whitley Stores					£512.00		
Pilates – Libby Jones	£432.00				£432.00		
Qiqong – N Rawstrone	£528.00				£468.00		
Toddlers	£800.00				£800.00		
Whitley Art Group	£1,476.00				£1008.00		
Yoga - Seager					£216.00		
Elections	£340.00				£280.00		
Melksham Free Dining					£510.00		
Parish Prayers	£192.00				£96.00		
Messy Play	£192.00						
Be Here Now – Yoga	£396.00						
		£5,529.00				£5,456.00	
Interest on Repair Account	£95.57				£138.50		
Wifi & Telephone	£439.44				£457.89		
		£533.01				£596.39	
			£26,521.21				£26,218.84
Expenditure							
Cleaning	£750.00				£705.00		
Boiler Service	£150.00				£192.12		
Electricity & Gas	£1,689.69				£2,295.32		
Gardening	£120.00				£80.00		
Insurance	£625.25				£602.70		
Maintenance	£199.95				£44.41		
Miscellaneous	£40.83				£13.16		
New Equipment	£14.94				£1,081.77		
Water	£857.54				£190.97		
Wi Fi & Telephone	£424.37				£378.99		
Fire Extinguisher Serv	£58.80				£55.20		
Electrical Inspection	£335.62						
		£5,266.99				£5,759.64	
Closing balance as at 31 st December							
Cash in hand					£198.00		
Current Account	£9,394.02				£8,494.57		
Repair Account	£11,860.20				£11,766.63		
		£21,254.22				£20,459.20	
			£26,521.21				£26,218.84