8th December 2025 Full Council agenda-FIN
AGENDA ITEM 07a - FULL COUNCIL MINUTES Monday 17th
November 2025- FIN
AGENDA ITEM 08a Planning Committee meeting- Monday 24th
November 2025 FIN
AGENDA ITEM 08e Env Agency comments on Studley Farm
Bath Road
AGENDA ITEM 08e - NEW comments from CAWS on Studley Farm Comments V2
AGENDA ITEM 09a Clerks Note for Community Governance
Review
AGENDA ITEM 09a - Example of issues accessing funding and
info for BRAG picnic area & bridleway
AGENDA ITEM 09a 2019 CGR Request Form - From Seend to
MWPC for BRAG picnic area
AGENDA ITEM 09a CGR - map showing suggestion for Bromhar
tidy up
AGENDA ITEM 09a Wiltshire Council Community Governance
Review 2025.26 - Briefing note
AGENDA ITEM 09b - Elector and Property numbers for MWPC
and MTC
AGENDA ITEM 10a Receipts and Payments-Cashbook 1- Lloyds
Bank- November 2025
AGENDA ITEM 10a Receipts and Payments-Cashbook 2- Unity
Trust Bank- November 2025
AGENDA ITEM 10a Receipts and Payments-Cashbook 3- Fixed
Term deposit- November 2025
AGENDA ITEM 10a Receipts and Payments-Cashbook 4- Unity
Instant access- November 2025

AGENDA ITEM 10a Receipts and Payments-Cashbook 5- CCLA-	
November 2025	_
AGENDA ITEM 10d Tax Base number	_
AGENDA ITEM 10e To note Sandridge Solar Farm contribution	
for 2025	_
AGENDA ITEM 10f - Request for funding for Market Place toilets	
2026 27	_
AGENDA ITEM 10f - Request for funding from MTC	_
AGENDA ITEM 10g - Rialtas packages	_
AGENDA ITEM 11a - Cover for weekly visual inspection	_
AGENDA ITEM 11b Access to parish council land	_
AGENDA ITEM 11d Quote to seed pitches - from Football	
Foundation grant	_
AGENDA ITEM 11e To paint bus shelters	_
AGENDA ITEM 11e - Bus shelter painting	_
AGENDA ITEM 12a NOTES of IT Working Party- Friday 28th	
November 2025 FIN	_
AGENDA ITEM 12c Draft Council website specification	_ 1
AGENDA ITEM 13a Correspondence re quote for LHFIG A365	
Hornchurch junction solution	_ 1
AGENDA ITEM 13b Local Highway Footway Improvement Group	
survey	_ 1
AGENDA ITEM 14a - Request for joint letter from MTC for East of	
Melksham community centre	_ 1
AGENDA ITEM 14b Cemetery	_ 1
AGENDA ITEM 14c Wiltshire Climate Alliance request for	
partners	_ 1
AGENDA ITEM 15a Replacement of PCC model	_ 1



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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

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

Tuesday 2nd December 2025

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 8th December 2025 at 7pm** at **Melksham Without Parish Council Offices**, **First Floor**, **Melksham Community Campus**, **Market Place**, **Melksham**, **SN12 6ES** to consider the agenda below:

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

Click link here:

https://us02web.zoom.us/j/83838731271?pwd=TRW0OGcyAR0Nyyk36xPNXnW18IEqLt.1

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

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

Yours sincerely

Teresa Strange, Clerk

YOU CAN ACCESS THE AGENDA
PACK HERE

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AGENDA

- 1. Welcome, Announcements & Housekeeping
- 2. To receive apologies and consider approval of reasons given.

3. Invited Guests:

- a) Wiltshire Councillor **Andrew Griffin** (Melksham Without West & Rural)
- b) Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold).
- c) Wiltshire Councillor **Nick Holder** (Bowerhill)
- 4. a) To receive **Declarations of Interests.**
 - b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
- 5. To consider holding items in **Closed Session** due to confidential nature Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

6. Public Participation

7. Full Council

- a) To approve the **Minutes of the Full Council Meeting** held on 17th November 2025.
- b) To note the venue for the Annual Parish Meeting on Monday 27th April 2026 will be Melksham Rugby Club (Oakfields).
- c) To note that the Parish Council office will close for the Christmas break on Friday 19th December and reopen on Monday 5th January.

8. Planning

- a) To approve the **Planning Committee Minutes** of 24th November 2025.
- b) To formally approve the **Planning Committee** recommendations of 24th November 2025.
- c) To receive an update on the parish council's approach to upcoming Appeals and to consider if to participate as a Rule 6 party.
- d) To note CAWS presentation on Cumulative Impact of proposed energy schemes in the north of the parish.
- e) To receive feedback on Studley Solar Farm (PL/2021/08690) public consultation in Atworth, the Environment Agency's latest response and consider any response.

9. Community Governance Review

- a) To consider any requests for the Devizes Area Community Governance review for boundaries with adjacent parishes (Seend, Rowde and Bromham)
- b) To note the elector and dwelling figures for Melksham Without Parish Council and Melksham Town Council

10. Finance

- a) To note Receipts & Payments reports for November.
- b) To seek cheque signatories/online authority for December payments.
- c) To approve Bank Account and Fund Transfers.
- d) To note draft Tax Base for Precept setting for 2026/27
- e) To note confirmation of Sandridge Solar farm community benefit contribution for 2025/26.

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- f) To consider contributions to the funding requests from Melksham Town Council for 2025/26 financial year:
 - Arts Fringe Festival (1 week) budget £10,000
 - Holiday Activities budget £5,000
 - Remembrance budget £1,600
 - Christmas Lights budget £20,000
 - £5,000 contribution for Market Place Toilets.
- g) To agree the option for renewal of the Rialtas (accounting software) Contract

11. Asset Management:

- a) To agree cover for weekly visual play area and allotment inspections over the Christmas period whilst staff on leave
- b) To receive an update on Shurnhold Fields works.
- c) To note the exercised right of access to Parish Council land at Berryfield
- d) To approve the quotation for seeding pitches at Bowerhill Sports Field
- e) To approve the quotation for painting the bus shelter(s) at Shaw (on the A365 near the Church) with anti-graffiti paint

12. IT Working Party

- a) To approve the IT Working Party Notes of 28th November 2025.
- b) To formally approve the **IT Working Party** recommendations of 28th November 2025 (including policies)
- c) To approve the specification for a new website

13. Highways, Footpaths and Streetscene

- a) To approve items arising from Melksham Local Highways & Footway Improvement Group (LHFIG)
 - i. Removable traffic islands on A365 at Hornchurch Road junction: cost ~£4,500 (33% of £12,908 +VAT plus ~£600 for traffic management)
- b) To approve response to Wiltshire Council survey on LHFIG
- c) To receive feedback from Parking Plan Engagement sessions

14. Partnership Working:

- To consider request from Melksham Town Council to write to residents of East of Melksham
- b) To consider making recommendations on "Next Steps" to Melksham Town Council on the future provision of Cemetery services to inform Budget Setting
- c) To note Wiltshire Climate Alliance intends to apply for substantial National Lottery Climate Action Funds and to consider expressing an interest as a future partner in their proposals.

15. Police and Crime Commissioner (PCC)

a) To note the replacement of the PCC model

MINUTES of the Full Council Meeting of Melksham Without Parish Council held on Monday 17th November 2025 at

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

Present: David Pafford (Acting Chair of Council), John Doel (Acting Vice-Chair of Council), Alan Baines, Martin Franks, Mark Harris, Martin Haffenden, Tony Hemmings, Peter Richardson and Chris Griffiths.

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

In attendance: Wiltshire Councillors Nick Holder and Phil Alford.

On Zoom: Councillor Anne Sullivan joined via Zoom as an observer.

322/25 Welcome, Announcements & Housekeeping:

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

A minute's silence was held in memory of former councillor Pat Nicol.

Councillor Pafford thanked Councillor Franks for herding cows from the Berryfield allotments and for arranging with the farmer for the fence to be repaired.

It was noted that the Shaw and Whitley flood wardens were out Friday night and Saturday morning during Storm Claudia, and that there had been no significant issues.

323/25 To receive Apologies and approval of reasons given

Apologies were received from Councillor Blackham who was holiday and Councillor Wood who was attending the Berryfield Village Hall Meeting. It was noted that they were unavailable due to the change of date of the Full Council meeting.

324/25 Declarations of Interest

a) Declarations of interest

None were received

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

None were received.

325/25 To consider holding items in Closed Session due to confidential nature

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

No items identified.

326/25 Public Participation

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

Wiltshire Councillor Alford explained that Wiltshire Council had agreed to make parking for Blue Badge holders free and that this had started immediately. He expressed concerns over the cost of the scheme and the impact on parking revenue. He also noted that any Blue Badge holders who had purchased a season ticket for parking would be provided with a refund.

He also noted that Wiltshire Council had issued a Parking Plan as part of their Local Transport Plan and Parking Strategy. He highlighted that the proposed plan includes review of parking charges every two years as compared with the current 4-year cycle, and that the hours when charges will be applicable will be extended to 7am to 7pm and will include Sundays.

Wiltshire Councillor Alford commented that he had shared with the council an email from the Police and Crime Commissioner (PCC) in light of the disbandment of the PCC role.

He provided feedback on the recent Melksham Area Board meeting where he had pushed back on a Local Highways and Footpath Improvement Group (LHFIG) request from Melksham Town Council (MTC) where the project hadn't been budgeted or the spend approved by MTC. He is keen that the LHFIG budget is not allocated to projects which have not been approved by the relevant council.

Wiltshire Councillor Alford also highlighted that Corsham Climate Action Group had identified a number of sites for solar and wind installations in the Corsham community area. He noted that several of these were located close to the boundary between Corsham and Melksham Without Parish.

Wiltshire Councillor Holder provided an update on adoption of Falcon Way by Wiltshire Council. He commented that both Heron Homes and Wiltshire Council had agreed the transfer but that the conveyancing work may take a while. In the interim Wiltshire Council have taken on maintenance of the area. Wiltshire Councillor Holder confirmed, when asked by the Clerk, that it would now be acceptable to replace the bench which had been burnt and removed.

Wiltshire Councillor Holder also commented that at the Melksham Area Board on 12th November 2025, the cost for two traffic islands on the A365 at the junction with Hornchurch Road was shared by the Highways Engineer. It was explained that the traffic islands in the scheme would be removable and could be relocated if further changes were made to the A365 in the future. It was also explained that this type of traffic island would only require a two-day road closure for installation. It was noted that the total cost would be ~£15,000 with the parish council's contribution being £5,000 (33% of £15,000). The costs will need to be approved by the parish council but as the item was not on the agenda for this meeting, it will be considered at the next Full Council meeting on 8th December 2025. Wiltshire Council Holder also commented that if the parish council's contribution was agreed, the remainder of the cost could come from this year's Area Board budget. Wiltshire Councillor Holder felt that although a holistic review of the stretch of the A365 in Bowerhill is still needed, this proposal should be progressed in the interim.

Wiltshire Councillor Holder announced that there would be a community litter pick in Bowerhill on Sunday 23rd November 2025 and that Bowerhill Primary School were holding their Christmas Fair on Friday 21st November 2025.

The meeting reconvened.

327/25 Full Council

- a) **Resolved:** To approve and for the Chair to sign the Full Council minutes of 20th October 2025.
- b) **Resolved:** To permit Officers to identify and book a venue for the Annual Parish Meeting to be held on Monday 27th April 2026.

328/25 Planning

- a) **Resolved:** To approve and for the Chair to sign minutes of the Planning Committee Meeting held on Monday 3rd November 2025.
- b) **Resolved**: The recommendations contained in the Planning Committee Meeting minutes of 3rd November 2025 were formally approved.
- c) Resolved: To approve the on-going list of Community Benefit Projects being complied jointly by the parish council and Community Action Whitley and Shaw (CAWS).
- d) Members discussed the training received on 10th November 2025 on the Neighbourhood Plan from Place Studios. It was felt that it was a very good session and that the interactive case studies were particularly useful. It was noted that there was good attendance from both Melksham Without Parish Council and Melksham Town Council. The Clerk noted that the session had been recorded and that the recording would be available to councillors or officers who couldn't attend the training and for new councillors in the future. Options for further training were discussed.

Resolved 1: To arrange a further training session to include more case studies, s106 agreements and how to approach to appeal hearings. Melksham Town Council to be invited.

Resolved 2: Under the framework agreement with Place Studios, to request their support preparing for the appeal hearing for PL/2024/07097 Land South of Snarlton Farm.

Wiltshire Councillors Alford and Holder left at 7:36pm.

329/25 Finance

- a) **Resolved**: To note Receipts & Payments reports for October 2025.
- b) **Resolved:** For Councillors Baines and Doel to be cheque signatories/online authority for November.
- c) **Resolved:** To transfer £27,000 from CCLA to the Unity current account to enable the November payment run. Councillors Pafford and Doel to sign related cheques and bank transfer paperwork straight after the meeting.
- d) **Resolved:** To add the following items for consideration in the 2026/2027 budget:
 - Cemetery
 - Neighbourhood Plan training and support from Place Studios
 - Additional Local Highways and Footpath Improvement Group (LHFIG) contributions
- e) **Resolved 1**: To approve the invoices for the uncontested elections in May 2025, following clarification from Wiltshire Council of the charges.

Resolved 2: to write off the £767 accrual for the uncontested election of former Councillor Keates in December 2023 as no invoice had been received to date.

330/25 Asset Management

- a) **Resolved:** To approve and for the Chair to sign minutes of the Asset Management Meeting held on Monday 27th October 2025.
- b) **Resolved:** The recommendations contained in the Asset Management Committee minutes of 27th October 2025, were formally approved.

It was noted that Councillor Harris had abstained from the vote on the recommendation in MIN299f that the parish council continue with the process of investigating the suitability of having a 3G pitch at the Bowerhill Sports Field.

- c) The request for S106 off-site play area contributions for development at land west of Semington Road (behind Townsend Farm) was noted. The Clerk had asked for the funding to be drawn down to improve and refresh the play equipment at Berryfield Park following the Asset Management Committee discussion, which the members agreed was appropriate.
- d) The costs received so far on Shurnhold Fields projects were noted. It was also noted that the cost for the groundworks has not yet been received.

331/25 Highways, Footpaths and Streetscene

- a) i) **Resolved**: To approve the contribution to install dropped kerbs across the bell mouth of Bader Park at a cost of £924 (33% of £2,800)
 - ii) It was noted that the parish council had received a quote for a generic fingerpost from Arien Signs for £414 plus £125 for additional pointers which was significantly less than the figures provided at the LHFIG meeting.
 - **Resolved**: To request Wiltshire Council purchases the finger post for Bowerhill from Arien Signs (with a 33% contribution from the parish council) and if this is not possible for the parish council to consider purchasing the finger post directly from Arien Signs and arranging installation.
- b) Wiltshire Council's briefing note on New Bus Stop Infrastructure Funding and Emerging Processes for Requests was noted. Members felt it was unclear as to whether the funding only applied to Wiltshire Council owned infrastructure or to all bus stops/bus shelters.

Resolved 1: Clarity to be sought on the scope of the Bus Stop Infrastructure funding.

Members considered whether requests should be made to repair any Wiltshire Council bus stops or bus shelters within the parish.

Resolved 2: To request repairs to the following bus stops and bus shelters:

- Replacement of bus stop sign (and pole) on Mitchell Drive (opposite the entrance to Barnes Wallis Close) so that buses stop at the raised kerb
- Replacement of Perspex in the Lancaster Road bus shelter on the east side of Halifax Road.
- c) **Resolved**: the Clerk to attend the on-line engagement session for Wiltshire Council's parking plan.

332/25 Policies

a) Retention and Disposal Policy

Resolved 1: Members approved the proposed updates to the Retention and Disposal Policy.

Resolved 2: Members noted that an audit of physical data was conducted in the summer and that documents were disposed of in line with the protocol.

It was noted that an audit of electronic documentation is still to be performed.

Resolved 3: Members agreed the following amendments to Appendix A List of Documents for Retention and Disposal Policy:

- Published agendas on the website to be deleted once they are past the minimum retention period of 5 years
- Bank statements including deposit/savings accounts, bank paying-in books, and cheque book stubs to be disposed of after the minimum retention period
- Timesheets, as these are related to and inform wage slips and are physically stapled to hard copy, should be kept for 12 years as part of Wages books/payroll.

Members noted the following points:

- Certificates for insurance against liability for employees are not available for the last 40 years but there will be evidence in Minutes of who the insurer was each year and what cover was provided in financial risk assessment.
- Parish Play equipment inspection reports do not go back 21 years
- There are several actions still to be completed.

Members discussed the security of physical document storage at the Pavilion.

Resolved 4: Members believe that all reasonable measures are in place to keep the documentation stored at the Pavilion safe.

333/25 Partnership Working

a) Strategic discussion on Healthcare in Melksham

Councillors Pafford and Sullivan and the Clerk provided an update on a meeting hosted by Brian Mathew (MP) on healthcare in Melksham. They reported that that the meeting had been attended by representatives of many groups and stakeholders, but although a lot of good ideas had been presented it was unclear how progress towards additional healthcare provision in Melksham would be made. It was noted that Trowbridge and Devizes are building new Integrated Care Centres and that the need for these had been justified through evidence/data. It was explained that evidence/data would be needed to justify the need for something similar in Melksham, but it was unclear what is needed. Without understanding the information needed to justify additional services a plan cannot be created. It was also noted that Melksham has the advantage of existing land and a hospital building, although currently this is largely being used for administration rather than clinical services.

Resolved: to make a Freedom of Information (FOI) request to NHS Property Services to see the evidence/data used to justify the new Integrated Care Centres in Devizes and Trowbridge.

- b) Members noted the Melksham Community Support (MCS) July-September 2025 report. Councillor Doel reported that the review meeting had been positive and had been attended by the Community Officer from Melksham Town Council.
- c) Members noted the notes of the last Community Action Whitley and Shaw Community Emergency Group (CAWS CEG) and thanked the volunteers for their work.

Resolved: to note that the activities of the Community Action Whitley and Shaw Community Emergency Group (CAWS CEG) are covered by the parish council's insurance as volunteers working on behalf of the council.

It was also noted that CAWS CEG hold their own insurance for their equipment.

- d) **Resolved**: To participate in the 'Oaks at 80' project launched by the Great Western Community Forest. The tree to be planted at Shurnhold Fields with the World War 1 commemorative trees.
- e) **Resolved**: Members support in principle the proposed new Cricket Pavilion at Beanacre Community Field.
- f) Melksham Area Board meeting (12th November 2025)

Members noted that at the Area Board meeting it had been discussed that Melksham Cricket Club had been in negotiations with Wiltshire Council regarding a lease arrangement to take over some additional land. Members noted that it had been raised in the meeting that the piece of land in question was also being considered for expansion of Melksham Cemetery. However, the Area Board agreed to write to Jenny Rowe (Wiltshire Council, Senior Estates Manager) in order to expedite the lease of the respective land to Melksham Cricket Club.

334/25 Police and Crime Commissioner (PCC)

Members discussed the Crime data for the parish area which had been extracted from the Police and Crime Commissioner reports. Members questioned how the PCC claim that crime is decreasing when the data appear to show otherwise. They also questioned whether the crime rate in Melksham is higher than average.

Some members are concerned that in some areas of the parish there appears to be a lack of engagement from the police about the concerns they raise.

Members noted that it had recently been announced that the PCC role is being abolished in 2028.

Meeting closed at 9.33 pm

Chairman, 8th December 2025

Date: 12/11/2025	Melksham without Parish Council Current Year	Page: 1
Time: 09:47	Cashbook 1	User: MR
	Current Account & Instant Acc	For Month No: 7

Receipts for	or Month 7		Nominal Ledger Analysis					ysis	
Receipt Ref	Name of Payer	£ Amn	t Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Broug	ht Fwd: 1	151,153.48		_	_	_	151,153.48	
V4758-BACS	Banked: 01/10/2025	818.50							
V4758-BACS	Future of Football FC		818.50			1210	210	674.50	Inv.519-September hire field
						1260	210	144.00	Inv.519-Kitchen hire-Sept
V4759-BACS	Banked: 01/10/2025	741.00							
V4759-BACS	Future of Football FC		741.00			1260	210		Inv.526-October Kitchen hire
						1210	210	651.00	Inv.526-October field hire
	Banked: 02/10/2025	80.00							
	Allotment Holder		80.00			1320	310	80.00	Briansfield plot 18 rent
	Banked: 02/10/2025	80.00							
	Allotment Holder	****	80.00			1320	310	80.00	Plots 23&24 BSF allotment ren
	Banked: 06/10/2025	120.00	40.00			40.40	240	10.00	Domifield to ell-treest ex-
	Allotment Holder Allotment Holder		40.00 40.00			1310 1320	310 310		Berryfield 3a allotment rent Briansfield plot 3 rent
	Allotment Holder		40.00			1320	310		Briansfield plot 6 rent
V4765-BACS	Banked: 07/10/2025	40.00							
V4765-BACS	Allotment Holder		40.00			1310	310	40.00	Plot 13b Berryfield rent
V4766-BACS	Banked: 07/10/2025	2,002.23							
V4766-BACS	Melksham Town Council		2,002.23			1480	170	2,002.23	Inv.517-Share of costs NHP
V4767-BACS	Banked: 09/10/2025	4,983.96							
V4767-BACS	HM Revenue & Customs		4,983.96			105		4,983.96	VAT Refund- 01/7-30/9/25
V4768-BACS	Banked: 09/10/2025	316.50							
V4768-BACS	Future of Football		316.50			1260	210	24.00	Inv.528- October kitchen hire
						1210	210	292.50	Inv.528- October Training
V4769-BACS	Banked: 09/10/2025	9.24							
V4769-BACS	BASRAG		9.24			1130	110	9.24	Inv.527-Halloween Flyer photo
500187-CHQ	Banked: 09/10/2025	40.00							
500187-CHQ	Allotment Holder		40.00			1320	310	40.00	Briansfield plot 15 rent
V4771-BACS	Banked: 09/10/2025	20.00							
V4771-BACS	Allotment Holder		20.00			1320	310	20.00	Briansfield plot 32a rent
V4772-BACS	Banked: 10/10/2025	40.00							
V4772-BACS	Allotment Holder		40.00			1310	310	40.00	Rent for plot 6B Berryfield
V4773-BACS	Banked: 10/10/2025	71.00							
V4773-BACS	Pilot FC		71.00			1210	210	71.00	Inv.525- 11th Oct pitch hire
V4774-BACS	Banked: 13/10/2025	80.00							
V4774-BACS	Allotment Holder		80.00			1310	310	80.00	Berryfield 11a rent
V4775-BACS	Banked: 16/10/2025	40.00							
V4775-BACS	Allotment Holder		40.00			1320	310	40.00	Briansfield plot 22 rent
V4776-BACS	Banked: 17/10/2025	71.00							

Date: 12/11/2025	Melksham without Parish Council Current Year	Page: 2
Time: 09:47	Cashbook 1	User: MR
	Correct Assessmt & Instant Ass	For Month No. 7

Receipts for Month 7	Nominal Ledger Analysis							
Receipt Ref Name of Payer	£ Amnt	Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
/4776-BACS Bath Road Wanderer		71.00			1210	210	71.00	Inv.522-12th Oct pitch hire
/4777-BACS Banked: 20/10/2025	18.00							
/4777-BACS Marianne Rossi		18.00		3.00	4055	130	15.00	Refund-Hazardous substance tr
/4778-BACS Banked: 23/10/2025	40.00							
/4778-BACS Allotment Holder		40.00			1310	310	40.00	Plot 1a Berryfield rent
/4779-BACS Banked: 27/10/2025	71.00							
/4779-BACS Bishops Cannings FC Sunda	y A	71.00			1210	210	71.00	Inv.530-23rd Nov match
/4780-BACS Banked: 27/10/2025	142.00							
/4780-BACS Bishops Cannings Sunday B		142.00			1210	210	142.00	Inv.531- November fixtures
Total Receipts for Month	9,824.43		0.00	3.00			9,821.43	
Cashbook Totals 1	80.977.91		0.00	3.00			160.974.91	

Page: 3		r	Yea	Current	rish Council	without Pa	Melksham	Date: 12/11/2025 Melk						
User: MF					hbook 1	Time: 09:47 Cashbook								
For Month No:		Current Account & Instant Acc												
	nalysis	edger A	nal Le	Nomi				ts for Month 7	Payment					
Transaction Detail	£ Amount	Centre	A/c	£ VAT	£ Creditors	£ Total Amnt	Reference	Payee Name	Date					
Inv.573-Office wifi & Li	53.21	120	4190	10.64		63.85	V4781-DD	Onebill (Daisy)	15/10/2025					
Inv.574-Pavilion wifi & Line	60.09	220	4384	12.02		72.11	V4782-DD	Onebill (Daisy)	15/10/2025					
Inv.04- Pavilion gas	85.96	220	4312	4.30		90.26	V4783-DD	EDF Energy	21/10/2025					
VJ Day Wreath	28.50	120	4070			48.50	V4749-6243	RBL Poppy Appeal	22/10/2025					
Remembrance Day Wreath	20.00	120	4070											
CHQ Transfer Lloyds T Unity	155,000.00		220			155,000.00	V4787-6242	Unity Bank	24/10/2025					
Service Charge	11.30	120	4140			11.30	V4784-DD	Lloyds Bank	28/10/2025					
Inv.01-MCS Database	47.50	170	4686	9.50		57.00	V4785-DD	Lamplight	29/10/2025					
Annual Data protection fee	47.00	120	4391			47.00	V4786-DD	ICO	31/10/2025					
	155,353.56			36.46	0.00	155,390.02	for Month	Total Payments						
						5,587.89	arried Fwd	Balance C						
	160,941.45			36.46	0.00	160,977.91	ook Totals	Cashb						

Date: 05/11/2025	Melksham without Parish Council Current Year	Page: 271
Time: 13:54	Cashbook 2	User: MR
	Unity Bank	For Month No: 7

Receipts for Month 7	Nominal Ledger Analysis						
Receipt Ref Name of Payer	£ An	nnt Received	£ Debtors	£ VAT A/c	Centre	£ Amount	Transaction Detail
Bal	ance Brought Fwd :	5,564.95				5,564.95	
V4792-INTE Banked: 02/10/2	025 2,099.17						
V4792-INTE CCLA Investmen	nt Management	2,099.17		1080	110	2,099.17	Interest
V4793-INSU Banked: 10/10/2	025 4,233.17						
V4793-INSU Zurich Insurance	•	4,233.17		1460	142	4,233.17	Insurance clain-Beanacre shell
Banked: 22/10/2	025 30,000.00)					
4794-TRAN CCLA		30,000.00		240		30,000.00	Transfer from CCLA to Unity
Banked: 24/10/2	025 155,000.00	1					
V4787-6242 Current Account	& Instant Acc	155,000.00		200		155,000.00	CHQ Transfer Lloyds TO Unity
V4795-CHQ Banked: 24/10/2	025 160.00	1					
V4795-CHQ Allotment Holder	r	160.00		1310	310	80.00	Berryfield plot 1b rent
				1310	310	80.00	Berryfield plot 2b rent
Total Receipts for Mor	nth 191,492.34		0.00	0.00		191,492.34	
Cashbook Tot	tals 197,057.29	1	0.00	0.00		197,057.29	

Date: 05/11/2025	Melksham without Parish Council Current Year	Page: 272
Time: 13:54	Cashbook 2	User: MR
	Unity Bank	For Month No: 7

Payment	s for Month 7				Nomi	nal Le	edger A	nalysis	
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2025	Grist Environmental	V4789-DD	84.94		14.16	4770	220	70.78	Inv.396-B'hill Waste away
16/10/2025	EDF Energy	V4790-DD	146.94		7.00	4302	220	130 04	Inv.012-Pavilion electroi
	Lloyds Bank PLC	V4791-DD	771.62		125.78		120		Office phone costs
10/10/2023	Lioyds Bank PEO	V4751-00	771.02		120.70	4680	170		NHP email renewal
						4250	120		Land Registry Homchurch P/A
						4250	120	7.00	Land Registry plan Homchurch
						4175	120	97.20	Microsoft 365 apps for busines
						4175	120	72.45	Office 365 for Clirs
						4686	170	49.99	Emergency support domain
						4575		12.49	Play Area lock
						4150	120	5.32	Key tags
						4721	220	14.16	Key safe
						4175			Adobe
						4175			Officer office 365
						4150			Cllr ID Cards
						4175 4200			MWPC Website hosting Online meeting subscription
						4686	170	5.99	MCS Line
						4140	120	3.00	Monthit Fee
						4190	120	41.28	Microsoft Teams Phone
27/10/2025	CCLA	V4796-TRAN	150,000.00			240		150,000.00	Transfer Unity TO CCL
27/10/2025	Agilico	V4735-BACS	24.01		4.00	4130	120	20.01	Inv.288-Office photocopying
	Aquasafe Environmental Ltd	V4736-BACS	336.00		56.00				251004-Pavilion PPM Sept&Oct
	Carter Pumps	V4737-BACS	462.00		77.00				07-Annual cold water pump serv
27/10/2025	JH Jones & Sons	V4738-BACS	2,742.77		457.13				Inv.5482-Allotment gras
						4402 4400	320 142		Inv.5482-BSF Hedge cu Inv.5482-Play Area
						4780			grass cutti Inv.5482-Play Area bin
						4400			Emptyin Inv.5482-Beanacre leaf
						4400	142	42.03	clearan Inv.5482-Kestrel Court
						4400	142	25.00	shrub m Inv.5482-Grass cut
						4781	220	96.50	outside BYF Inv.5482-JSF bin
						4405	220	50.67	emptying Inv.5482-JSF Hedge
							142		Inv.5482-Hornchurch POS
						4820	142	39.36	Inv.5482-SHF Annual co

Date: 05/11/2025	Melksham without Parish Council Current Year	Page: 273
Time: 13:54	Cashbook 2	User: MR
	Unity Bank	For Month No: 7

Payee Name	Payment	s for Month 7	Nom				inal Ledger Analysis			
27/10/2025 Playsafety Ltd	Date	Payee Name	Reference £	Total Amnt	£ Creditors £ VA	T A/c	Centre	£ Amount	Transaction Detail	
27/10/2025 Playsafety Ltd V4739-BACS 1,075.20 179.20 4410 142 810.00 Inv.5482-JSF Pitch Maintanance 1,075.20 179.20 4410 142 810.00 Inv.5200-Annual ROSPA Inspe 18200-Annual ROSPA Inspe ROSPA Inspe 18200-Annual ROSPA Inspe 18200-Annua						347	0	-39.36	Inv.5482-SHF Annual	
Maintenance						6000	142	39.36	Inv.5482-SHF Annual	
ROSPA Inspe 4820 142 80.00 Inv. 92809- Annual ROSPA Inspe 347 0 -80.00 Inv. 92809- Annual ROSPA Inspe 6000 142 80.00 Inv. 92809- Annual ROSPA Inspe 77/10/2025 Woods Business Services V4741-BACS 84.00 14.00 149 120 70.00 Inv. 537-AP Paper 77/10/2025 Friends of Shurnhold Fields V4742-BACS 21.32 3.55 4820 142 17.77 Reimburse- mower p 77/10/2025 JH Jones & Sons V4743-BACS 22.20 37.00 4590 142 185.00 5480-Install Replace 6000 130 130 120 120 120 120 120 120 120 120 120 12						440	220	1,150.06		
ROSPA Inspe	27/10/2025	Playsafety Ltd	V4739-BACS	1,075.20	179.2	0 4410	142		ROSPA Inspe	
ROSPA Inspe ROSPA						4820	142		ROSPA Inspe	
### ROSPA Inspe ROSPA Inspe									ROSPA Inspe	
27/10/2025 Woods Business Services V4741-BACS 84.00 14.00 4150 120 70.00 Inv.537-A4 Paper 77/10/2025 Friends of Shumhold Fields V4742-BACS 21.32 3.55 4820 142 17.77 Reimburse-mower programs 14.00 14									ROSPA Inspe	
27/10/2025 Friends of Shurnhold Fields V4742-BACS 21.32 3.55 4820 142 17.77 Reimburse- nower provider		•		.,				-,		
27/10/2025										
27/10/2025									5498-Install Replace	
27/10/2025 Wellers Hedleys V4748-BACS 1,800.00 300.00 390 120 1,500.00 Inv.05-Legal fee Dav Play Ar	27/10/2025	.IH .lones & Sons	V4744-BACS	463.20	77 3	0 454	142	386.00		
A000 130 523.20 Period 7- October 20									Inv.05-Legal fee Dave	
A000 130 230.70 Period 7- October 20 NI	27/10/2025	HM Revenue & Customs	V4750-BACS	2,965.38		404	130	1,220.64	Period 7- October 202	
NI 262,00 Period 7- October 20 4010 130 116.46 Period 7- October 20 116.46 116.46 Period 7- October 20 Perio						4000	130	523.20	Period 7- October 202	
4010 130						4000	130	230.70		
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4020 130 229.40 Period 7- October 20						4010	130	116.46		
4020 130 102.58 Period 7- October 20 NI						4010	130			
NI 4460 142 208.00 Period 7- October 20. 4800 320 13.40 Period 7- October 20. 4800 70 120 48.00 Period 7- October 20. 4800 70 120 120 120 120 120 120 120 120 120 12										
AB00 320 13.40 Period 7- October 20									NI	
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27/10/2025 Wiltshire Pension Fund V4751-BACS 2,274.60 4045 130 1,726.86 Period 7- October 20 4000 130 267.36 Period 7- October 20 4010 130 145.22 Period 7- October 20 4020 130 135.16 Period 7- October 20 4020 130 130 130 130 130 130 130 130 130 13										
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A010 130 145.22 Period 7- October 20.	27/10/2025	Wiltshire Pension Fund	V4/51-BACS	2,274.60				.,		
135.16 Period 7- October 2025 Salary 130 135.16 Period 7- October 2025 Salary 130 135.16 Period 7- October 2025 Salary 130 130 135.16 Period 7- October 2025 Salary 130 13										
Total Salaries										
Total Salaries 4048 130 27.00 Mileage x60 miles 4048 130 9.90 Parking Flood training C8/10/2025 Marianne Rossi V4753-BACS V4754-BACS 4048 130 9.90 Parking Flood training C8/10/2025 Fiona Dey V4754-BACS 4020 130 Cotober 2025 Salary 4250 120 21.00 Land search overgrowhedge C8/10/2025 Terry Cole V4755-BACS 4460 142 47.50 Travel Allowance Cotober 4051 142 44.10 Mileage x98 C8/10/2025 David Cole V4756-BACS 4800 320 Cotober 2025 Salary	27/10/2025	Teresa Strange	V4752-BACS							
28/10/2025 Marianne Rossi					Total Salaries			27.00		
28/10/2025 Fiona Dey V4754-BACS 4020 130 October 2025 Salary 4250 120 21.00 Land search overgrow hedge 28/10/2025 Terry Cole V4755-BACS 4460 142 October 2025 Salary 4050 142 47.50 Travel Allowance October 4051 142 44.10 Mileage x98 28/10/2025 David Cole V4756-BACS 4800 320 October 2025 Salary					rotar oalariot		3 130		-	
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hedge October 2025 Salary	28/10/2025	Fiona Dey	V4754-BACS		27,000.00	4020	130		October 2025 Salary	
47.50 Travel Allowance October 4051 142 44.10 Mileage x98 28/10/2025 David Cole V4756-BACS 4800 320 October 2025 Salary						4250	120	21.00		
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28/10/2025 David Cole V4756-BACS 4800 320 October 2025 Salary									October	
								44.10	_	
28/10/2025 David Pafford V4757-BACS 192.00 4070 120 192.00 Chairs Allowance-Oc										
	28/10/2025	David Pafford	V4757-BACS	192.00		4070	120	192.00	Chairs Allowance-Oct	

Date: 05/11/2025	Melksh	nam without Pa	arish Counc	il Curren	t Yea	r		Page: 27
Time: 13:54		Cashbook 2						
		Uni	ity Bank					For Month No.
Payments for Month 7				Nomi	nal Le	dger A	nalysis	
Date Payee Name	Refer	ence £ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
								Dec 25
31/10/2025 Unity Trust Bank	V4788	-FEE 10.50			4140	120	10.50	Service Charge
Total Paymen	ts for Month	174,496.97	0.00	1,352.02			173,144.95	i
Balance	Carried Fwd	22,560.32						
Cas	hbook Totals	197,057.29	0.00	1,352.02		_	195,705.27	•
Date: 05/11/2025	Melksh	am without Pa	rish Counci	l Current	Year			Page: 155
Time: 13:54		Cas	hbook 3					User: MF
		Fixed T	erm Deposit					For Month No:
Receipts for Month 7				Nomir	nal Le	daer A	nalysis	
Receipt Ref Name of Payer	£ Amnt	Received £ Del	btors £ VA		entre	-	unt Transac	ction Detail
Banked:	0.00							
Banked:	0.00	0.00				0.	00	
Banked: Total Receipts for Month	0.00		0.00 0.0	00			00	
			0.00 0.0	00				
			0.00 0.0			0.		
Total Receipts for Month	0.00				_	0.	00	
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Total Receipts for Month Cashbook Totals	0.00	nam without P	0.00 0.0	00	t Yea	0.	00	Page: 18 User: M
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Date: 05/11/2025	Melksham wi	thout Parish C	Council Co	urrent Yea	r		Page: 61
Time: 13:54	Time: 13:54 Cashbook 4						User: MF
	Insta	ant Access Unit	y 20476339	9		For M	onth No:
Receipts for Month 7				Nominal Le	edger Analysi	s	
Receipt Ref Name of Payer	£ Amnt Receive	£ Debtors	£ VAT	A/c Centre	£ Amount Tra	ansaction Detail	
Balance Br	ought Fwd : 2,952.8	3			2,952.83		
Banked:	0.00						
	0.0	0			0.00		
Total Receipts for Month	0.00	0.00	0.00		0.00		
Cashbook Totals	2,952.83	0.00	0.00	_	2,952.83		
D. L. OF HALOOOF							
Date: 05/11/2025	Melksham wi	thout Parish C		urrent Yea	ır		Page: 6
Time: 13:54		Cashbook					User: N
	Insta	ant Access Unit	y 2047633	9		For N	lonth No
Payments for Month 7				Nominal L	edger Analys	is	
Date Payee Name	Reference £ 1	Total Amnt £ Cre	ditors	EVAT A/c	Centre £ An	nount Transaction	Detail
		0.00					
Total Payments	S for Month	0.00 2,952.83	0.00	0.00		0.00	
Balance	Carried Pwd	2,932.03					
Cash	book Totals	2,952.83	0.00	0.00	2,95	52.83	
Date: 12/11/2025	Melksham wi	thout Parish C	ouncil C	urrent Yea	r		Page:
Time: 09:42		Cashbook	5				User: M
		CCLA				For M	onth No
Receipts for Month 7				Nominal Lo	edger Analysi	is	
Receipt Ref Name of Payer Balance Brou	£ Amnt Receive ght Fwd : 697,000.0		£VAT /	A/c Centre	£ Amount Tr 697,000.00	ansaction Detail	
Banked: 27/10/2025	150,000.00						
V4796-TRAN Unity Bank	150,000.0	0	2	220	150,000.00 Tr	ansfer Unity TO C	CLA
Total Receipts for Month	150,000.00	0.00	0.00		150,000.00		
Cashbook Totals	847,000.00	0.00	0.00		847,000.00		

Date: 12/11/2025	Melkshan	Melksham without Parish Council Current Year Cashbook 5					Page: 2 User: MR		
Time: 09:42									
		c	CLA				For Month No: 7		
Payments for Month 7				Nomir	nal Ledger A	Analysis			
Date Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail		
22/10/2025 Unity Bank	V4794-TRA	N 30,000.00			220	30,000.00	Transfer from CCLA to Unity		
Total Paym	ents for Month	30,000.00	0.00	0.00		30,000.00			
Balar	nce Carried Fwd	817,000.00							
С	ashbook Totals	847,000.00	0.00	0.00		847,000.00			

MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 24th November 2025 at Melksham Without Parish Council Offices

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

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

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

In attendance: Wiltshire Councillor Nick Holder

Councillors Mark Blackham and Tony Hemmings (as

observers)

1 member of the public

1 representative from Gompels

On Zoom: One member of the public

335/25 Welcome, Housekeeping and Announcements:

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

The Clerk announced that members had been invited to Melksham Town Council's Economic Development meeting being held on 25th November 2025 as representatives from Gompels (PL/2024/11426: Land to the South of A365 Bath Road and West of Turnpike Garage) and Aldi (PL/2025/07044 Former Countrywide Site) would be present.

Members were also made aware that a further Future Energy Landscape community event was being held at The Pound Arts Centre in Corsham being held on 25th November 2025 at 7.30pm.

336/25 Apologies:

There were no apologies as all members of the committee were present.

337/25 Declarations of Interest:

Declarations of Interest

Councillor Richardson declared that in his Chair role on Community Action Whitley & Shaw (CAWS) he had been in contact with the applicant for PL/2025/08613 Land South of 214B Corsham Road to discuss community benefit, and also with the representative from Gompels (PL/2024/11426: Land to the South of A365 Bath Road and West of Turnpike Garage) as part of the BESS (Battery Energy Storage System) working party. He didn't consider either a pecuniary interest.

Councillor Baines declared an interest in PL/2024/10674 Land off Woodrow Road as he lives opposite the site.

b. Dispensation Requests for this Meeting:

None requested.

338/25 To consider holding items in Closed Session due to confidential nature:

Resolved: Agenda items 9 (Appeals) and 13 (Planning Enforcement) to be held in closed session under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Agenda item 9: Start of potential legal action.

Agenda item 13: Start of potential legal action.

339/25 Public Participation:

Standing Orders were suspended to allow Public Participation

a. Wiltshire Councillor Nick Holder, Bowerhill

Wiltshire Councillor Holder commented that he and the Clerk had been in email communication with Kenny Green (Planning Manager at Wiltshire Council) regarding Wiltshire Council's defense of the appeals to be discussed in closed session (agenda item 9). He noted that Wiltshire Council's Statement of Case is publicly available on the planning portal.

Wiltshire Councillor Holder noted that he continues to be recused from discussion on the Gompels development (PL/2024/11426 - agenda item 7a).

Wiltshire Councillor Holder commented that revised documents were available for New Road Farm (PL/2024/10345 - agenda item 8a) and he was hopeful that a better highways response was included.

He also noted that no date had been set for the 50 dwellings at Bowerhill Lane (PL/2025/06105 - agenda item 8c) to be considered at the Western Planning committee or for Land south of Western Way (PL/2025/07391 – agenda item 8d) to go to the Strategic Planning Committee.

The meeting reconvened.

Wiltshire Councillor Holder left the meeting at 7:07pm

340/25 Agenda item 7a – Amended plans for Land to the South of A365 Bath Road and West of Turnpike Garage, (PL/2024/11426) was brought forward.

Standing Orders were suspended to allow Public Participation

The representative from the applicant, Gompels, thanked the council for their support of the application. She explained that a number of documents had been added to the planning portal to address the Case Officer's original recommendation for refusal. She summarised the updates for ecology and legal compliance with habitats regulations, noise impact assessment, drainage scheme revision, landscape enhancement, reinforcement of separation between developments and improved relationship of the development with the surrounding countryside. The site plan and highway plan have been updated to reflect landscape and drainage changes, and to provide a coherent and well-integrated proposal. A planning addendum has been submitted to demonstrate how the proposal meets policy requirements and how refusal reasons have been addressed.

The Gompels representative explained that an independent economic benefits statement has been commissioned and submitted. It confirms the substantial economic benefit of the proposal by providing 196 permanent jobs on site and up to 284 temporary jobs during construction. It suggests that Knorr-Bremse will occupy the vacated space and by moving to the site it is expected that they will increase the number of on-site jobs from 500 to around 625. Another 50 jobs are expected from another occupier. Gompels feels that this is too good an opportunity to be missed for Melksham.

A member of the public (MP1) challenged the Knorr-Bremse job figures quoted by the applicant. He stated that the numbers were unrealistic and that he had information from a senior employee at Knorr-Bremse which suggested that no additional jobs would be created.

Members were concerned that the information provided by MP1 contradicted the information provided to the applicant by the Knorr-Bremse organisation.

Councillor Blackham (who is not a member of the planning committee) questioned whether the stance of the council had changed since the application was originally considered at the Planning Committee Meeting held on 4th February 2025 at Bowerhill Village Hall, where members resolved to have NO OBJECTIONS to this application (Min 402/24).

Councillor Wood, as Chari of the Planning committee, confirmed that the resolution for NO OBJECTION held.

Councillor Blackham then questioned why a member of the Planning Committee (Councillor Baines) had spoken in favour of the application at the Wiltshire Council Strategic Planning Committee which considered the application on 1st July 2025?

The Clerk explained that at the Planning Committee Meeting prior to the Wiltshire Council's Strategic Planning Committee, the comments to be made by Councillor Baines were discussed and agreed (Min 105/25g).

The meeting reconvened.

Members discussed the challenge faced by Wiltshire Council in determining this application and the need to balance the opposing views of location and impact vs employment. Members still consider employment most important and have no evidence to doubt the employment figures provided by the applicant. Members had no additional comments to submit on this application.

Wiltshire Councillor Holder rejoined the meeting at 7:24pm

- **341/25 Planning Applications:** The Council considered the following applications and made the following comments:
 - a. PL/2025/08613 Land South of 214B Corsham Road, Whitley, SN12
 8QF Permission in Principle: Erection of up to 5 Dwellings Applicant Name: Mr Tom Nicholas

Comments:

Members felt strongly that this application should be refused for the following reasons:

1) The application is speculative and not a site allocated in either the Joint Melksham Neighbourhood Plan 2 (made on 4th August 2025) or the emerging Wiltshire Council Local Plan. Wiltshire Council's current Core Strategy, and its

emerging Local Plan do not include this site as a strategic allocation. Members believe that it should be refused for the same reasons as for application PL/2024/07097 Land south of Snarlton Farm (300 dwellings), which was refused at the Strategic Planning committee on 5th August 2025. This has now gone to Appeal, and the Case set out by Wiltshire Council is still relevant and applies to this application. It details that the Melksham Neighbourhood Plan has full statutory weight, that the site conflicts with the Melksham Neighbourhood Plan (NHP) spatial strategy, that the NHP allocates sufficient housing and in fact, exceeds requirements and that paragraph 14 of the NPPF applies. The parish council request that Wiltshire Council are consistent in their approach and apply these principles to this speculative development, outside of the settlement boundary.

Decision reason for PL/2024/07907:

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

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

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

- Policy 7.1 Cooper Tires a brownfield site for 100 dwellings, the site has been recently sold, and some light touch demolition work has commenced since August with a further demolition application now approved PL/2025/07169
- Policy 7.2 Land at the former Melksham Library site, a brownfield site 50 dwellings for older people. This project is being progressed by Wiltshire Council as landowner and developer, with pre application meetings arranged with the qualifying bodies in September and a public consultation undertaken on 20th October. Planning application to be submitted in January 2026. The existing buildings were demolished some time ago.
- Policy 7.3 Land South of Western Way, Bowerhill for 210 houses and 70 bed care home. This site has outline permission following Appeal and has been bought by Barratt Homes who have submitted a Reserved Matters application PL/2025/07391.

- Policy 7.4 Land at Whitley Farm, Whitley, this is for a heritage led development and as such has no housing number assigned, but in previous Regulation 14 versions of the Plan had a nominal 10 and 15 dwellings indicated.
- Policy 7.5 Land at Middle Farm, Whitley, this has an allocation for 50 dwellings, an increase on its original allocation of 18 dwelling in the first Neighbourhood Plan, and a current planning application for 22 dwellings awaiting decision; and includes an illustrative masterplan with 57 dwellings. PL/2024/09725.

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

- Policy 18 for Blackmore Farm has an approved outline application for 500 dwellings (425 dwellings in the policy which covers a larger site area).
- Policy 19 for land adjacent to Melksham Oak School has met with the parish council at pre application stage, and has conducted public consultation, with a planning application for some 205 houses submitted PL/2025/06749 (135 dwellings in the policy)
- Policy 20 Land at the A3102/New Road Farm is a current planning application (full, not outline) and has been for some time, for 295 dwellings (285 dwellings in the policy).PL/2024/10345

As they stand today, they will bring 1000 more houses to the Melksham Neighbourhood Plan area. With the new Melksham Neighbourhood Plan 2 numbers, this gives a projected number of 1,453 extra houses by 2038 against the identified number in the Local Plan of 1,120.

For Shaw & Whitley, specifically, the figures below are those that have planning permission, built already, pending a planning decision, and an estimate based on all the evidence in the Reg 14 A and Reg 14 B consultations (which had 15 and then 10 dwellings) for the Whitley Farm site allocation in the Melksham Neighbourhood Plan 2. The Reg 14 A and Reg 14 B consultations for Whitley Farm site included viability assessment and initial pre application discussions showed more houses than those in the Regulation 14 versions of NHP2. The total comes to 75, with the emerging Local Plan saying approx. 70/73 dwellings requirement. In addition, the NHP2 site allocation for Middle Farm is a planning application for 22 dwellings, with a NHP2 site allocation for 55 dwellings, but an indicative masterplan showing 57 dwellings has now been uploaded to the planning portal PL/2024/09725. The parish council believe that these planned numbers are more than sufficient to meet the needs of the community and speculative developments need not, and should not, be considered at this time.

Site	Planning Application	Number of Dwellings	Status as at 3/10/25
Middle Farm Site Allocation in adopted		55	NHP2 made 4 th August 2025

NHP2 (55 dwellings)			
Whitley Farm NP2 (number is approximate)	Conservation led redevelopment of redundant modern agricultural buildings and barns and conservation and reuse of Grade II listed Whitley Farm barn 10 & 15 dwellings in Reg 14 versions of the NHP and viability report in NHP evidence base, but no actual housing number in NHP2 https://www.melkshamneighbourhoodplan.org/files/ugd/c4c117_675_0181f96c450fab9633_b614ac5f6f.pdf	10	NHP2 made 4 th August 2025
Land Adjacent 1 Eden Grove, Whitley	PL/2023/00625	1	Built
39 Eden Grove, Whitley	21/01791/FUL	2	Built
178 Top Lane, Whitley	20/04234/FUL	1	Built
89 Corsham Road, Whitley	PL/2025/03261	1	Approved 01/7/25
Mavern House, Corsham Road, Shaw	2024/00631	1	Approved
Home Farm, Shaw	PL/2025/00965	2	Awaiting decision
Land South East of Poplar Farm, Shaw	20/11342/FUL	1	Approved
26 Shaw Hill	PL/2023/06990	1	Approved
	Total	75	

- 2) The site is outside the settlement boundary for Shaw/Whitley as defined in Wiltshire Core Strategy Policies 1 and 15. Policy 6: Housing at Defined Settlements in Joint Melksham Neighbourhood Plan only supports developments within existing settlement boundaries unless there is an evidenced local housing need.
- 3) The site is adjacent to and connected to the settlement boundary of Whitley. This development would increase the risk of coalescence of Whitely and Shaw in contradiction to Policy 19: Separation of Settlement in Melksham Joint Neighbourhood Plan which requires development proposals to respect the separation between Whitley and Shaw. Members do not believe that there are any economic, community and/or environmental benefits which would outweigh the harm to the area between the two settlements.
- 4) The site is in the Southbrook catchment area which has been identified as a priority flood risk area due to surface water flooding. Water from the higher ground in Shaw and Whitley is diverted across Corsham Road and on to the Shaw School Playing Field with internal property flooding regularly occurring in properties south of Corsham Road. We have copied our comments to the Drainage team and think they should be asked to comment on this application. Please pay particular attention to NHP Policy 3 Flood Risk and Natural Flood Management especially "Development proposals in locations with known flooding issues should include appropriate mitigation and construction methods, and, where appropriate, contributions towards wider catchment projects.
- 5) A previous application on the site (16/11951/FUL) was refused and the subsequent appeal (APP/Y3940/W/17/3185863) dismissed. The Planning Inspector for the appeal commented:

"Taking all of the above into account, whilst recognising there would be some small social and economic benefits, these clearly do not outweigh the environmental harm that would come about from the site's location beyond settlement limits and within the open countryside. Even if there was still a housing land shortfall, the harms would significantly and demonstrably outweigh the benefits. The environmental harm indicates the proposal would not be sustainable development".

Members believe that this statement is still valid.

6) The site was considered in the development of Melksham Joint Neighbourhood Plan 2 and was included in the AECOM Site Options and Assessment 2023 report as site 3246. The site was identified as potentially suitable for development but was not taken forward in the Neighbourhood Plan. The report concluded:

"The site is potentially suitable for allocation for residential development. The site is adjacent and connected to the settlement boundary of Whitley. It is excellently located at existing bus stops with local public transport links into Melksham Town Centre and is in close proximity to local services in Shaw and Whitley. Suitable access could be created to support residential development. It is connected to a continuous pedestrian network.

The site is relatively free from development constraints; however, development of the site would increase the risk of coalescence of Shaw and Whitey with some impacts on the local landscape character. In particular, the southern section of the site contributes to the rural separation of the two settlements and should remain relatively open in character.

At present Whitley does not have a clear southern settlement edge to the east of Corsham Road. Existing mature trees along the site's southern boundary could potentially help soften the settlement edge and support the rural transition of Whitley to the open countryside. Any potential mitigation landscape buffers should consider how they may support the local green infrastructure network. The site falls under the recommended Green Wedge between Whitely and Shaw (Location 1) of the JMNP Green Gap and Green Wedge Assessment 2023.

Development of the site may also have some impact on the character of short views to and from the Public Rights of Way to the north which would need to be appropriately mitigated. Further heritage assessment would be required to understand the development impacts on the setting of a number of listed buildings in close proximity.

Development of the site may lead to the loss of the Best and Most Versatile Agricultural Land subject to detailed surveys (Grade 3)"

The full report can be read here https://www.melkshamneighbourhoodplan.org/ files/ugd/fcc864 5b51e5ab85a 04bf0ae388ad92d5fb754.pdf

The representative from Gompels left at 7:30pm

b. PL/2025/08762 Annexe, Kays Cottage, 489 Semington Road,
 Melksham, SN12 6DR Certificate of Lawfulness for use of existing annexe as separate dwellinghouse (Revised Application) Applicant Name: Mr Paul Williams

Comments: Object

As per the previous application (PL/2024/11639), the parish council maintain their objection to the application on the grounds that they cannot identify any change from the previous application. Members recommend that Wiltshire Council's legal team review the legal case carefully. Members also noted that the division of the property to create the Annexe as a separate dwelling is in contradiction with the conditions of 14/08915/CLE.

- **342/25 Amended Plans/Additional Information:** The Council considered the following amended applications and made the following comments:
 - a. PL/2024/11426: Land to the South of A365 Bath Road and West of Turnpike Garage (Gompels) was considered in MIN 340/25.
 - b. <u>PL/2025/07044</u> Former Countrywide Site, Bradford Road, Melksham Full planning permission Proposal: The construction of a new discount foodstore, car parking, access and landscaping on land at Bradford Road, Melksham. Applicant Name: Aldi

Comments: No Objection in principle provided adequate drainage is in place to mitigate the flood risk on site and beyond. Joint Melksham Neighbourhood

Plan 2 Policy 3 Flood Risk and Natural Flood Management states that Development proposals in locations with known flooding issues should include appropriate mitigation and construction methods, and, where appropriate contributions towards wider catchment projects. The South Brook catchment area, where this development is located, has been identified as a priority flood risk area by both the Environment Agency and Wiltshire Council for its surface water flooding.

Members noted that this application is not in Melksham Without Parish but is adjacent to the boundary and therefore did not comment on the details of the application.

Councillors Hemmings and Blackham and a member of the public left at 7:40pm

- **343/25 Current planning application:** standing item for issues/queries arising during period of applications awaiting decision.
 - a. PL/2024/10345: Land north of the A3102, Melksham (New Road Farm) The construction of 295 homes; public open space, including formal play space and allotments; sustainable drainage systems; and associated infrastructure; with 0.4ha of land safeguarded for a nursery. The principal point of access is to be provided from a new northern arm on the existing Eastern Way/A3102 roundabout junction, with a secondary access onto the A3102. Additional access points are proposed for pedestrians and cyclists. Applicant: Bloor Homes South West

It was noted that an Amended Plans consultation notice had been received earlier in the day.

Comments: Members welcomed the changes to the proposed development in the amended plans. However, they were concerned that the impact of noise from the heat pumps was not addressed in the Noise Addendum.

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

Comments: Members welcome and support the comments submitted by Highways/Sustainable Transport in the Memorandum dated 14th November 2025. Members felt that the proposals from Highways/Sustainable Transport address some of their concerns, but they reiterate their call for a holistic review of the A365 Bath Road from the Bowerhill Roundabout to the east of Turnpike Garage (MIN514/24ai) taking into account PL/2025/06105 (Land at Bowerhill Lane, Bowerhill, Melksham for 50 dwellings) and PL/2024/11426 for a large warehouse for Gompels, which both access on to the A365 close to this development.

Members also reiterated their call for a pedestrian access from the development directly into Melksham Oak Community School.

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

Comments: Members felt that the applicant and planning officer for this application should be aware of the comments submitted by Highways/Sustainable Transport in the Memorandum dated 14th November 2025 on PL/2025/06749 - Land North of Bath Road (A365) due to the proximity of the two developments especially the comments about the Bowerhill Lane access.

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

Members remain concerned that the site access during the construction phase has not been defined. They remain strongly opposed to construction access being via Maitland Place. They noted that this needs to be clarified before the application is considered by Wiltshire Council Strategic Planning committee.

Resolved: The Clerk ask to speak directly with the Barratt Homes, the Highways Officer and the Planning Officer to seek clarification.

Resolved: To feedback to Development Management that some documents on the planning portal cannot be opened and read – for example the consultee responses from Environmental Health, Open Space Team and the Environment Agency on application PL/2025/07391.

Wiltshire Councillor Holder left at 7:58pm

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

Although not within the development boundary, members were concerned that the trees on the triangle of land between Berryfield Lane and Berryfield Park could be damaged during the construction phase of the development.

Resolved: To include the trees on the triangle of land between Berryfield Lane and Berryfield Park to the tree survey being conducted on behalf of the parish council, and to progress Tree Preservation Orders (TPO) applications being made, based on their impact on the street scene as mature trees.

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

No updates

g. <u>PL/2025/03513</u> Land North of Top Lane, Whitley, Melksham (E388633, N166527)

Permission in principle: Permission in principle for up to 6 dwellings. Applicant: Ms Patricia Eaton

No updates

Resolved: to update the agenda to include a standing item comment on any Planning in Principle applications received within the required timeframe (14 days).

344/25 Appeals

Held in closed session at the end of the meeting.

a. PL/2024/07097: Land south of Snarlton Farm, Snarlton Lane, Melksham, SN12 7QP and PL/2024/10674: Land off Woodrow Road, Woodrow Road, Melksham, SN12 7AY

The Clerk explained that she had spoken with Place Studios and developed a plan for the parish council's approach to the appeals for Land South of Snarlton Farm (PL/2024/07097) and Land off Woodrow Road (PL/2024/10674). The Appeals Plan had been circulated to members of the planning committee prior to the meeting. In the meeting the Clerk shared a draft proposal and quotation from Place Studios for their activities.

Recommendation: to progress the Appeals Plan with Place Studios and to agree the quotation for an initial £1,994 excluding VAT, to attend meetings and draft representations. A further cost to be incurred if Vaughan Thompson attends the Hearings to represent the council, to be determined at a later date, but approved in principle now.

Resolved: to give delegated powers to the Clerk with Councillor David Pafford (Chair of Neighbourhood Plan Steering Group and Acting Chair of Council) and Councillor Richard Wood (Chair of Planning Committee) to progress the plan to meet the required timelines following their meeting with the Wiltshire Council defence team on 26th November.

b. <u>PL/2023/05883:</u> Land to the rear of 52e, Chapel Lane, Beanacre, SN12 7PX Outline application with all matters reserved. Erection of three dwellings, with access, parking, and associated works including landscaping (Outline application with all matters reserved - Resubmission of PL/2022/06389). Applicant: Ian Taylor and John Lee.

Members noted appeal 6001365 and that the appeal would be determined by the Planning Inspector based on Written Representations.

Councillor Richardson had produced, using AI, a summary of Wiltshire Council's defence case for the appeal on Land South of Snarlton Farm. It was agreed that the comments would also be relevant to the appeal for Chapel Lane.

Resolved: to approve the submission of the summary of Wiltshire Council's defence case as the basis for additional comments as a Written Representation.

Resolved: to submit the summary of Wiltshire Council's defence case as additional comments on PL/2025/06105 Land at Bowerhill Lane and PL/2025/00626 Land North of Berryfield Lane.

345/25 Proposed Energy Installations

Land South of Brockleaze (PL/2025/05552)

It was noted that this is one of the schemes that form part of the cumulative impact discussion (item d).

b. Lime Down Solar

Resolved: The Clerk to have delegated powers to submit comments on behalf of the parish council (before the 9th January 2026 deadline) reiterating and supporting the Community Action Whitley and Shaw (CAWS) submission, when available.

c. Wick Solar Farm (20/06840/FUL), Studley Solar Farm (PL/2021/08690) and associated cable installation (PL/2025/05856)

It was noted that the cabling work been Studley Solar Farm and the National Grid substation will start in January 2026, although the solar farm has not yet been built.

d. Update on Wiltshire Council Engagement about Cumulative Impact

Councillor Richardson summarised a set of slides that had been produced by Community Action Whitley and Shaw (CAWS) on the cumulative impact of energy generation and battery energy storage systems (BESS) in Shaw, Whitley and the surrounding area.

It was noted that the projects around Shaw and Whitley currently include 10 BESS schemes, 9 solar farms, 11 connections into Melksham substation (cable runs), 7 National Grid projects at Melksham substation and 9 Future Energy Landscape candidates. These have been summarised onto a single map.

The slides have been developed to tell the story of the current situation and to inform a number of meetings:

- A meeting with Future Energy Landscapes and Wiltshire Council's Climate team, who ran the Corsham Community Energy Workshop scheduled for Thursday 28th November 2025
- A meeting with Nic Thomas (Director Planning, Economy and Regeneration) and the Wiltshire Councillor Foster (Cabinet member for Strategic Planning) - requested but not scheduled
- A meeting with Sam Howell (Head of Highways) and Wiltshire Councillor Smith (Cabinet member for Highways) - requested but not scheduled

Resolved 1: The Clerk to follow-up on scheduling the cumulative impact meetings with Wiltshire Council officers and cabinet members.

It was noted that CAWS are planning press releases about cumulative impact and the level of engagement from Wiltshire Council if no progress is made within a short period of time.

Resolved 2: To give the Clerk delegated powers to respond/support the press release from CAWS, if appropriate.

Resolved 3: The Clerk to raise the issue of cumulative impact with Wiltshire Area Localism and Planning Alliance (WALPA) when they meet on 25th November.

e. Future Energy Landscapes in Wiltshire

Members noted the Corsham Community Energy Workshop report and were concerned that 9 of the proposed locations supported in the workshop are on the northern boundary of the Melksham Without Parish.

Resolved: To return the Survey on renewable energy in the Corsham area, following the meeting with Future Energy Landscapes (on Thursday 28th November 2025), highlighting concerns about the accumulation of sites on the parish border, the impact of cable routes connecting into Melksham substation, and the need to consult with Melksham Without Parish residents who will be affected by the proposals.

346/25 Planning Policy:

a. Joint Melksham Neighbourhood Plan (NHP):

i. Checklist as protocol for considering planning applications.

Members discussed the checklists when considering planning applications to ensure that all the relevant policies are considered. Council Richardson suggested that Artificial Intelligence (AI) tools might be able to help summarise planning information against policy statements. It was also suggested that Material Considerations are printed onto large boards to inform Members of the Public attending the planning meetings.

Resolved: Officers to continue to work on options for increasing the effectiveness of making planning representations

ii. Standing item to reflect on responses to planning applications for future review of the Neighbourhood Plan

Resolved: to add New Employment Sites to the list of potential policies for a future review of the Neighbourhood Plan.

b. Wiltshire Council's Draft Local Plan Examination:

It was noted that examination of the Local Plan had been delayed by the plan examiners. It was noted that the delay may have an impact on the upcoming planning appeals.

- c. The announcement from Wiltshire Councillor Adrian Foster, Cabinet Member for Planning and Housing, that from 11th November 2025 all planning applications that come to Wiltshire will have to include houses for social rental, not just affordable rental was noted.
- d. It was noted that Wiltshire Council's Local Nature Recovery Strategy (LNRS) has been adopted and published.
- e. It was noted that the government had announced a consultation on a revised version of the National Planning Policy Framework (NPPF) by the end of the year. This includes a "default yes" to applications near well

connected rail stations, and notification to the Planning Inspectorate for applications over 150 dwellings that are being recommended for approval but overturned by the Local Authority Planning Committee.

347/25 Premises Licenses applications and decisions:

None

348/25 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

Held in closed session at the end of the meeting.

a. Corsham Road Scottish and Southern Electricity Networks (SSEN) cabling works

Councillor Richardson provided an update. It was noted that the contractors have left site due to weather related safety issues but will need to return to complete the works.

b. Semington Road

The Clerk provided an update and it was noted that an enforcement notice had been issued.

349/25 S106 Agreements and Developer meetings: (Standing Item)

- a. Updates on ongoing and new S106 Agreements
 - i. Pathfinder Place:

No updates

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

Members noted the correspondence and update from the Clerk on the proposed change to the s106 highways condition. They also noted that the Clerk was arranging a site visit with a contractor to get a quote for the footbridge connection with Bowood View.

The Clerk also provided an update on whether play area off site contributions from Townsend Farm phase 1 & 2 can be used to refresh and develop the parish council's play area at Berryfield Park. For phase 1 there should be play equipment on the development (to be confirmed) but, if not, there should be money available. She is waiting for a response about phase 2.

iii. To note any S106 decisions made under delegated powers

None

b. Contact with developers:

Resolved: With the correction of one typo, to approve the notes from the meeting with Corsham Cricket Club regarding plans for new facilities and artificial pitch at Beanacre Community Field (attached as Appendix 1)

Meeting closed at 9:30pm

Chairman, 8th December 2025

Appendix 1

NOTES OF MEETING WITH CORSHAM CRICKET CLUB ON MONDAY 10th NOVEMBER 2025 AT 1:00PM

RE: New Pavillion at Beanacre Community Field

Present: Councillor Alan Baines (Vice Chair of Planning)

Councillor David Pafford (Acting Chair of Council)
Councillor Mark Harris (Planning Committee Member)

Councillor Tony Hemmings (Councillor and lifetime member of

Corsham Cricket Club)

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

Peter Dennet (Corsham Cricket Club)
Paul Jackson (Corsham Cricket Club)

Peter and Paul explained that Corsham cricket Club (CCC) took over the Community Field in Beanacre in March 2022 and played their first game there in July 2022. The field is currently used for the 3rd team, academy and girls/women's cricket.

It was explained that the cricket club are currently using the School Room at St Barnabas Church for changing, however footwear is starting to cause damage to the School Room floors. Therefore, CCC would like to build a pavilion containing three changing rooms on the edge of the field.

A number of different locations of the field were considered by the preference is to make use of the south-west corner of the site as this will minimise any impact on adjacent properties. A public consultation has been held; residents and the church are in support of the proposed location.

The need for planning permission was discussed. The Clerk advised that, although a temporary structure, the pavilion's size and proximity to heritage assets is likely to result in it needing planning permission. However, she advised that Wiltshire Council would be able to provide a definitive answer and recommended seeking pre-application advice.

It was noted that Melksham Without Parish Council lease the play area and adjacent field. Access for maintenance needs to be maintained but it was noted that the proposed location will have no impact on the access.

It was noted that the pavilion will be a temporary structure, but CCC would like for it to have electricity and water connections. It was noted that the pavilion will not include toilets and that these would still be available at the Church.

Councillors questioned whether the field would be available for community use or just for use by Corsham Cricket Club. Peter and Paul commented that it is already in use by a Church cricket team and that they had been approached about setting up a walking cricket team.

Peter and Paul explained that the project will cost approximately £30k. Some of this will be provided by Corsham Cricket Club and they will apply for an English Cricket Board (ECB) county grant. It was suggested to Peter and Paul that they could request a water connection from Wessex Water as Community Benefit. It was also suggested that Scottish and Southern Electric (SSEN) offer grants for communities, such as Beanacre, impacted by their projects.

Peter and Paul explained that they had also applied to Melksham Area board for a grant but had been told that their grant would not be successful.

Councillors were positive about the proposed pavilion and proposed that support in principle for the pavilion should be sought from the Full Council.

Meeting closed at 2:00pm



Gen Collins
Wiltshire Council
Development Control- North
Monkton Park Offices
Monkton Park
Chippenham
Wiltshire
SN15 1ER

Our ref: WX/2025/139349/01-L01

Your ref: PL/2025/07349

Date: 31 October 2025

Dear Gen

VARIATION OF CONDITION 3 (LAYOUT CHANGES), CONDITION 14 (CHANGES TO NOISE CONDITION) AND CONDITIONS 4, 5 AND 7 (MINOR WORDING CHANGES) RELATING TO APPLICATION PL/2021/08690

STUDLEY FARM BATH ROAD, ATWORTH, MELKSHAM, SN12 8JN.

Thank you for consulting the Environment Agency on the above application.

Since we commented on the original planning application (PL/2021/08690) our national position on Battery Energy Storage Systems (BESS) has been updated. We therefore have provided our response in line with our current position.

Environment Agency Position

We **object** to this application as submitted because the proposed development would pose an unacceptable risk of pollution to controlled water and recommend that planning permission should be refused on this basis.

Reason(s)

There is potential for pollution of the water environment due to abnormal and emergency situations at Battery Energy Storage System (BESS) developments, in particular fires. This would be exacerbated when in close proximity to surface waterbody (Bradford Brook). There is a risk that highly polluting chemicals in batteries could enter surface water in firewater or rainfall. Applicants should assess risks to water quality and ensure mitigation is in place to ensure containment of this water.

While in the event of a fire at a BESS, it is accepted best practice to let the containers on fire burn out, it is likely water will be used to cool neighbouring containers. This water could enter burning containers through surface run off or directly from spray cooling neighbouring containers. Furthermore, during or following a fire at a BESS development, water could enter exposed containers through rainfall during the period of time it takes to remove or cover burnt out containers.

Overcoming our objection

To overcome our objection documents/plans must be submitted which shows that the site has sealed drainage via an engineered soakaway which, in case of a fire, can be diverted to a storage lagoon or tank with sufficient capacity for both the firefighting runoff and maximum potential rainwater.

The system for diverting the discharge from the soakaway to the lagoon / tank should be automatic with a backup system in place in case of power failure.

Sealed drainage will also limit the amount of potential contamination (and later remediation) of the soil and gravel by firefighting runoff. The sealed drainage should be via an impermeable membrane which drains to an engineered soakaway during normal operation. The impermeable Environment Agency, Rivers House (Sunrise Business Park) Higher Shaftesbury Road, Blandford Forum, Dorset, DT11 8ST. Customer services line: 03708 506 506 www.gov.uk/environment-agency

membrane(s) in the main site and the lagoon must be capable of resisting the corrosive chemicals in any firefighting runoff and the heat generated by a fire.

There must be contingencies in place to ensure no firefighting runoff enters either the surrounding local or on-site sewage system (if the site is to be connected to mains sewerage).

The developer should engage with Wessex Water & the Fire Rescue Service to make sure there is an adequate supply of water for the maximum expected duration of a fire.

The site should have plans in place for testing and removal / disposal of any contaminated soil / gravel / post incident, and the lagoon / tank & associated pipework must be cleaned to ensure no residual contamination is released into the environment when normal operation resumes.

Please re-consult us when further information has been submitted to overcome the above.

Advice to LPA/Applicant

In line with planning practice guidance:

- Applicants are encouraged to engage with Local Fire & Rescue Services to ensure issues of siting and location of BESS are dealt with before applications are made. Ideally this should be done before submitting a planning application.
- Local planning authorities are encouraged to engage with Local Fire & Rescue Services and to refer to <u>guidance produced by the National Fire Chiefs Council</u> for consideration when determining applications.
- Applicants will also need to comply with relevant Building Regulations in Part B. They require applicants to provide suitable access for the fire service.

Applicants should also refer to guidance published by The Department for Energy Security and Net Zero: Health and safety in grid scale electrical energy storage systems, which provides guidance on a number of topics related to health and safety including on 'Design and planning' that provides guidance on battery technology, site selection, site layout and emergency planning. It also includes a section on 'Decommissioning and end of life', including dealing with batteries that have come to the end of their use in the BESS.

Note to LPA

If you are minded to approve the application contrary to our objection, we request you contact us prior to a decision being made to allow us to make further representations.

If you have any queries regarding our response, please get in touch

Yours sincerely

Ms Lindsay Flello Sustainable Places - Planning Advisor

Email wx.sp@environment-agency.gov.uk Phone 020 3025 1229

End 2



PL/2025/07349 - Variation of condition 3 (layout changes), condition 14 (changes to noise condition) and conditions 4, 5 and 7 (minor wording changes) relating to application PL/2021/08690

PL/2025/05856 - Planning Application for the laying of underground electricity cables in association with Wick Solar Farm (LPA Reference: 20/06840/FUL) and Studley Solar Farm (LPA Reference: PL/2021/08690).

STUDLEY FARM BATH ROAD, ATWORTH, MELKSHAM, SN12 8JN.

EA Objection

CAWS welcomes the EA Objection dated 31 October 2025 and supports the recommendations made, particularly with regard to consultation with Wessex Water and the FRS. We submit the information below to support that dialogue.

Additional comments are also provided with regard to cales routes and traffic mitigation measures.

NFCC Guidance

To the best of our knowledge and belief the extant NFCC Guidance is Version 1.0 November 2022 and that the version you referred to at the 27 November 2025 event has no standing at this time as it has been subject to consultation and an updated document has not yet been formally released. CAWS therefore strongly encourages the developer to base its proposals on the extant version.

Battery Container Spacing

The extant NFCC Guidance states a minimum spacing of 6 meters. Contrary to your statement, spacing is not dependant on battery chemistry at this point in time.

The guidance allows a reduction in spacing if designed by a competent fire engineer and CAWS would expect any design to be ratified by DWFRS.

Extract from the extant NFCC Guidance below.

Access between BESS units and unit spacing

In the event of a fire involving a BESS unit, one of the primary tactics employed will be to prevent further unit to unit fire spread. Suitable access for firefighters to operate unimpeded between units will therefore be required. This should allow for the laying and movement of hose lines and, as such, access should be free of restrictions and obstacles. The presence of High Voltage DC Electrical Systems is a risk and their location should be identified. Exclusion zones should be identified.

A standard minimum spacing between units of 6 metres is suggested unless suitable design features can be introduced to reduce that spacing. If reducing distances a clear, evidence based, case for the reduction should be shown.

Any reduction in this separation distance should be design based by a competent fire engineer. There should be consideration for the fire separation internally and the total realistic load of fire. Proposed distances should be based on radiant heat flux (output) as an ignition source.

The NFCC does not support the stacking of containers/units on top of one another on the basis of the level of risk in relation to fire loading, potential fire spread, and restrictions on access.

Firewater and Firewater Runoff

In designing your firewater delivery and runoff solution please note that the NFCC guidance of 1900 litres a minute for 2 hours is a <u>minimum</u> and for schemes of 1MW upwards. CAWS would expect appropriate scaling of the firewater and firewater runoff requirements to reflect the size of the proposed BESS and its location.

There is no evidence that boundary cooling requires less water than directly cooling a burning fire.

There is also no evidence that the volume of water needed to deal with an incident can be varied by reference to battery chemistry.

We recommend you discuss your solution with DWFRS.

Extract from the extant NFCC Guidance below.

Water Supplies

Water supplies will depend on the size of the installation. In the majority of cases, initial firefighting intervention will focus on defensive firefighting measures to prevent fire spread to adjacent containers. As a result, proposals for water supplies on site should be developed following liaison with the local fire and rescue service taking into account the likely flow rates required to achieve tactical priorities. This should also take account of the ability of/anticipated time for the fire and rescue service to bring larger volumes of water to site (for example through the provision of High Volume Pumps).

IP ratings of units should be known so that risks associated with boundary cooling can be understood.

As a minimum, it is recommended that hydrant supplies for boundary cooling purposes should be located close to BESS containers (but considering safe access in the event of a fire) and should be capable of delivering no less than 1,900 litres per minute for at least 2 hours. Fire and rescue services may wish to increase this requirement dependant on location and their ability to bring supplementary supplies to site in a timely fashion.

Water supply for any automatic suppression system will be covered by the relevant standard/design depending on which system chosen as appropriate for the risk. For manual water, amounts should come from performance based requirement rather than a reference to a code, unless it can be proven that the code specifically covers BESS. Regarding water storage tanks, volumes will again need to be informed on a performance-based need. Isolation points should be identified.

Any static water storage tanks designed to be used for firefighting must be located at least 10 metres away from any BESS container/cabinet. They must be clearly marked with appropriate signage. They must be easily accessible to FRS vehicles and their siting should be considered as part of a risk assessed approach that considers potential fire development/impacts. Outlets and connections should be agreed with the local FRS. Any outlets and hard suction points should be protected from mechanical damage (e.g. through use of bollards).

Consideration should be given, within the site design, to the management of water run-off (e.g. drainage systems, interceptors, bunded lagoons etc).

Toxic Cloud

The developers assertion that a toxic cloud from a fire or explosion does not present a risk is misguided and very worrying. There have been many BESS incidents around the world requiring public evacuation to reduce the risk of damage to health.

CAWS recommends that the developer conducts a plume analysis to take account of prevailing winds, topography and the location of residential properties, business and schools. The solution design, and the location of the BESS, should minimise risks to the public.

Cable Route and Associated Traffic Mitigation

Whilst the collaborative approach to cable trenching etc along Westlands Lane is welcomed, it was clear from the 27 November 2025 event that there is a high risk of concurrent working along Top Lane (with road closures) and Shaw Hill (with traffic control). Taken together with other schemes in the area, traffic diversions and heavy traffic generally, the community is concerned about gridlock.

Please confirm you will work collaboratively with Aureos and Wiltshire Council to deconflict the two cable programmes so that the impact on residents can be minimised.

Construction Traffic Mitigation

The Wicks Farm Solar and BESS, Melksham East and West BESS, and works at Melksham Substation, are generating heavy traffic movements and require traffic monitoring arrangements to stop access from the A350 through Westlands Lane. Action has been necessary to enforce these arrangements.

There is a clear risk that construction traffic for Studely Farm will exacerbate existing traffic issues in the area.

Please confirm you will set out the proposed routes for construction traffic, taking account of existing constraints, for agreement with Wiltshire Council.

1 December 2025

AGENDA ITEM 09a Community Governance Review

Clerk's Note

Whilst the Community Governance Review is not covering the Melksham Area Board this time, it does cover the Devizes Area Board and the Melksham Without boundary is adjacent to Rowde, Bromham and Seend parishes.

Bromham and Melksham Without boundary

A suggestion for the boundary between Melksham Without and Bromham is to tidy up the boundary through Sandridge Farm. The pig houses have prior approval to turn into 6 dwellings (see Planning application PL/2025/05137

https://development.wiltshire.gov.uk/pr/s/planning-

application/a0iQ300000EneAj/pl202505137m but are in Bromham (despite what the planning application says) but the actual farm is in Melksham Without. This means that if built out, the residents of the 6 new dwellings will be voting for a different electoral division, councillor and parish council than the main farm house. This is the previous site of Sandridge Bacon if it helps you visualise it. Map attached.

You could suggest that the boundary moves north to Brick Hill to include the whole of the farm site? That would make sense looking at the map as there needs to be an obvious physical feature on the ground to mark the boundary, and that would be the road.

Seend and Melksham Without boundary

For the boundary with Seend, do you want to try again and tidy up the boundary of Seed and Melksham Without, so its at the Canal, and therefore the BRAG (Bowerhill Residents Action Group) picnic area and bridleway from the private allotments down to the canal are in Melksham Without and not Seend? We struggle to engage with Seend parish council and the Wiltshire Councillor for this area in terms of BRAG trying to improve the bridleway and gaining their support for a grant application for improvements to the area as in the Devizes area board. One of the main objections before was the inclusion of Giles Wood, as part of the Giles farm in Seend, but your previous application you amended this to include Giles Wood. No electors or precept implications of this request.

I have put in your pack the previous application.

Rowde and Melksham Without boundary

You have a very short stretch of boundary with Rowde that does not seem to have any issues.

Teresa Strange

Subject:

FW: Request for funding for a Finger Post at K&A Canal

Clerk's note:

Just for general info, we now have a way forward with the fingerpost BUT this is an example of the complications/frustrations of this area of Bowerhill being in Seend parish and the Devizes Area Board.

We still don't have the info from the definitive map on the width of the bridleway, which BRAG have been asked to source by the RoW officers before undertaking work here.

From: Teresa Strange Sent: 08 July 2025 19:15

To: 'Reay, Tamara' <Tamara.Reay@wiltshire.gov.uk>; 'Chris Stirland (clerk@seendparishcouncil.co.uk)' <clerk@seendparishcouncil.co.uk>

Cc: nick.holder@wiltshire.gov.uk; Mark Blackham <mark.blackham@melkshamwithout-pc.gov.uk>

Subject: RE: Request for funding for a Finger Post at K&A Canal

Hi all

Having just caught up with Mark, I understand that we had the wrong end of the stick before, and it's a fingerpost in Melksham Without and not Seend, so please ignore the request. Sorry! There are three, and it's the one on the road in Bowerhill that is missing, there had been a previous misunderstanding.

Hayley, as per our discussion just now, please note that we will need the info from the definitive statement still, as the improvement/clearing the vegetation to the bridleway is definitely in Seend! Many thanks, Teresa

From: Teresa Strange Sent: 08 July 2025 17:00

<<u>clerk@seendparishcouncil.co.uk</u>>

Cc: nick.holder@wiltshire.gov.uk; Mark Blackham < mark.blackham@melkshamwithout-pc.gov.uk >

Subject: RE: Request for funding for a Finger Post at K&A Canal

Thanks Tamara

My recollection was that it was from the PIGS scheme, the Pathway Improvement Grant Scheme, which I understand is still administered via LHFIG – I understand that is why CATG became LHFIG to include the "Footpath Improvement" bit.

It was added to the Melksham LHFIG agenda and costed it up. The LHFIG terms of reference on the WC website says it can be used for replacement signs.

Appendix B – Example of projects which can and cannot be funded by LHFIGs

LHFIGs can fund the following:

Pedestrian improvements: including dropped kerbs, new footways, substantive improvements to existing footways, pedestrian crossings (including assessments).

Cycle improvements: new cycle paths, cycle parking / storage.

Bus infrastructure: new and replacement Shelters (subject to agreement on future maintenance liability), bus border kerbs, bus stop road markings.

Traffic signing: new and replacement signs (including signposts), street name plates, village gateways.

New road markings: new and replacement of existing markings.

Speed limits: assessment and implementation.

Waiting restrictions: assessments and implementation.

Footpath improvements: styles, gates, surface improvements to rights of ways

(council maintainable only).

Drainage: minor improvements, new gullies.

Street lighting: new installations.

Traffic management measures: including Sockets and posts for SID (Speed

Indication Device) equipment.

As a general rule, an asset should exist at the end of the project, i.e. something new that wasn't there beforehand.

BRAG did approach the Melksham area board in that it went to LHFIG which is where footpath improvement grants are administered, and as their notes show they asked us to approach Seend Parish Council and the Devizes LHFIG.

We don't know who removed it, the local residents suspect a boat owner for fire wood.

I would be interested to see what Seend PC think, as why they be worried about something directing residents using the canal path to Bowerhill businesses and the picnic area rather than Devizes facilities? The picnic area is in the parish of Seend. They did used to give a donation to BRAG in recognition of this, not sure if they still do.

With kind regards, Teresa

From: Reay, Tamara < Tamara.Reay@wiltshire.gov.uk >

Sent: 08 July 2025 16:45

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Chris Stirland (clerk@seendparishcouncil.co.uk)

<clerk@seendparishcouncil.co.uk>

Cc: nick.holder@wiltshire.gov.uk; Mark Blackham <mark.blackham@melkshamwithout-pc.gov.uk>

Subject: Re: Request for funding for a Finger Post at K&A Canal

Thanks Teresa. I don't think it would be LHFIG because that is for "improvement" not replacement. If it was originally supplied by WC - then it would be maintenance. If it was a private arrangement then BRAG would need to make arrangements - possibly an Area Board grant?

I'm also sorry to say that I think it unlikely that Seend PC / Devizes Area Board would fund something that is taking people out of the Devizes Community Area - to Tesco / the Pilot.

I appreciate that sounds awkward, and I'm happy to help but I do wonder if BRAG should approach Melksham Area board. Do we know who removed it after it was damaged.

Happy to discuss further.

Sent from Outlook for iOS

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

Sent: Tuesday, July 8, 2025 3:50:16 PM

To: Chris Stirland (clerk@seendparishcouncil.co.uk) <clerk@seendparishcouncil.co.uk>

Cc: Holder, Nick < Nick. Holder@wiltshire.gov.uk >; Reay, Tamara < Tamara.Reay@wiltshire.gov.uk >; Mark Blackham

<mark.blackham@melkshamwithout-pc.gov.uk>

Subject: Request for funding for a Finger Post at K&A Canal

Hi Hayley and Cllr Reay

As I am sure you are aware, the BRAG (Bowerhill Residents Action Group) picnic area is actually in Seend. The wooden fingerpost disappeared some time ago, at the canal side, and we have tried to access the LHFIG funding for this but have not progressed with the Melksham Area Board LHFIG, as the site for the fingerpost is in Seend.

Below is the issue on the Melksham LHFIG in August last year.

†)	Bowerhill (K & A canal)	Request for replacement finger post. A finger post located on the canal near the Bowerhill Residents' Action Group's (BRAG) picnic area directing people to Tesco and The Pillot Pub on Bowerhill was damaged and removed before it could be repaired. https://www.google.com/maps/	15 co Hi Ci co
			Gr sh in: Mr ne

BRAG have therefore been trying to organise through the Melksham Shed group, but they have been non-committal to date, so as a year seems to have passed on this already, we have come back to the suggestion of the Melksham LHFIG that Seend Parish Council and the Devizes LHFIG fund the fingerpost.

I have attached and update the original LHFIG request for your consideration and look forward to hearing from you.

I have copied in Cllr Mark Blackham, as he is Chair of BRAG.

With kind regards, Teresa

Teresa Strange Clerk & Responsible Financial Officer Melksham Without Parish Council



Community Governance Review Request Form

Name of Town/City/Parish: Me	elksham Without Parish Council								
Governance change requested: (Tick all that apply)	Change name of parish/parish wards Change number of councillors for parish Change number/shape of wards for parish ✓ Change external boundaries of parish Creation/merger/abolition/grouping of parishes Change name of parish Other change								
Details of requested change(s): Boundary between Melksham W	/ithout and Seend								
To move the existing boundary from Seend Parish Council to Melksham Without Parish Council encompassing BRAG (Bowerhill Residents Action Group) canalside picnic area.									
There are no dwellings or electors	that would be affected by this change.								
Reason for requested change(s)):								
To move the existing boundary between Seend Parish and Melksham Without Parish to follow the Kennet & Avon Canal further eastwards from Melksham Park Farm to the drain running northwards towards Carnation Lane to encompass all the farmland north of the canal and the BRAG (Bowerhill Residents Action Group) canalside picnic area.									
Governance Review but unfortuna however, Melksham Without Paris team with financial, operational an strongly believes that this area has	proposed this change at the last Community tely the request was not accepted. Since that time h Council have continued to provide the BRAG d moral support throughout this time and still very a strong community identity and a sense of place Melksham Without and not with Seend; as has CGR.								

The picnic area and the bridleway access to it from Brabazon Way at the edge of Bowerhill Industrial Estate and from Locking Close and Bowerhill Lane in the residential part of Bowerhill is owned by Wiltshire Council but maintained by both Melksham Without parish council and BRAG volunteers, including local Bowerhill businesses and not by Seend residents or Seend parish council.

The hedges and grass verges on the bridleway are maintained by local businessman (agricultural machinery) Colin Bush who resides in Locking Close, Bowerhill and was originally laid out and still maintained by local farmer and groundwork contractor owner Ed Bodman from Bowerhill Lane. Whether its bark chippings or compost deliveries, they all are delivered via Bowerhill and moved by equipment and labour by Ed Bodman and the volunteers. The BRAG volunteers litter pick the bridleway and picnic area daily as part of their route around Bowerhill and then deposit the waste at the picnic area large oil drum bin; as do the local boaters using the canal and the many visitors. This oil drum bin is emptied weekly by the Melksham Without Parish Caretaker on a weekly basis (loading on a sack truck and wheeling on foot down the bridleway) and twice a week in the summer months. The cost of this time, the holiday cover by contractors and the cost of disposing of the waste is all borne by Melksham Without parish council and ultimately their residents via the Precept, and not by Seend parish council. Melksham Without parish council also provides annual funding to BRAG to cover their own public liability insurance when working in the area and covers their assets such as picnic tables and noticeboards on the parish council insurance and maintenance schedule. There have been several spates of mindless vandalism at the picnic area over the last couple of years and the parish council has provided police liaison, and as mentioned before, moral support to the demoralised team of volunteers. We have also worked with the Rights of Way team and volunteers from the West Wilts Ramblers to put in a kissing gate from the permissive path to Brabazon Way to allow the many visitors to the area to remain safe and not to slip into the road down the slope from the field. The picnic area and bridleway are consistently used by residents of Bowerhill and the wider Melksham area. It has such regular use by students of Bowerhill primary school (not Seend primary school) and the local Bowerhill nurseries, child minders and pre-schools; it "belongs" to the people of Bowerhill. BRAG has two representatives from Melksham Without Parish council as part of its official reps, but other Bowerhill ward councillors are also members and Wiltshire Councillor Roy While always attended meetings too (as member for Melksham Without South).

The ultimate frustration is that due to its special qualities the Bowerhill community are trying to get the area designated as "Local Green Space" to give it another layer of protection as an important community space. However, this cannot be done in the Melksham Neighbourhood Plan as not in the Plan area as outside the parish boundary of Melksham Without and so we have been doing the legwork and providing the evidence from residents etc for the Seend Neighbourhood Plan, Seend residents having not provided sufficient evidence as they presumably were unaware or did not value the space. The Melksham Area Board meeting on Tuesday 3rd September 2019 resolved that the picnic area is an important community space

and so to add their weight to the evidence being gathered for the Local Green Space designation.

We hope that the above goes some way to emphasise the strength of feeling in the local community that the picnic area and bridleway should sit in the parish of Melksham Without with the Bowerhill community. However, the physical boundary argument is even stronger; the existing boundary is not possible to view on the ground since several of the hedgerows that it used to follow have been removed. In fact, after the last CGR decision I showed the Seend parish Clerk and Chairman the location of the boundary, the bridleway and the picnic area as they were unaware and had never visited those parts of their parish. The canal is a very clear, strong, physical boundary on the ground that everyone can clearly understand and is already the boundary between the two parishes towards the west. Melksham Without parish council still maintain that this is where the boundary should be between Seend and Melksham Without; in line with the LGBCE guidance 8b & 33 reflects the identities and interests of the local community in that area and 16 put in place strong, clearly defined boundaries, tied to firm ground features and remove anomalous boundaries and 35 well established residents' associations which local people have set up and make a distinct contribution to the community and 47 capacity building to develop community's skills, knowledge and confidence and 48 central to the concept of sustainable communities is community cohesion.

Date of council resolution(s): Full Council meeting Monday 24th June 2019

Detail of council resolution(s):

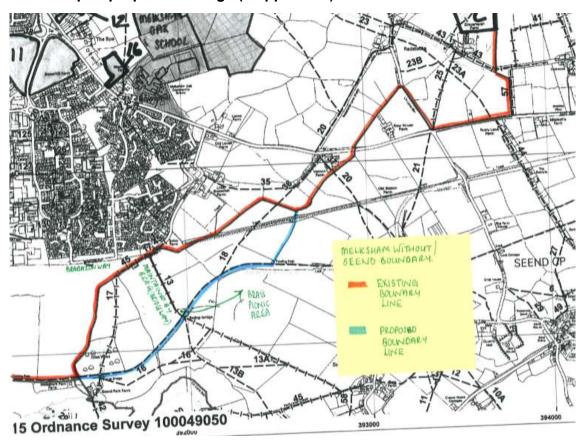
Minute 101/19 Wiltshire Council Boundary Review c) Community Governance Request to Wiltshire Council

Resolved 1: The Parish Council put forward a request to Wiltshire Council for a Boundary Review and show, as with the previous Boundary Review in 2016, that the Parish Council acknowledges where development sits better with the Town, and that the 100 dwellings at Sandridge Place and the 450 dwellings to extend the east of Melksham should be transferred to the Town. However, where development does not fit with urban areas, that the rural nature and parish boundaries are respected. The Parish Council also requests that as the Kennet & Avon Canal is a physical boundary that the BRAG canal picnic area is transferred from the parish of Seend to Melksham Without; The Clerk to have an informal conversation with Seend Clerk to explain the reasoning behind this request. 2: A copy of this request to Wiltshire Council to be sent to Melksham Town Council and Seend Parish Council.

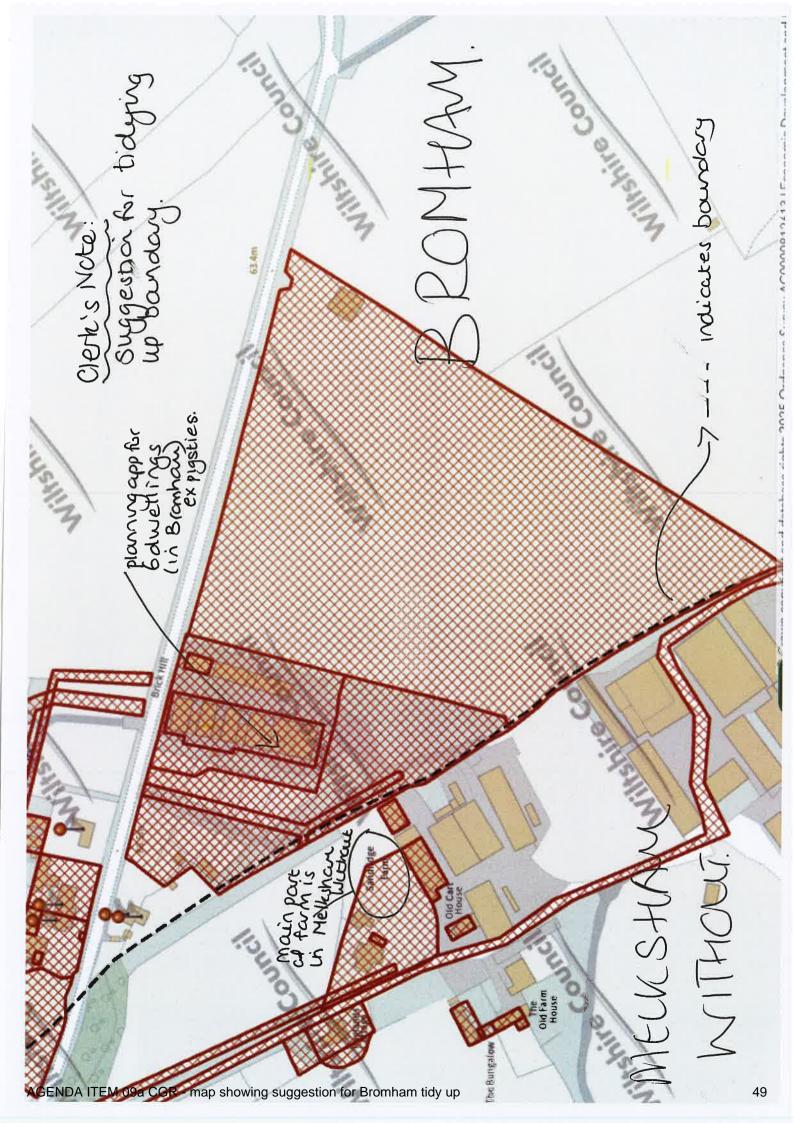
Proposer signature:

Proposer position: Teresa Strange, Clerk, Melksham Without Parish Council

Insert map of proposed change (if applicable):









Community Governance Review

Briefing Note

Service: Democratic Services

Further Enquiries to:
Date Prepared:
Contact:
Lisa Alexander
19 November 2025
CGR @wiltshire.gov.uk

This note sets out the background to the Community Governance Review

Wiltshire Council is undertaking a Community Governance Review in certain areas which will begin on 19 November 2025.

A <u>webpage</u> has been established to provide further information relating to the review. Members of the public and others can submit proposals for areas under review, or make other comments, through the email address above.

What are Community Governance Reviews?

- 1. A Community Governance Review (CGR) is a process to provide opportunity to review and make changes to governance arrangements to town and parish councils.
- 2. This is to ensure that they continue to be reflective of the identity and interest of local communities, and that they are as efficient and effective in their governance as possible. These are referred to as the statutory criteria.

What can a Community Governance Review change?

- 3. A Community Governance Review can make a number of changes to parish areas and parish electoral arrangements including:
 - Altering, merging, grouping, creating or abolishing parishes
 - the naming of parishes and adoption of alternative styles for new parishes (the naming process can also be undertaken under S75 of the LGA 1972)
 - parish council size. e.g. number of councillors to be elected, and warding arrangements
 - any other electoral arrangements
- 4. For example, a CGR might adjust the boundaries between two parishes, add or remove warding arrangements, alter the number of parish councillors on a council, or group a number of parishes together under a joint council, and more.

5. In certain circumstances a Community Governance Review may request minor alteration to a Wiltshire Council unitary division as a consequence of other changes, but this must be agreed by the Local Government Boundary Commission for England.

Who carries out a Community Governance Review?

- 6. Principal councils (district councils or unitary councils) have the power to carry out Community Governance Reviews and put in place or make changes to local community (parish) governance arrangements
- 7. Wiltshire Council has established an <u>Electoral Review Committee</u> to oversee Community Governance Reviews, including setting the scope of any review, its methodology and its timescales. The committee will make recommendations relating to any review to Full Council, who would make the decision.

Why and when is a Community Governance Review carried out?

- 8. As principal authority Wiltshire Council may schedule a review in response to a reasonable request from an individual, group or parish when it considers it practicable to do so, except those that are the result of a petition containing sufficient signatures which must be reviewed once the petition has been verified. Wiltshire Council may also suggest a review when it considers it appropriate to do so.
- 9. The Electoral Review Committee is responsible for deciding when it is practicable to review requests which have been received.
- 10. Reasons for a Community Governance Review can include, but are not limited to:
 - Changes in population
 - Housing growth
 - Anomalous boundaries
 - Periodic review
- 11. At its <u>meeting</u> on 15 October 2025 the Electoral Review Committee agreed areas to be included in a Community Governance Review and the scope of the reviews in those areas. The final approval was delegated to the Director, Legal and Governance.
- 12. In selecting areas for review the Committee took account of government guidance that all parishes should have their arrangements reviewed every 10-15 years.
- 13. Terms of reference for this review will be available on the website linked in this briefing note. The areas to be included are set out in the table below:

Review Areas Review parameters The parishes within the Devizes, Marlborough, and Internal and Royal Wootton Bassett & Cricklade Area Boards, external boundaries being: of the parishes listed, or any parishes bordering Devizes Bishops Cannings, Bromham, Bulkington, Cheverell those listed. Magna, Coulston, Devizes, Easterton, Erlestoke, including Etchilhampton, Little Cheverell, Market Lavington, associated Marston, Potterne, Poulshot, Rowde, Seend, Stert, warding. Urchfont, West Lavington, Worton. Also any other Marlborough electoral Aldbourne, Avebury, Baydon, Berwick Bassett, Chilton arrangements, e.g. Foliat, East Kennett, Fyfield, Marlborough, Mildenhall, councillor numbers, Ogbourne St Andrew, Ogbourne St George, Preshute, and any other Ramsbury, Savernake, West Overton, Winterbourne arrangements Monkton. including grouping, merging, Royal Wootton Bassett & Cricklade abolishing, or Braydon, Broad Town, Broad Hinton, Clyffe Pypard and creating parishes. Bushton, Cricklade, Latton, Lydiard Milicent, Lydiard Tregoze, Lyneham and Bradenstoke, Marston Maisey, Purton, Royal Wootton Bassett, Tockenham, Winterbourne Bassett.

14. Any parishes which neighbour one of those listed in the table above will also be able to be included within the review, if a proposed change impacts them.

Parish Council vs Parish Meeting

15. Most of the parishes are served by a parish or town council to represent their electorate. A few do not have a council, and local electors may meet in a Parish Meeting to discuss and make decisions in some local matters. A review can recommend that an area without a parish council has one established, or that an area with a council becomes a Parish Meeting only.

How does a Community Governance Review work?

- 16. Community Governance Reviews are carried out in accordance with the Local Government and Public Involvement in Health Act 2007 and take into account statutory guidance. Links to those resources are included on the webpage for the reviews.
- 17. The indicative timetable for the review, in accordance with the terms of reference, is set out below:

Action	Dates
Commencement of CGR - Terms of	19
Reference published.	November 2024
	Commencement of CGR - Terms of

	Initial Schemes received (if any) uploaded to for any comments, to be updated with any relevant additional information.	November 2025
	Local briefings and meetings as appropriate with unitary councillors and/or parish representatives if proposals have been submitted.	November- December 2025
	To receive further schemes which fall within the scope of the Review.	19 November – 31 December 2025
Stage two	Consideration of submissions received in	December 2025-
	relation to proposed schemes/areas.	January
	Local briefings and meetings as appropriate with unitary councillors and/or parish representatives (continued)	2026
	Pre-consultation surveying (if appropriate)	January 2026
	Draft Recommendations prepared	January - February 2026
		February - March 2026
Stage three	Draft Recommendations consultation	March- April 2026
Stage four	Consideration of submissions received	May 2026
	Additional consultations (if appropriate)	May/June 2026
	Final Recommendations prepared	May-June 2026
Decision	Final Recommendations considered by Full Council.	July 2026

18. The committee will have the authority to adjust the timetable and other details if appropriate during the review.

On what grounds will a Community Governance Review be decided?

19. Any decision relating to parish arrangements must ensure that those arrangements align to the statutory criteria for reviews, being that they must:

- Reflect the identity and interests of local communities
- Ensure effective and convenient local governance
- 20. Any other factors, such as council tax precept levels, cannot be considered.

Next steps

- 21. At this stage of the review background information for the areas under review will be uploaded. These will be made accessible from the webpage linked to above.
- 22. The Committee will solicit any initial proposals/schemes for changes to parish arrangements and make these publicly available once received.
- 23. Individuals, groups, and parishes will be able to submit initial comments against those schemes/proposals or suggest alternative schemes within the areas listed in the terms of reference, through the contact details above.
- 24. Following consideration of any comments, and other information gathering, the Electoral Review Committee will prepare draft recommendations for each area and publicly consult upon its recommended outcome.

Subject:

FW: Elector & Dwelling Totals for Melksham Without and Melksham Town

CLERK'S NOTE

I asked for this breakdown as useful info for the parish council for all sorts of reasons, including calculating the population as we move on from the latest Census.

The town council info is also useful, and gives a guide to the split of population between the two councils re any potential funding splits.

For electorate:

30% Melksham Without

70% Melksham Town

Which is how the Neighbourhood Plan was funded by both councils.

For properties

28% Melksham Without 72% Melksham Town

From: Elections <elections@wiltshire.gov.uk>

Sent: 27 November 2025 14:34

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Elections <elections@wiltshire.gov.uk>

Cc: CEO <ceo@melksham-tc.gov.uk>

Subject: RE: Elector & Dwelling Totals for Melksham Without and Melksham Town

Hello Teresa

Thank you for your recent e-mail request the above figures. Below are the totals for the Register of Electors which will be published on 1 December 2025.

Melksham Town Council	Total Electorate = 13893
Melksham East Ward	4104
Melksham Forest Ward	3872
Melksham North Ward	2094
Melksham South Ward	3823
Melksham Without Parish Council	Total Electorate = 5965
Melksham Without Parish Council Beanacre, Shaw, Whitley and	Total Electorate = 5965 1536
Beanacre, Shaw, Whitley and	

PROPERTY FIGURES:

Melksham Town Council	Total properties = 8457				
Melksham East Ward	2390				
Melksham Forest Ward	2392				

1

Melksham North Ward	1275
Melksham South Ward	2400
Melksham Without Parish Council	Total properties = 3359
Beanacre, Shaw, Whitley and	819
Blackmore Ward	
Berryfield Ward	618
Bowerhill Ward	1922

Best wishes.

Tracey Clements

Electoral Services Officer

Electoral Services

Customer and Communications



Find out about photo ID here

Tel: 0300 456 0112

email: elections@wiltshire.gov.uk

web: www.wiltshire.gov.uk

Sign up to Wiltshire Council's email news service

Privacy Statement

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow the Data Protection legislation. We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

Time: 13:45

Melksham without Parish Council Current Year

Cashbook 1

Current Account & Instant Acc

Page: 255

User: MR For Month No: 8

Receipts for Month 8			Nominal Ledger Analysis						
Receipt Ref Name of Payer	£ Amr	nt Received	£ Debtors	£ VAT A/c	Centre	£ Amount	Transaction Detail		
Balance Bro	ught Fwd :	5,587.89				5,587.89			
V4837-BACS Banked: 03/11/2025	71.00								
V4837-BACS Bath Road Wanderer		71.00		1210	210	71.00	Inv.529-2nd November match		
V4838-BACS Banked: 10/11/2025	71.00								
V4838-BACS Pilot FC		71.00		1210	210	71.00	Inv.525- Match 8th November		
V4839-BACS Banked: 11/11/2025	20.00								
V4839-BACS Staverton United		20.00		1320	310	20.00	Briansfield 1a rent		
V4840-BACS Banked: 12/11/2025	40.00								
V4840-BACS Allotment Holder		40.00		1320	310	40.00	Briansfield 17a rent		
V4841-BACS Banked: 13/11/2025	80.00								
V4841-BACS Allotment Holder		80.00		1320	310	80.00	Briansfield plot 27 rent		
V4842-BACS Banked: 17/11/2025	40.00								
V4842-BACS Allotment Holder		40.00		1320	310	40.00	Briansfield plot 5 rent		
V4843-BACS Banked: 17/11/2025	40.00								
V4843-BACS Allotment Holder		40.00		1320	310	40.00	Briansfield plot 5 rent		
V4844-BACS Banked: 20/11/2025	40.00								
V4844-BACS Allotment Holder		40.00		1310	310	40.00	Berryfield 11b rent		
V4844-BACS Banked: 27/11/2025	8.47								
V4844-BACS BASRAG		8.47		1130	110	8.47	Inv.535- Photocopying xmas fly		
Total Receipts for Month	410.47		0.00	0.00		410.47			
Cashbook Totals	5,998.36		0.00	0.00		5,998.36			

Time: 13:45

Melksham without Parish Council Current Year

Cashbook 1

Current Account & Instant Acc

Page: 256 User: MR

For Month No: 8

Payment	s for Month 8			Nominal Ledger Analysis						
Date	Payee Name	Reference £	E Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail	
17/11/2025	Daisy (Onebill)	V4833-DD	63.85		10.64	4190	120	53.21	Inv.79-Office wifi & line	
17/11/2025	Daisy (Onebill)	V4834-DD	72.11		12.02	4384	220	60.09	Inv.80-Pavilion wifi & line	
21/11/2025	EDF Energy	V4835-DD	98.60		4.70	4312	220	93.90	Inv.05-Pavilion Gas	
27/11/2025	Lamplight	V4836-DD	57.00		9.50	4686	170	47.50	Inv.98-Lamplight database	
Total Payments for Month			291.56	0.00	36.86			254.70		
	Balance Carried Fwd		5,706.80							
		Cashbook Totals	5,998.36	0.00	36.86			5,961.50		

Date: 02/12/2025 Melksham without Parish Council Current Year

Time: 13:45 Cashbook 2 User: MR

Unity Bank For Month No: 8

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Receipts f	or Month 8	Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amı	nt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Broug	ht Fwd :	22,560.32					22,560.32	
V4829	Banked: 04/11/2025	2,404.83							
V4829	CCLA Investment Managen	nent	2,404.83			1080	110	2,404.83	Interest
/4830-SOLA	Banked: 21/11/2025	18,832.90							
/4830-SOLA	Sandridge Solar Power Ltd		18,832.90			1140	110	18,832.90	Sandridge Solar Farm fundin
	Banked: 21/11/2025	27,000.00							
V4831-TRAN	CCLA		27,000.00			240		27,000.00	Transfer CCLA TO Unity
Total I	Receipts for Month	48,237.73		0.00	0.00			48,237.73	
	Cashbook Totals	70,798.05		0.00	0.00			70,798.05	

Time: 13:45

Melksham without Parish Council Current Year

Cashbook 2

Unity Bank

Page: 276 User: MR

For Month No: 8

Payment	s for Month 8				Nomi	nal Le	edger A	nalysis	
Date	Payee Name	Reference £	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/11/2025	Grist Environmental	V4826-DD	97.87		16.31	4770	220	81.56	Inv.432-Pavilion waste collect
17/11/2025	CCLA	V4797-TRAN	5,000.00			240		5,000.00	Transfer from Unity TO CCLA
17/11/2025	Cleveland Site Safe	V4798-BACS	5,184.00		864.00	4820	142	4,320.00	Inv.7182-Part payment- Shed SHF
						347	0	-4,320.00	Inv.7182-Part payment- Shed SHF
						6000	142	4,320.00	Inv.7182-Part payment- Shed SHF
17/11/2025	Lloyds Bank PLC	V4827-DD	914.11		121.74			72.45	Office 365 for Councillors
						4175			Avast security for Laptops
						4250			Land search-Footpath ROW
						4175	120		PDF Pro subscription
						4175	120	30.90	Office 365 for officers
						4351	120		Microwave for office
						4175	120		MWPC Website hosting
						4575	142		Caretaker items
						4370	120		Washing up liquid
						4200	120		Online meeting subscription
						4820	142		Admin-SHF water connection
						347	0		Admin-SHF water connection
						6000	142		Admin-SHF water connection
						4686	170	5.99	MCS Phoneline
						4190			Office phone charges
						4140	120	3.00	Monthly fee
18/11/2025	EDF Energy	V4832-DD	151.84		7.23	4302	220	144.61	Inv.13- Pavilion electrcity
21/11/2025	Cleveland Sitesafe	V4799-BACS	5,184.00		864.00	4820	142		Inv.7188-Part payment- Shed SHF
						347	0		Inv.7188-Part payment- Shed SHF
						6000			Inv.7188-Part payment- Shed SHF
	Wiltshire Council	V4800-BACS	190.00			4110			Berryfield uncontested electio
	Wiltshire Council	V4801-BACS	290.00			4110			Uncontected election S&W, Bean
	Wiltshire Council	V4802-BACS	580.00			4110			Bowerhill uncontested election
	Atkinson Bookbinders Ltd	V4803-BACS	1,646.00			4160			Inb.210- Book binding x14 book
25/11/2025		V4804-BACS V4805-BACS	81.93		13.65				Inv.568- Office photocopying Inv103- Nov PPM visit
	Aquasafe Environmental Ltd		1,620.00		270.00		220		

Time: 13:45

Melksham without Parish Council Current Year

Cashbook 2

Unity Bank

Page: 277 User: MR

For Month No: 8

Payment	ts for Month 8				Nomi	nal Le	edger A	nalysis	
Date	Payee Name	Reference £	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4721	220	490.00	Inv103- 2x replacement taps
25/11/2025	Arien Signs LTD	V4806-BACS	1,174.80		195.80	4722	320	979.00	Berryfield allotment Noticeboa
25/11/2025	Community Heartbeat Trust	V4807-BACS	198.00		33.00	4049	142	165.00	Inv.403-Berryfield V Hall defi
25/11/2025	Core Clean	V4808-BACS	750.00			4600	142	750.00	Inv.1070-Bus shelter clean
25/11/2025	Core Clean	V4809-BACS	250.00			4751	220	250.00	Pavilion window & skylight cle
25/11/2025	JH Jones & Sons	V4810-BACS	78.00		13.00	4722	320	65.00	Inv.5557-Hedge cut back Brians
25/11/2025	Jens Cleaning	V4811-BACS	462.00			4381	220	462.00	Inv.1091-Pavilion cleaning
25/11/2025	JH Jones & Sons	V4812-BACS	2,742.77		457.13	4402	320	72.94	Inv.5598-Allotment grass cutti
						4402	320	21.88	Inv.5598-BSF Hedge cut
						4400	142		Inv.5598-Play Area grass cutti
						4780	142	149.86	Inv.5598-Play Area bin emptyin
						4400	142	21.84	Inv.5598-Beanacre leaf clearan
						4400	142	42.03	Inv.5598-Kestrel Shrub mainten
						4820	142	39.36	Inv.5598-SHF Annual cut
						347	0	-39.36	Inv.5598-SHF Annual cut
						6000	142	39.36	Inv.5598-SHF Annual cut
						4401	220	1,150.06	Inv.5598-JSF Pitch Maintenance
						4400	142	25.00	Inv.5598-Grass cut outside BYF
						4781	220	96.50	Inv.5598-JSF Bin emptying
						4405	220	50.67	Inv.5598-JSF Hedge maintenance
						4409	142	198.08	Inv.5598-Hornchurch POS
25/11/2025	JH Jones & Sons	V4813-BACS	210.00		35.00	4740	220	175.00	Inv.5605-Quadraplay all pitche
25/11/2025	JH Jones & Sons	V4814-BACS	210.00		35.00	4740	220	175.00	Inv.5604-Quadraplay all pitche
25/11/2025	Place Studio Ltd	V4815-BACS	2,086.56		347.76	4680	170	570.00	Inv.064-Updating NHP Website
						4680	170	1,168.80	064-Training for MWPC & MTC
25/11/2025	Tollgate Security Ltd	V4816-BACS	760.80		126.80	4212	220	634.00	Inv.317-Annual alarm maintenan
25/11/2025	Tollgate Security Ltd	V4817-BACS	18.00		3.00	4212	220	15.00	Inv.457-Replacement door conta
25/11/2025	Radcliffe Fire Protection Ltd	V4818-BACS	208.20		34.70	4212	220	173.50	Inv.505-Monthly alarm & PAT te
25/11/2025	HM Revenue & Customs	V4819-BACS	2,987.23			4041	130	1,241.67	Period 8- November 2025

Continued on Page 278

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Melksham without Parish Council Current Year

Cashbook 2

Unity Bank For Month No: 8

Page: 278

User: MR

Payments for Month 8 **Nominal Ledger Analysis** Payee Name Date Reference £ Total Amnt £ Creditors A/c Centre £ Amount Transaction Detail 4000 130 523.20 Period 8- November 2025-T 4000 230.70 Period 8- November 130 2025-NI 280.00 Period 8- November 4010 130 2025-T 124.12 Period 8- November 4010 130 2025-NI 4010 130 20.00 Period 8- November 2025 4020 130 237.80 Period 8- November 2025-T 4020 106.14 Period 8- November 130 2025-NI 4460 142 208.00 Period 8- November 2025-T 4800 320 15.60 Period 8- November 2025-T 25/11/2025 Wiltshire Pension Fund V4820-BACS 1,754.48 Period 8- November 2025 2,310.35 4045 130 4000 130 267.36 Period 8- November 2025 150.77 Period 8- November 2025 4010 130 4020 130 137.74 Period 8- November 2025 28/11/2025 Teresa Strange V4821-BACS 3.52 4000 130 November 2025 salary 4190 120 4.42 Out of hours mobile-**Total Salaries** Aug 25 November 2025 4190 120 4.42 Out of hours mobile-Sept 25 £7,674.32 4190 120 4.42 Out of hours mobile- Oct 4.42 Out of hours mobile- Nov 4190 120 25 28/11/2025 Marianne Rossi V4822-BACS 4010 130 November 2025 salary 28/11/2025 Fiona Dev V4823-BACS 4020 130 November 2025 salary 4070 120 31.92 Council Xmas cards V4824-BACS 28/11/2025 Terry Cole 4460 142 November 2025 salary 4050 47.50 November 2025 Travel 142 allowance 4051 142 44.55 Mileage x99 28/11/2025 David Cole V4825-BACS 4800 320 November 2025 salary 30/11/2025 Unity Trust Bank V4828-FEE 10.05 4140 120 10.05 Service charge 39.768.36 **Total Payments for Month** 43.216.00 0.00 3.447.64 **Balance Carried Fwd** 27,582.05 **Cashbook Totals** 70,798.05 0.00 3,447.64 67,350.41

Time: 13:45

Melksham without Parish Council Current Year

Cashbook 3

Fixed Term Deposit

Page: 157

User: MR For Month No: 8

eceipts for Month 8			Nominal Ledger Analysis					
eceipt Ref Name of Payer	£ Amnt Received	£ Debtors	£ VAT A/c Cent	£ Amount Transaction Detail				
Banked:	0.00							
	0.00			0.00				
Total Receipts for Month	0.00	0.00	0.00	0.00				
Cashbook Totals	0.00	0.00	0.00	0.00				

Time: 13:45

Melksham without Parish Council Current Year

Cashbook 3

3

Fixed Term Deposit

For Month No: 8

Page: 158

User: MR

Payme	nts for Month 8			Nominal Ledger Analysis				
Date	Payee Name	Reference £	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail	
			0.00					
	Total Payments for Month 0.00			0.00	0.00		0.00	
	Balance	Carried Fwd	0.00					
	Cas	hbook Totals	0.00	0.00	0.00		0.00	

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Melksham without Parish Council Current Year

Page: 63 User: MR

Cashbook 4

Instant Access Unity 20476339

For Month No: 8

Receipts for Month 8	Nominal Ledger Analysis						
Receipt Ref Name of Payer	£ Amı	nt Received	£ Debtors	£ VAT A/c	Centre	£ Amount	Transaction Detail
Balance B	Brought Fwd :	2,952.83				2,952.83	
Banked:	0.00						
		0.00				0.00	
Total Receipts for Month	0.00		0.00	0.00		0.00	
Cashbook Totals	2,952.83		0.00	0.00		2,952.83	

Time: 13:46

Melksham without Parish Council Current Year

Cashbook 4

Instant Access Unity 20476339

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User: MR

For Month No: 8

yee Name	Reference £ Total Amnt	£ Creditors	£ VAT	A/c Centre	C Amount Transaction Dateil
				A/C Centre	£ Amount Transaction Detail
	0.00				
Total Payments for Month 0.00		0.00	0.00		0.00
Balance Carried F	wd 2,952.83				
Cashbook Tota	als 2,952.83	0.00	0.00		2,952.83
	Balance Carried F	Balance Carried Fwd 2,952.83	Total Payments for Month 0.00 0.00 Balance Carried Fwd 2,952.83	Total Payments for Month 0.00 0.00 0.00 Balance Carried Fwd 2,952.83	Total Payments for Month 0.00 0.00 0.00 Balance Carried Fwd 2,952.83

Date: 02/12/2025 Melksham without Parish Council Current Year

Time: 13:46

m without Parish Council Current Year Page: 39

Cashbook 5 User: MR

CCLA	For Month No: 8

Receipts for Month 8	Nominal Ledger Analysis							
Receipt Ref Name of Payer £ Amnt Received			£ Debtors	£ VAT	A/c	c Centre	£ Amount	Transaction Detail
Balance Bro	ught Fwd :	817,000.00					817,000.00	
Banked: 17/11/2025	5,000.00	0						
/4797-TRAN Unity Bank		5,000.00			220		5,000.00	Transfer from Unity TO CCLA
Total Receipts for Month	5,000.00)	0.00	0.00			5,000.00	
Cashbook Totals	822,000.00	0	0.00	0.00			822,000.00	

Time: 13:46

Melksham without Parish Council Current Year

Cashbook 5

CCLA

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User: MR For Month No: 8

Payment	ts for Month 8		Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail
21/11/2025	Unity Bank	V4831-TRAN	27,000.00			220	27,000.00 Transfer CCLA TO Unity
	Total Pay	ments for Month	27,000.00	0.00	0.00		27,000.00
	Bala	ance Carried Fwd	795,000.00				
		Cashbook Totals	822,000.00	0.00	0.00	_	822,000.00

Teresa Strange

From: financial planning <financialplanning@wiltshire.gov.uk>

Sent: 27 November 2025 10:09

To: Teresa Strange **Subject:** Tax Base



26 November 2025

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

Melksham Without Parish Council clerk@melkshamwithout-pc.gov.uk

Dear Sir/Madam

Town/Parish Precepts 2026/2027

I am pleased to provide you with your draft 2026/2027 Tax Base. Whilst we do not usually expect the draft figure to change prior to formal approval of the final council tax base figures, we will notify you if there are any changes following the formal decision on 10th December 2025.

For Wiltshire Council to calculate the total Council Tax for 2026/2027, you are required to confirm your Precept Requirement for 2026/2027 by completing and returning the form below by 20 January 2026. This date is critical to the reports being prepared by Wiltshire Council to set the Council Tax, and, as always, your co-operation in meeting the deadline is greatly appreciated. Please contact us as soon as possible if you have trouble with making this date.

If possible, I would appreciate if your return could be returned electronically, either by replying to this email and completing the form below or if your form could be scanned and sent to this email address before the deadline of 20th January 2026. This would be helpful as we cannot guarantee quick access to paper post.

Here is some more information which we hope will be useful during the precept setting process

- The Precept Requirement should be approved at the appropriate budget setting committee and a record kept of the approval. The Precept Requirement form (below) should ideally be authorised at that meeting by the Council's Chair. However, we will also accept the signature of the Clerk of the Council and an e-mailed submission from the contact e-mail address that we hold on record. Should you wish to send your return by e-mail, please reply to the e-mail address below, editing the document so that the Precept Requirement form is returned completed with the amount of Precept required, the date of the meeting at which this was approved and the name of the person who is authorising the form. If you submit your return via e-mail, there is no requirement to send a hard copy in the post.
- It is up to the individual Town or Parish Council to decide on the level of precept it needs
 and to justify this to their electorate. Please note when there is no Precept required
 a nil return must be submitted.
- The formula to work out a band D charge will be your Precept Requirement divided by your Tax Base, and this is the figure that will be shown on the Council Tax bills.
- Please remember that freezing the precept at the same monetary value as the previous year does not necessarily mean that you are freezing the Council Tax. This could be because of a change in the Council tax base. In other words, the number of properties we can collect from has changed since last year. If you wish to set the same charge to residents in 2026/2027 as in 2025/2026, you will need to multiply your 2026/2027 tax base by your 2025/2026 band D charge and precept for that total. To help you further a simple tool is available on the Council's website. A separate email will be sent to you with your log-on details and explanations as to how this can help you shortly.
- If your Town or Parish has a Precept greater than £140,000, you are required to provide a breakdown of expenditure and income to the public. Each Town or Parish that has set a precept over £140,000 in the past will be sent a separate return to complete. If your Town or Parish is likely to exceed this amount for the first time in 2026/2027, please contact us (details below).
- A table showing the comparison of all Town and Parish Council Tax charges will be published on the Council's website in advance of the Council Tax Setting Meeting on 24 February 2026.
- Payment of Precepts greater than £10,000 will be paid to the Town or Parish in two stages: 50% will be paid on or before 21st April 2026 and the remaining 50% will be paid on or before 30 September 2026. Town and Parish Councils with Precepts under £10,000 will receive the full amount on or before 21st April 2026.
- All payments will be automated and made by BACS. If there have been any changes
 to the bank account details we hold for you, please contact the Business Services
 Accounts Payable Team on headed paper. This can be sent via email if preferred by
 emailing from your nominated email mail address and attaching your letter. Please send
 this to:

bsaccountspayable@wiltshire.gov.uk

If you have any queries, please do not hesitate to contact members of the accountancy team, by email in the first instance financialplanning@wiltshire.gov.uk

Tina Winfield 01225 718584 (Available from 8th December 2025) or

Sally Self 01225 713065

Yours faithfully

Sally Self

Chief Accountant

Clerk's note: for 2025/26 the tax base was 2980.90 and will be 2990.29 for 26/27. If you have the same average Band D charge to residents of £95.65 the Precept would be £286,021 so an increase of £886 due to the increase in housing.

The number of houses from the 1st Dec 25 Electoral Register is 3359 and we have done a quick sensibility check of that number and the houses that have been added to the Electoral Register to make sure its in the right ball park - the Tax Base number is reflective of the average Band D houses and is reduced to take into account discounts on council tax for single occupancy, benefits etc.

Town / Parish Precept Requirement 2026/2027

Melksham Without Parish Council

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⊢.	$\boldsymbol{\smallfrown}$		ır	11	\mathbf{a}	rm	9	•	^	n	
	u	4		ш	v		Ю	ш	u		

The equivalent number of band D properties for

2990.29

is Melksham Without Parish Council tax

base

Total precept required for 2026/2027 (To be shown in Council Tax Resolution)	
	£

Formula to check what a band D property charge for the year

Your Precept divide by tax base (2990.29) = band D charge per year

Authorised at a meeti	ng of the	Town/Parish Council held on
the	day of	20
Signed	Please print in capitals.	(Chairman)
Signed	Please print in capitals	(Clerk)
	lease confirm who is author	· ·
	nated e-mail address to retu	

clerk@melkshamwithout-pc.gov.uk

Please return this form to: financialplanning@wiltshire.gov.uk

When e-mailing the form back, please remember to first click "reply" to the e-mail, as this will then allow you to edit this form before it is returned.

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Teresa Strange

From: Lewis Symons <LSymons@Foresightgroup.eu>

Sent: 20 November 2025 11:22 **To:** James Pacey; Marianne Rossi

Cc: Teresa Strange

Subject: RE: Community benefit - Sandridge Solar Power Limited

Hi Marianne,

Thankyou for the below that James sent across.

This is being paid this week which aligns with last years payment date, apologies if this is incorrect please advise.

I can confirm the amount for 2025 will be £18,832.90. If you have any questions relating to this amount please let me know.

Also please direct any future queries to me and I will get back to you as soon as possible.

Many Thanks

Lewis Symons | Financial Accountant

Foresight Group | 14 Park Row | Nottingham | NG1 6GR

From: James Pacey <JPacey@Foresightgroup.eu>

Sent: 19 November 2025 15:50

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

Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Lewis Symons <LSymons@Foresightgroup.eu>

Subject: RE: Community benefit - Sandridge Solar Power Limited

Hi Marianne,

I am excellent thank you and hope you're doing well also.

Thanks for your email, unfortunately I am no longer a part of the team that looks after Sandridge. I have forwarded this email to my colleague who now looks after this site and he will be able to update you shortly.

If you have any more questions please do get in touch.

Otherwise have a good evening.

Kind regards,

James

James Pacey ACA | Financial Accountant

Foresight Group | 14 Park Row | Nottingham | NG1 6GR

Foresight Group | foresight.group

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

Sent: 19 November 2025 15:40

To: James Pacey JPacey@Foresightgroup.eu>

Teresa Strange

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

Sent: 24 November 2025 17:49

To: Teresa Strange
Subject: Market Place Toilets

Hi Teresa and Councillors,

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

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

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

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

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

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

Best regards, Hayley Bell

Kind regards,

Hayley Bell

01225 704 187

hayley.bell@melksham-tc.gov.uk

www.melksham-tc.gov.uk



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Teresa Strange

From: Teresa Strange

Sent: 26 November 2025 18:23

To: 'Hayley Bell'; CEO

Subject: RE: Melksham Town Council Updates

Attachments: NOTES from MTC & MWPC CIL Sharing Working Party.pdf

Thanks Hayley

Are you able to let us know some dates for the Cemetery working party please – we talked about having a quick one about the plan of action for the space being full – to push back and/or ask for the extension strip for a 3 year breathing space – this is something that the two councils might want to fund, so we need to know asap for budget purposes.

Likewise the CIL info and working party, as this will inform the MWPC budget and precept requirement, and presumably the MTC requirements too? Attached are the actions from the meeting in July that were for approval by both councils, we fed our approvals back a few months back.

Would be good to get a date in the diary for the new year for the Emergency Plan war room.

Re Age UK/Melksham Community Support, whilst the town council have committed to another 3 years; the parish council have only ever approved year on year, so have not committed past March 27 at this stage.

Kind regards

Teresa

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

Sent: 26 November 2025 13:20

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

Subject: Re: Melksham Town Council Updates

Hi Teresa,

Thank you for your detailed responses – much appreciated. It's great to have clarity on the appeal and the focus on the upcoming meeting with WC. We'll await updates on the financial implications and next steps.

Regarding the joint letter to residents, thanks for asking for clarification, it is regarding the community centre.

For the 2026 events, we appreciate you putting the proposed budget allocations to your council. Your support would make a big difference, and we'll keep you updated as plans progress.

On Neighbourhood Plan training, we'll look forward to arranging new dates in the new year once the appeal outcome is clear. It's reassuring to know Age UK support is confirmed for another three years – that's excellent news.

Thanks again for your collaboration and for checking on the email address – please use ceo@

Kind regards,

Hayley Bell

Chief Executive

+44 7368 839721 Hayley.Bell@Melksham-tc.gov.uk

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

Sent: Tuesday, November 25, 2025 4:45:15 PM **To:** Hayley Bell < hayley.bell@melksham-tc.gov.uk > **Subject:** RE: Melksham Town Council Updates

Hi Hayley

Thanks for this...... replies in red below.

Thanks, Teresa

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

Sent: 25 November 2025 10:24

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

Subject: Melksham Town Council Updates

Hi Theresa,

I hope you are well. I wanted to provide you with an update on the matters discussed during last night's meeting. The council has resolved to stand with WC and Melksham Without on the appeal. Please keep us informed on the progress and financial implications to ensure any necessary budget allocations are made. Good news, we are meeting the WC rep tomorrow morning. Costs as per the quote I sent to you yesterday.

Additionally, the councillors are interested in collaborating with Melksham Without to send letters to residents in the east of Melksham. The goal is to understand their preferences and needs. Could you let us know if Melksham Without would be supportive of a joint letter and distribution effort? About what? Is this about the community centre or wider?

Regarding our council events for 2026, we are currently developing our programme and would like to request Melksham Without's support in 2025.

The proposed budget allocations are as follows: £10,000 for the Arts Fringe Festival (1 week), £5,000 for Holiday Activities, £1,600 for Remembrance, and £20,000 for Christmas Lights. Will put to the council.

Moreover, the Neighbourhood Plan training has been approved. Please can we arrange new dates for this training? Also, I am pleased to confirm that Age UK support is confirmed for another three years and is included in our budget for 2026 - 2027. Thank you, this will be in the new year now, all the concentration on the Appeal, and the outcome of that will dictate future approach.

Lastly, the website has been updated to remove information regarding the Mayor and the surrounding areas. Thank you

Thank you for your attention to these matters. I look forward to your response and collaboration. Are you now using Hayley.bell and not ceo@ email address, just want to use the right one moving forward, Thanks, Teresa

Kind regards,





Hayley Bell
01225 704 187
hayley.bell@melksham-tc.gov.uk
www.melksham-tc.gov.uk

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



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Teresa Strange

From: Marianne Rossi

Sent: 14 November 2025 13:11

To: Teresa Strange

Subject: FW: Rialtas 2025 Silver Scheme Member Yearend 2026

We need to look at dates but we could put on Dec Full Council about the packages available (we are in the last

year of the silver scheme)

Officer note: Please note that the parish councilare currently in the silver package and the 25/26 (current) financial year is the

last year of the contract.

Thank you

Marianne If we don't renew a package the cost for year end closedown for

this financial year will be £951 + VAT. If we renew the silver package this will restart the 2 year contract and the cost for the

closedown will be £938 + VAT.

Marianne Rossi

Finance and Amenities Officer

First Floor

Melksham Community Campus

Market Place Melksham **SN12 6ES** 01225 705700

Want to keep in touch?

On twitter: @melkshamwithout

There is a difference in cost for the below three packages as you can see the Platinum scheme is slightly cheaper in cost over the other packages. This is because the contract is Melksham Without Parish Council 5 years in length whereas, the gold is a three year contract and silver is 2 years, so to get the lowest cost we would have to be tied in for 5 years. The other difference between the packages is the number of preferred closedown dates we can submit.

Ever since the parish council have had this finance package we have always had the assisted year end close down. The council www.melkshamwithout-pc.gov.ukdid explore a few years ago whether this could be undertaken by officers but it was felt that it was much better to employ Rialtas to do this element in case any issues occur during the year end precess which would make them liable to fixing the issue.

Follow us on facebook: Melksham Without Parish Council of Teresa Strange (Clerk) for additional community news

On twitter: @melkshamwithout it is decided in the future that the council could undertake this in house/ On Instagram: melkshamwithoutpowant to change finance package. Maybe the middle package (gold) would be better as its a 3 year contract and we get the benefit of a slightly

lower price than the silver scheme plus we get to choose 15 dates

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From: Rialtas Sales <sales@rialtas.co.uk>

Sent: 14 November 2025 13:04

To: Rialtas Sales <sales@rialtas.co.uk>

Subject: Rialtas 2025 Silver Scheme Member Yearend 2026

Dear Silver Scheme Member,

As a valued Silver Scheme Member, this is the final year of your current contract and with yearend fast approaching, we're excited to announce that bookings for our 2026 Assisted Yearend Packages are now open.

Please take a look at the options available to you:

Upgrade to Platinum for exclusive benefits and support.

Upgrade to Gold for additional benefits and priority support. Scroll to Gold Package details

Renew your Silver Scheme Contract to continue enjoying your current level of service. Scroll to Silver Package details

Important:

To secure your preferred yearend close down dates with a consultant for 2026, please **complete and sign the booking form** and **submit it with your preferred dates by the 16th of January 2025.**

We look forward to supporting you again this year and ensuring a smooth and successful close down.



2026 Year End Schemes

Platinum Package

Perfect for those who want consistent care, expert help, and long-term commitment.

5-year contract covering: Yearend closedown and Annual support and maintenance.

Contract duration: 1st of April 2026 – 31st of March 2031

2026 Platinum Scheme Package Year End Booking Form – Fill out form

Preferred dates option: Choose a total of 10 preferred year end dates:

- 5 in April
- 5 in May

Exclusive Access and Webinars:

Exclusive early access to new pilot programmes for new developments

As part of our commitment to supporting your success, we're offering complimentary webinars to help you prepare for and reflect on your yearend process.

Yearend Preparation Webinar Get ready for a smooth yearend with expert guidance and a live Q&A session. Choose your date:

- Tuesday, 17 February 2026
- Thursday, 12 March 2026
- 2. Post-Yearend Follow-Up Webinar Review key insights, tackle common challenges, and join a live Q&A to share and learn.
 - Wednesday, 01 July 2026

These sessions are designed to give you clarity, confidence, and community as you navigate your yearend journey.

Service Type	Cost for New Platinum Membership
Income and Expenditure Reporting (Per Year)	£907.00
Receipts and Payments Reporting (Per Year)	£600.00
Charity /Trust Accounts (Per Year)	£115.00

Note: All prices are for 2026 only and apply per set of accounts. VAT not included. For terms and conditions please click here <u>Year End Resource Page | Rialtas</u>

Renew or join a scheme today!

When signing up for a new Platinum scheme, you'll be entered into our **free prize draw** to **win a Free Assisted Yearend**.



2026 Year End Schemes

Gold Package:

Designed for clients that value consistency, support, and flexibility.

3-year contract covering: Yearend closedown and Annual support and maintenance.

Contract duration: 1st of April 2026 – 31st of March 2029

2026 Gold Scheme Package Year End Booking Form - Fill out form

Preferred dates option: Choose a total of 15 preferred year end dates:

- 5 in April
- 5 in May
- 5 in June

Exclusive Webinars:

As part of our commitment to supporting your success, we're offering complimentary webinars to help you prepare for and reflect on your yearend process.

Yearend Preparation Webinar Get ready for a smooth yearend with expert guidance and a live Q&A session. Choose your date:

- Tuesday, 17 February 2026
- Thursday, 12 March 2026

2. Post-Yearend Follow-Up Webinar Review key insights, tackle common challenges, and join a live Q&A to share and learn.

Wednesday, 01 July 2026

These sessions are designed to give you clarity, confidence, and community as you navigate your yearend journey.

Service Type	Cost for New Gold Membership
Income and Expenditure Reporting (Per Year)	£920.00
Receipts and Payments Reporting (Per Year)	£609.00
Charity /Trust Accounts (Per Year)	£115.00

Note: All prices are for 2026 only and apply per set of accounts. VAT not included.

For terms and conditions please click here Year End Resource Page | Rialtas

Renew or join a scheme today!

When signing up for a new Platinum scheme, you'll be entered into our **free prize draw** to **win a Bespoke Half Day training session with a consultant.**



2026 Year End Schemes

Silver Package:

For Councils that seek a dependable service, proactive support and the freedom to adapt.

2-year contract covering: Yearend closedown only

Contract duration: 1st of April 2026 – 31st of March 2028

2026 Silver Scheme Package Year End Booking Form - Fill out form

Preferred dates option: Choose a total of 30 preferred year end dates:

- 10 in April
- 10 in May
- 10 in June

Exclusive Webinars:

As part of our commitment to supporting your success, we're offering a complimentary webinar to help you prepare for your yearend process.

Yearend Preparation Webinar Get ready for a smooth yearend with expert guidance and a live Q&A session.

• Thursday, 12 March 2026

Service Type	Cost if already a Silver Member	Cost for renew Silver Membership
Income and Expenditure Reporting (Per Year)	£951.00	£938.00
Receipts and Payments Reporting (Per Year)	£629.00	£620.00
Charity /Trust Accounts (Per Year)		£115.00

Note: All prices are for 2026 only and apply per set of accounts. VAT not included. For terms and conditions please click here <u>Year End Resource Page | Rialtas</u>

Renew or join a scheme today!

When you sign up for a new Silver scheme, you'll be entered into our **free prize draw** to **win a Group training session of your choice**.

What happens Next?

Either upgrade or select the package suitable for your council, review the terms and conditions and submit a completed copy of the form by **no later than 16**th **of January 2025**. Once we have received your completed form, and after the deadline, we will schedule a date and issue a booking confirmation based on your scheme.

Please note that we require a completed form in order to secure a yearend closure for 2026. This will ensure that we can plan resources accordingly.

Once a date has been confirmed from your preferred list, any request to change a date will be from our available dates at that time.

We're Here to Help You!

Best Wishes, The Rialtas Team

AGENDA ITEM 11a

Holiday cover for Play Area weekly visual inspections

In the past, Councillors have kindly agreed to undertake the weekly play area visual inspection over the Christmas break whilst staff are on leave – a chance to walk off the turkey sandwiches and Christmas pudding!

It's just a walk around to check that it's safe, and there's no broken glass or needles and no obvious broken equipment.

Can you please report by email the time and date you have visited, as this is an important part of our record keeping. If you are unable to undertake the check, then please let us know. If you are concerned about anything at all, please ring (not text as diverted to a staff member) the out of hours mobile number on 07341 474234 and we can address. Thank you!

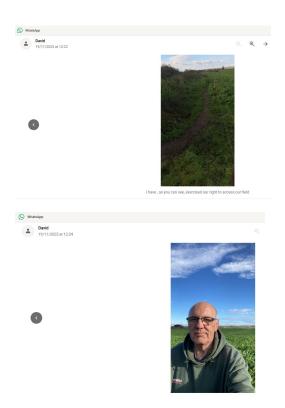
Area	w/c 22 nd December	w/c 29 th December
Bowerhill Pavilion Legionnaires Flush down, Fire and Emergency Light testing	Teresa	Teresa
Bowerhill Playing Field and basketball court		
Kestrel Court Play area, Bowerhill		
Hornchurch Road MUGA/basketball court, and play area		
Berryfield Play area, teen shelter and MUGA		
Shaw Play area and MUGA		
Beanacre Play area		
Berryfield Allotments		
Briansfield Allotments		
Whitworth Play Area at Bowood View		
Davey Play Area at Pathfinder Place		

AGENDA ITEM 11b Access to parish council land

To note that the Allotment Warden exercised the parish council's right to access its land via the track from Berryfield Allotments on 19th November 2025.



This is to be noted in the Minutes in case it is needed to be used as evidence in the future.



J H JONES & SONS LIMITED

BUILDING CONTRACTORS

PARK FARM, BATH ROAD, ATWORTH, WILTSHIRE. SN12 8HT

• 01225 703295 •

TONY.JONES@JONESDEVELOPMENTS.CO.UK

Marianne Rossi
Finance and Amenities Officer
Melksham without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES

20th November, 2025

QUOTATION 1379

Reference – Bowerhill Sports Field - Seeding Pitches

• To over seed No 1 pitch – 11v11

Total - £ 1, 090.00 + VAT

• To over seed No 2 pitch – 11v11

Total - £ 1, 090.00 + VAT

• To over seed No 3 pitch – 9v9

Total - £ 620.00 + VAT

• To over seed No 4 pitch – 9v9

Total - £ 620.00 + VAT

• To over seed No 5 pitch – 7v7

Total - £ 380.00 + VAT

• To over seed No 6 pitch – 7v7

Total - £ 380.00 + VAT

• To over seed No 7 pitch – 5v5

Total - £ 191.00 + VAT

PERIOD PROPERTIES • RESTORATION • REFURBISHMENTS • NEW BUILD

VAT NUMBER 923424246 COMPANY REG 6260416

• To over seed No 9 pitch – 5v5

Total - £ 191.00 + VAT

Yours faithfully,

Total: £4,753

J H Jones & Sons Limited
If tender is accepted please sign below and return one copy

Signature...... Date.....

Officer note:

• To over seed No 8 pitch – 5v5

All of the above can be paid out of the pitch improvement grant, but we just need you to approve the costs as overseeding wasn't included in the sports field maintenance contract; therefore, the costs have not been prior approved by the council.

Our contractors have mentioned, which is supported in our most recent Pitch Power assessment that there are some bare areas on the pitches that really need to be addressed in order to improve grass coverage and keep matches running.

AGENDA ITEM 11e To paint bus shelters

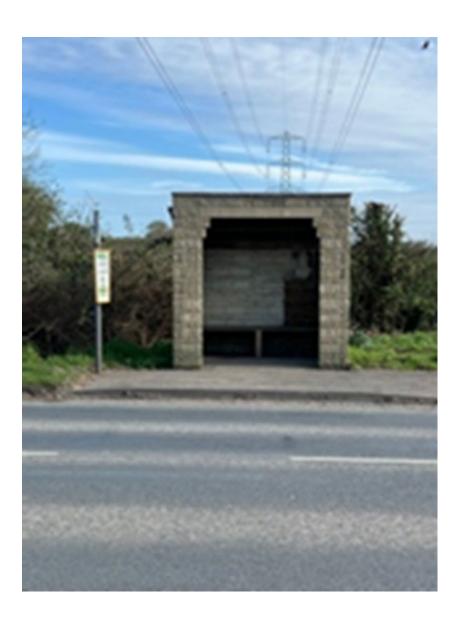
Photos of Graffiti on Bus Shelter at Shaw





Photo of bus shelter on opposite side of the road, that has painted over graffiti in the past. Asset Management Committee requested that the Community Payback team undertook a repaint of the whole of the inside of the shelter, but they have declined as too small a job and lack of toilet facilities etc. Parish Caretaker has been asked to paint.

Quote in the agenda pack for a repaint and coat of anti-graffiti paint.



Marianne Rossi

From: Tony Jones <tony.jones@jonesdevelopments.co.uk>

Sent: 01 December 2025 11:01

To: Marianne Rossi
Cc: Teresa Strange

Subject: Re: Shaw concrete bus shelter

Hi

I would suggest that you double the quote if you wanted both shelters done at the same time, I have only costed for time and materials for the one.

Мx

Michelle Turner-Bayly Operations Manager J H Jones & Sons Limited Total to paint both bus shelters £2,196 + VAT



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

Sent: 01 December 2025 10:47:02

To: Tony Jones **Cc:** Teresa Strange

Subject: RE: Shaw concrete bus shelter

Hi Michelle,

Further to the below the bus shelter on the other side of the road also needs painting inside too, it also has graffiti etc. Do we double the price below for this or is their an economy of scale if they were done at the same

time? We are putting the quote on the Full Council meeting on Monday evening, so just want to make sure before they consider it.

Best Wishes, Marianne

Marianne Rossi

Finance and Amenities Officer

Melksham Without Parish Council First Floor Melksham Community Campus Market Place Melksham SN12 6ES 01225 705700 www.melkshamwithout-pc.gov.uk

Want to keep in touch?

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

On twitter: @melkshamwithout On Instagram: melkshamwithoutpc

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From: Tony Jones <tony.jones@jonesdevelopments.co.uk>

Sent: 25 November 2025 16:08

To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk> **Cc:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Subject: Re: Shaw concrete bus shelter

Hi Marianne & Teresa

What is wrong with people?? Happy to paint it but in this weather it could take some time to dry, that is the only problem and would render the bus stop unusable for a about a week as it would require two visits for two coats. I would suggest that we use an anti graffiti paint to prevent this in the future?

To supply and paint inside of bus shelter with regular external emulsion x two coats and top coat with anti graffiti paint which will make it easy to wash off

Total - £ 1, 098.00 + VAT

Kind regards,

Мx

NOTES of IT Working Group of Melksham Without Parish Council held on Friday 28th November 2025 at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, Melksham, SN12 6ES at 2pm

Present: Councillors Mark Harris, Anne Sullivan and Tony Hemmings.

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

1. Welcome, Declaration of interests and election of Chair for Working Party

The Clerk welcomed everyone to the meeting. It was noted that the current IT contractor, who also provided website services to the council, had not been invited to the meeting. This was due to the fact that there was an item on the agenda at this meeting which was to discuss the website. It was felt that this could present a conflict of interest and could limit open discussions if the contractor was present.

Members agreed that no Chair was required for this meeting.

There was no declaration of interests.

2. To receive apologies

There were no apologies for this meeting, as all members were in the room.

3. Minutes from last IT Working Party:

The Clerk explained that she had included the minutes from the last working party as background information. The minutes from the last meeting were noted.

4. Assertion 10: Digital and Data Compliance:

a) Where the council currently are with Assertion 10:

It was explained that the agenda paper from the last meeting had been included in the agenda pack as a reminder to everyone as to where the council was in terms of meeting assertion 10. It was noted that there was still work to do, which was something that would be addressed through this committee.

Assertion 10 is a new addition to the Practitioners' Guide 2025 and relates to digital and data compliance. The Practitioners' Guide is issued by the Smaller Authorities Proper Practices Panel (SAPPP) to support the preparation of statutory annual accounting and governance statements by smaller authorities in England, which are found in the Annual Governance

and Accountability Return.

The 2025 edition applies to Annual Governance and Accountability Returns (AGAR) for financial years commencing on or after 1 April 2025. The proper practices laid down in this edition must be applied in the financial year ending 31 March 2026, and the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2026 must be prepared following this edition of the guide.

b) Pros and cons of different website options:

Following the last meeting, officers had put together a document detailing the pros and cons of different website options, the options assessed were as follows:

- Update current website
- WordPress/ Wix theme template (starting website from scratch)
- Ready made parish council bespoke package
- · Completely bespoke option
- Do nothing

Officer thoughts based on the research undertaken:

- Meeting the accessibility requirements
- Location of where the website data is held e.g. UK to meet with UK GDPR
- Flexibility and control (not tied into something with a particular contractor e.g. easy to move the website across to somewhere else)
- Ease of uploading onto the website
- User friendly (for resident's ease)
- Modernisation
- Best value

Members discussed the options above bearing in mind the different requirements for each user, which were considered to be residents, councillors and staff. It was noted that the current website was quite dated and could be quite time consuming for officers to post things such as news items and upload documents. Officers also had concerns as to whether an update to the website would have the ability to make it fully accessible. In addition, the website and its coding were created by our current IT provider, who worked on his own, and there was a concern about what would happen if he were to retire and whether someone else would be able to pick up the specific coding.

The same concerns as above would apply to the council creating a website from scratch by using a template such as WordPress.

It was noted that a ready-made parish council package had benefits, as it would be tailored to the parish council's requirements; however, this would be a much more expensive option than the council creating their own website through the current IT provider. It was also noted that this

option may limit the type of designs and options the council had for the website. The Clerk explained that it may be better to have a limit on the templates available in any case, as this can sometimes be a time-consuming task if the parish council is starting with a blank piece of paper. Additionally, there was a risk that if the council tried to start adding options, this may cause accessibility issues. Councillor Sullivan explained that normally the website provider should be able to provide guidance on whether any new changes the council may want to make would cause an issue and felt that it was important that the council had this flexibility.

Although a completely bespoke option would give the council full scope to have what they wanted, there is a danger that some items may not be accessible; this option would be the most expensive option.

It was agreed that doing nothing was not an option because the council would not be compliant with the accessibility requirements and as such would not be able to answer "yes" to Assertion 10.

The document also listed what officers felt a website should include as well as considerations such as timescales and data ownership. Officers had also put some of the options through ChatGPT to compare them side by side. The Clerk explained that officers had looked at some council websites to see what types of designs may be suitable and also spoke to Amesbury Town Council about their website, which had been produced by Aubergine. It was noted that Amesbury Town Council had shown the admin area of the website and how they upload things such as agendas, minutes and news items, which could be done by drag and drop and seemed to be much easier than the council's current website. They had also purchased an add-on members area where items could be uploaded for councillors only to access, which seemed to be a useful feature. Amesbury Town Council had sent through the original quote they had for Aubergine to create their website, which was around £4.5k and included transferring everything they wanted from their old website across to the new one.

After a discussion about all of the options, members felt that a specification should be drawn up on what the council requirements are for a new website. This should then be used so that the council can go out to obtain quotes for a new council website in line with the Financial Regulations. It was noted that a marking criterion to mark each quote against should be drawn up. Members discussed where the money would come from, as this had not been budgeted for the current financial year. The Clerk explained that the council did have reserves available, and it was noted that there were funds available in the election reserve that could be vired across for this project. If not, this was an item to be included in the Budget for 2026/27.

Resolved: Officers draw up a specification/ list of requirements and marking criteria for a new website for approval at the next Full Council meeting in order to go out to obtain at least three quotes for a new

council website.

c) IT and Cyber Security Policy:

The Clerk explained that one of the requirements to meet Assertion 10 was for the council to have an adopted IT policy. Officers had downloaded the model policy from SAPPP (the Smaller Authorities' Proper Practices Panel Practitioners Guide) and updated it in line with the council's IT practices. Frustratingly, despite this model policy being produced in conjunction with both NALC (National Association of Local Councils) and the SLCC (The Society of Local Council Clerks), NALC have very recently published a new model policy. She had asked the Wiltshire NALC officer to explain why a new one had been produced and what the differences were; especially as it had been published half way through the financial year that councils should be adhering to it. The Clerk had gone through the new policy and felt that there were a lot of clauses in there that the council would be unable to practically do. Furthermore, she felt that the policy was too intrusive and restrictive. For example, one of the clauses in the policy restricts council officers from taking their laptops home, which is not practical. The Clerk explained that when officers have gone to an evening meeting, they go home once it has finished; the new policy prohibits them from doing this. There were also other clauses about the council being able to go through officers' personal mobile devices, for example, which is considered to be inappropriate, and it was felt that this policy was for a much higher-level organisation.

Members went through the draft template from SAPPP and looked at any queries highlighted by officers. The Clerk explained that one of the clauses in the policy detailed under 7 explained that any 'confidential or sensitive information must not be sent via email unless it is encrypted'. The Clerk advised that she didn't know how to encrypt emails and queried whether this was even required. Members agreed that encryption was not required, but an amendment to this clause should be made so that it reads, 'Confidential or sensitive information must not be sent via email unless it is marked as such.'

The Clerk explained that officers were currently looking at a password management system, and, as such, this should be added into the policy for when the council moves to this system. It was agreed that the council should add paragraphs for the council website, the NHP website, the use of WhatsApp and shared drives with contractors/other councils/consultants/volunteers in the policy.

After a discussion, members agreed that the model policy from SAPPP was more appropriate for this parish council pending clarification from NALC as to why they felt the need to publish a new policy.

Recommendation: The council adopt the IT and Cyber Security Policy (pending any updated clarification from NALC explaining why they have published a new policy) and including the amended points as detailed above.

d) Data protection policies and privacy notices:

Data protection policy:

Members reviewed the policy. The Clerk explained that the council details needed to be updated in the document. She also advised that there has been some updated guidance which details that there is no requirement for a council to have a data protection officer, so this will need to be removed from the policy.

Recommendation: The parish council re-adopt the Data protection policy with the minor amendments as detailed above.

ii. General Privacy Notice

It was noted that this notice was given to all allotment holders to fill out when they let a plot.

Recommendation: The parish council re-adopt the General Privacy Notice.

iii. Privacy Notice for hirers

iv. **Recommendation**: The parish council re-adopt the privacy notice for hirers

v. Privacy notice for Staff, Councillors and Volunteers:

Recommendation: The parish council re-adopt the privacy notice for Staff, Councillors and Volunteers

5. CCTV, Cybersecurity and Data Protection:

a) Surveillance Code of Practice:

Members noted the Surveillance Code of Practice which detailed the principles that the council needed to consider in terms of CCTV.

b) Current CCTV Provision

It was noted that the council currently had CCTV cameras at the Bowerhill Sports Pavilion (only trained on the building and not on the field) and at their council offices (in the lobby, and there is a ring doorbell outside the door). It was noted that the office CCTV systems have privacy masks so that they only capture people entering the parish council demise.

These CCTV systems are under the following justification basis: for the prevention and detection of crime and antisocial behaviour and the safety of staff, councillors and members of the public and to protect parish council property.

The lawful basis, therefore, for using the surveillance camera system (CCTV) for processing personal information under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) is Article 6(1)(e) Processing is necessary for the performance of a task carried out in the public interest, or in the exercise of official authority vested in the controller.

The Clerk explained that although the council does not currently have an adopted CCTV policy in place, any decisions in relation to the parish council CCTV systems have been made at council meetings, so will be included in council minutes. The reason why the council has CCTV at their sports pavilion facility and in their demise at the Melksham Community Campus is clearly recorded. It was noted that as a result of looking at the data protection impact assessment (to be discussed below), it was discovered that there was no justified reason why the council should be recording audio on their CCTV system at the Bowerhill Sports Pavilion, even though it had that facility, and as such the council made the decision to turn it off.

c) Data Protection Impact statement and self-assessment tool:

The Clerk ran through some examples of when the CCTV has been used in the past so that members had context of real-life examples. Members noted that both the Clerk and Finance & Amenities Officer had the Bowerhill Sports Pavilion CCTV cameras on their phones. This was due to the fact that they were both on the alarm call-out list, and for their own safety in the event of an alarm call-out, check this before going to the pavilion. No other council employees have this system on their personal devices. Additionally, the Clerk has the office doorbell system on her phone, which is for the event that someone attends the office when it is closed. No other staff members have this system on their personal mobile devices.

The Clerk highlighted that as part of the impact statement, it included a section about consulting with stakeholders. The Clerk queried whether the council needed to do this, bearing in mind that the CCTV at the pavilion had been in place since 2015 and the council office demise system had been in place since the new build and occupation in August 2022. It was agreed that the consultation did not need to take place.

Members reviewed the data protection impact statement drafted by officers and did not feel that any changes needed to be made.

Recommendation 1: The council adopt the Data Protection Impact statement and self-assessment tool.

Recommendation 2: The council do not consult with relevant stakeholders about the council's CCTV systems due to the reasons provided above.

d) ICO registration:

Members noted that the parish council were registered with the ICO.

e) CCTV Policy:

The Clerk explained that officers had drafted a policy based on the data impact statement that members had just approved. She wished to add one caveat into the policy, as she noted that one of the points specified that the CCTV footage should not be able to be viewed over an authorised staff member's shoulder. The way the CCTV system is set up at the pavilion building means that anyone reviewing it would have their back to the door. She explained that when officers are called out to the pavilion during the night, they are more than likely going to take a family member with them for their own safety and as such feel that they should be able to see what is going on around the building as well. This also applied to a member of Security 2000 who provide security services on Bowerhill Industrial Estate, and if available will accompany the officer to the Pavilion in the event of a call out, out of hours. Members agreed that this should be the exception to the rule.

The Clerk highlighted that the policy stated that the CCTV signage detailed the reason why it was in place and contact details; however, she did not think that the signage up inside the office detailed this. The signage at the pavilion would also need to be checked.

The Clerk explained that Stefano Patacchiola, who is a former parish councillor, had installed the CCTV system inside of the council office at no cost (apart from the cost of the equipment at a reduced rate). This means that he has access to the CCTV footage and checks the technical aspects of the system once per month. The Clerk explained that he had the technical expertise if there was an issue with the system. Stefano had offered to make it so that he transfers full control over the system to the council and the current IT contractor and would cease to have access, or the council could agree to a zero-cost contract with his company, Sensical Services Ltd, to assist the parish council in the event of an issue with the system. Members agreed that Sensical Services Ltd should continue to have access to the CCTV system for the purpose of assisting the parish council, noting that this company would have access to personal data.

Recommendation 1: The council adopt the CCTV policy including the small inclusion as detailed above.

Recommendation 2: The parish council sign a zero-cost contract

with Sensical Services Ltd for them to have access to the office CCTV system in order to assist the council in the event of any issues.

f) Data Protection Officer:

As already explained at this meeting, there is no requirement for the council to have a data protection officer.

g) GDPR agreement between council and contractors:

The Clerk explained that there was currently no formal agreement in place between contractors who access the council's IT systems and CCTV systems. Officers had drafted a data processing agreement for members to review. Members agreed that this agreement should be sent to all contractors who have access to the parish council's systems.

Avon IT (Council's IT contractor)
Kan Connections (Bowerhill Sports Pavilion CCTV contractor)
Place Studio (process land ownership info)
Sensical Services Ltd (council office demise CCTV contractor)
Melksham Town Council (for access to shared information such as Emergency Plan)

Recommendation: The parish council approve the drafted Data Processing agreement to be sent to all contractors who have access to the council's systems/ data for them to sign and return.

6. Software/hardware requests:

a) ChatGPT:

The Clerk explained that ChatGPT had been used by the council for the Neighbourhood Plan to summarise the residents' comments. If the free version is used, it automatically shares the data to improve AI, whereas the paid for version allows people to turn this off so that the data isn't shared.

Councillor Richardson has been using ChatGPT to summarise battery storage scheme documentation, etc. The issue with the free version is that it limits the number of minutes per day. It was felt that the paid version should be purchased for data protection and the use by councillors and CAWS (Community Action Whitley and Shaw). Officers had sent their investigations into each ChatGPT plan to Councillor Richardson for his thoughts as someone who has more experience using the system. He agreed that the Business version would be the way to go if the council agreed to purchase it. It was noted that this subscription is £25 per month per user (if signing up for an annual subscription and requiring at least two subscriptions). If all three officers had a subscription, it would be £900 per year. Questions were raised as to whether officers each needed their own subscription or whether

they could log into one subscription at different times. Officers were unsure about this but assume that they would need a username and password to access the paid version.

After a discussion, members felt that three licenses should be purchased if it gave the ability for people to log in and out. This would give scope for councillors to be able to use it as well as CAWS. If it doesn't, three subscriptions for the officers plus one subscription for CAWS should be purchased. If it is found that councillors need subscriptions, these could be added on as and when.

Recommendation: The council purchase three subscriptions for the business ChatGPT package at £25+ VAT each on the following assumptions:

The licenses can be accessed via a username and password which would mean that officers could use one subscription by logging in and out leaving scope for councillors and CAWS to use the other two subscriptions. OR if everyone has to have their own subscriptions four subscriptions should be purchased (3x for the officers and 1x for CAWS), giving scope to be able to add any additional subscriptions in the future if required.

Three subscriptions £900 + VAT per year Four subscriptions £1,200 + VAT per year

b) Adobe subscription:

The Clerk explained that currently, the council has an individual Adobe plan which only allows two officers to be logged into the account at one time; this means that one officer has to be logged out at all times. This makes it difficult when the officer who isn't logged in tries and opens a PDF document, which is why all officers need to have a subscription to the paid version. It was noted that the paid version has some useful features, which include redacting confidential information. One option would be for the council to purchase another Adobe Acrobat Pro under another officer email address in order for all officers to be able to access a paid version of Adobe.

The current cost for the individual Adobe Acrobat Pro plan is £24.97 + VAT per month (allows two users). If the council were to take out another subscription, the full total per month for the subscription would be £ 49.94 + VAT, which makes the annual cost £599.28 + VAT.

Recommendation: The parish council purchase an additional Adobe subscription so that all officers have access to the paid version. The total cost for Adobe for all three officers is £49.94 +

VAT per month (£599.28 per annum).

c) Quotation for replacement server computer:

The Clerk explained that, as discussed at the last meeting, the computer that acts as a server is unable to update to Windows 11, and the Windows 10 updates have now stopped. It was agreed that officers should obtain a quote for a new PC.

The council's IT Contractor had provided the following quotes:

CyberPowerPC SFF Intel Core i5-14400T 16GB RAM 1TB SSD Windows 11 Pro Mini PC from Laptop Direct

Cost £416.64 + VAT

Members noted that although the IT contractor had commented that it had a good specification, this was not a well-known brand.

Alternatively, if the council wished to go for a more well known make the IT contractor had recommended the following:

Dell Tower Desktop Cost £457.50 + VAT

There would be an additional cost for Avon IT to set up and transfer the data, which would be around £50 to £75 depending on the time required to copy the data.

Members agreed with purchasing a new PC and felt that they should be guided by what the IT contractor feels is the best model out of the above suggestions.

Recommendation 1: The council purchase a new PC at a maximum cost of £457.50 + VAT based on what the IT contractor's recommendation is on the best model.

Recommendation 2: The council approve the quote from Avon It of a maximum of £75 to set up and transfer the data to the new PC.

d) Purchase of portable hard drives:

The Clerk explained that there was a risk that if there was a cyberattack on the council's shared drive, the items uploaded onto the cloud would be corrupted. The IT contractor had recommended that the council should back up the shared drive on a portable hard drive so that there is a backup in the event that there is an attack. The suggestion is that two hard drives are purchased, which allows one to be taken off site in the case of a building fire, etc. It was agreed that the data should be backed up twice per week). Members agreed that these should be purchased.

Recommendation: The council purchase two hard drives (Western Digital hard drive) from Amazon at a cost of £66.44 + VAT.

Meeting closed at 4.10pm	Signed
	Chairman, Monday 8 th December 2025

AGENDA ITEM 12c

Melksham Without Parish Council DRAFT website specification/ requirements:

1. Brief overview on the aim of the parish council's website:

Melksham Without Parish Council is seeking proposals for the design, development and delivery of a new, fully compliant and accessible website. The new website must meet WCAG 2.2 AA standards under the website accessibility standards and must meet all requirements under the Local Council Transparency Code. The parish council's objective is to provide a clear, user friendly, modern and accessible website that enables residents and councillors to easily find statutory and community information and allows staff to easily upload and update.

2. Design and useability:

2.1. Visual style:

- The site style should incorporate the parish councils' corporate colour which is dark green.
- The council logo should be displayed at the top of each page on the website.
- The website should include links to the parish council's social media pages (Facebook, Instagram, X and LinkedIn) at the top of the screen.

2.2. Homepage and Navigation:

- The homepage should be clear, intuitive and have an accessible layout.
- The website should be able to have the ability to display the following key areas:
 - Latest News and announcements
 - Council's contact information (including the emergency contact number)
 - Upcoming meetings
 - Navigation to key pages (such as meeting calendar, agendas and minutes etc)
- The layout should be consistent across all content on the website
- Navigation must be clear, intuitive and accessible for all users which include those using assistive technology.
- The website should have a site wide search function that searches all content

2.3. Device compatibility:

The website must be compatible with for all devices including phones, tablets and computers.

3. Content Management requirements:

It is a requirement of the parish council that the website must include a secure and easy to use content management system that enables staff to manage content themselves without the requirement of them needing technical expertise.

3.1. Functionality:

- Ability for staff to be able to upload documents in different formats (PDF, Word, Images etc)
- Ability to create, edit, hide and delete web pages
- Ability to schedule when news items are published
- Announcements bar for any important or urgent information
- Ability to have different access roles such as officer and councillor. The
 council would like to explore a councillor area on the website where meeting
 agenda packs and information could be uploaded securely.
- Version control: The website should have the ability to have a version control system in place where there is a page revision history, audit trail for changes made and ability to review and restore previous versions.

3.2. Document and information:

• The website must support the publication of all statutory documentation (e.g. Agendas, minutes, AGAR (Annual Governance & Accountability Return), financial documentation and policies etc.).

4. Technical, Legal and Security Requirements:

4.1. Accessibility:

- The website must be fully compliant to WCAG 2.2 AA standards.
- The website must enable staff to be able to add alternative text to images at the point of uploading them.

4.2. GDPR and Security:

- The website must be GDPR compliant which includes (user cookie consent controls and cookie policies).
- The website hosting must be secure and reliable with regular security patches. The website data must be based in the UK.
- Must be able to use the parish council's gov.uk domain name.
- The website should have regular backups.

4.3. Ownership and Portability:

The parish council must retain full ownership of the website content, and no supplier should lock the council in in a way that it would prevent migration to another provider in the future.

5. Content Migration:

The supplier will be expected to transfer the required existing website content, which will include the following:

- Agenda up to 5 years
- Minutes up to 20 years
- News
- Policies and procedures
- Financial documents (AGAR, Budgets etc)
- Councillor and staff profiles.

Please note that this isn't the full list of content required to be transferred over but gives suppliers an idea on what types of items need to be migrated. Suppliers must clearly identify what level of migration is included as standard and whether there would be any additional costs.

6. Project timeline and live date:

As part of the quote submission, we require website designers to produce a proposed project timeline on the following stages:

- Idea gathering & example web design discussions
- Presentation of example designs
- Designing/ development of website
- Migration of existing information and documents
- Staff Training
- Website Testing which includes accessibility testing
- Live date.

Designers should indicate estimated timeframes for each of the above stages.

7. Website supplier requirements:

Suppliers providing a quotation must provide the following at the time of submission:

- Evidence of experience in creating town and parish council websites with links and references
- The supplier must confirm that they have the knowledge and understanding of the WCAG 2.2AA accessibility standards and confirmation of accessibility testing methods.
- Details of ongoing support and maintenance packages
- Details on support hours and methods (e.g. via phone, email, ticketing system etc.)
- Information on data protection, security processes and website backup procedures.
- Pricing structure: The supplier must provide a detailed breakdown of any ongoing costs, including annual fees, hosting charges and domain management.
- Information on any website optional extras that the supplier may offer/ can be added on with full costings of these to be provided.
- **Website Training**: The chosen supplier must provide training for all office staff (3 in total) on how to update and manage pages, upload documents, add

news items and images etc. The supplier must give an indication as to whether this would be included as standard within their proposal or whether this would be at an additional cost. (if so, please advise on cost of training and whether it will be in person or remote)

Evaluation Criteria:

- **Design, Usability and Migration**: How well the proposal meets the technical and functional requirements detailed in the specification and approach to content migration.
- Accessibility, Legal compliance: How well the proposal demonstrates evidence/ confirmation that the supplier can meet accessibility standards (WCAG 2.2AA), GDPR compliance.
- **Support, Maintenance and Security**: Base on back up procedures, security updates, ongoing support provided, support method and hours.
- Experience of working with other town and parish councils: Whether the supplier has had any experience in creating/ managing a town or parish council website. The supplier should be able to provide examples of previous work.
- Content management system ease of use: Ease of updating content, uploading documents etc.
- **Cost/value for money**: Initial build cost as well as ongoing costs for support, maintenance, hosting etc. Option extra costs.
- **Project delivery timescale and Training:** Clear realistic timescale, content transfer plan and staff training.

Weighting:

- Design, Usability and Migration Accessibility, Legal compliance:
- Support, Maintenance and Security:
- Experience of working with other town and parish councils:
- Content management system ease of use:
- Cost/value for money:
- Project delivery timescale and Training:

Not sure how this should be weighted and whether these are the right categories

Matrix Scoring scale:

Score	Meaning	Description
0	Unacceptable	The supplier does not meet the requirements set out
		in the specification. There are a number of gaps or
		noncompliance.

1	Poor	The supplier meets some requirements but has significant weaknesses and/ or unclear details. Poor proposal submitted
2	Adequate	Meets the requirements adequately, but with some limitations or minor issues.
3	Good	The supplier has provided a strong response and meets most of the requirements in detail, providing confidence that the requirements set out by the council can be met in full.
4	Excellent	The supplier has provided a thorough high quality proposal, addressing ALL requirements set out in the specification in extensive detail, providing confidence that the requirements in the specification can be met in full.

Teresa Strange

From: Rogers, Gareth < Gareth.Rogers@wiltshire.gov.uk >

Sent: 25 November 2025 07:52

To: Teresa Strange Cc: Rose, Martin

Subject: RE: Redipave traffic islands

Hi Teresa

They will remain in the ownership of Wiltshire Council.

Contributions do not qualify as part ownership – if that were the case, we would looking at charging ongoing maintenance costs into the future!

Thanks

Gareth

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

Sent: 24 November 2025 16:35

To: Rogers, Gareth < Gareth.Rogers@wiltshire.gov.uk> **Cc:** Rose, Martin < martin.rose@wiltshire.gov.uk>

Subject: RE: Redipave traffic islands

Thanks Gareth

Regarding the temporary measure of these flexible traffic islands.

When/if the road circumstances change due to the Local Plan strategic allocation etc, where do the traffic islands then get deployed if the parish council paid contributed towards them – do they remain in the parish? I know I will be asked when the parish council consider the cost.

Thanks, Teresa

From: Rogers, Gareth < Gareth.Rogers@wiltshire.gov.uk >

Sent: 21 November 2025 10:51

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

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

Subject: RE: Redipave traffic islands

Teresa

Yes, this information should be treated as commercially sensitive so please do not publish the breakdown of costs.

Regards

Gareth Rogers BEng (Hons) FIHE

Traffic Engineering Manager Traffic Engineering



County Hall | Bythesea Road | Trowbridge | BA14 8JD

Tel: 01225 713384 | Email: gareth.rogers@wiltshire.gov.uk | Website: www.wiltshire.gov.uk

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

Sent: 19 November 2025 16:29

To: Rogers, Gareth < Gareth.Rogers@wiltshire.gov.uk>

Subject: FW: Redipave traffic islands

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Hi Gareth

Are you able to answer my query below please? As Martin now off.

Thanks, Teresa

From: Teresa Strange

Sent: 19 November 2025 16:25

To: Rose, Martin < <u>martin.rose@wiltshire.gov.uk</u>> **Cc:** Fiona Dey < <u>office@melkshamwithout-pc.gov.uk</u>>

Subject: FW: Redipave traffic islands

Hi Martin

Nick sent this to me, and mentioned at our council meeting on Monday night.

I received it from him after I had published it on an agenda, but can do so for a meeting on 8th December, to agreed the parish council contribution, I note the requirement for traffic lights cost too.

Is the quote commercially sensitive, can it be in the public agenda pack? Just checking as it wasn't you that sent it to me!

All the best. Teresa

Teresa Strange Clerk & Responsible Financial Officer Melksham Without Parish Council First Floor Melksham Community Campus Market Place, Melksham Wiltshire, SN12 6ES 01225 705700

www.melkshamwithout-pc.gov.uk

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Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional

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From: Holder, Nick < Nick. Holder@wiltshire.gov.uk>

Sent: 12 November 2025 21:19

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

Subject: FW: Redipave traffic islands

Here is the idea from Martin Rose which came to me today. On the basis of the 33% funding it looks like it is circa £6k from the parish.

Nick Holder

Councillor for Bowerhill

Wiltshire Council | County Hall | Trowbridge | Wiltshire | BA14 8JN

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Tel: 07931 905520

Email: nick.holder@wiltshire.gov.uk
Facebook@Cllr Nick Holder for Bowerhill

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

Sent: 12 November 2025 14:34

To: Holder, Nick < Nick. Holder@wiltshire.gov.uk>

Subject: RE: Redipave traffic islands

Nick, Yes of course. I also have a cost estimate back from Rediweld for supply and Installation of the bolt down islands. See attached.

I think we will also need to add on 2 days of temporary 2 way traffic signals, say £600. Approx Total £16,100

Regards

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

Trowbridge BA14 8JN

Wiltshire Council

Email: martin.rose@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

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From: Holder, Nick < Nick. Holder@wiltshire.gov.uk >

Sent: 12 November 2025 14:21

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

Subject: RE: Redipave traffic islands

Thanks Martin, are you ok for me to mention this at the Area Board tonight?

Nick Holder
Councillor for Bowerhill
Wiltshire Council | County Hall | Trowbridge | Wiltshire | BA14 8JN

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Tel: 07931 905520

Email: nick.holder@wiltshire.gov.uk
Facebook@Cllr Nick Holder for Bowerhill

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

Sent: 03 November 2025 15:44

To: Holder, Nick < Nick. Holder@wiltshire.gov.uk >

Subject: Redipave traffic islands

Nick,

Please see the link below for information on the Rediweld modular islands

RediPave Traffic Islands | Rubber Islands

Regards

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

Wiltshire Council

Email: martin.rose@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

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AGENDA ITEM 13

Local Highway Footway Improvement Group (LHFIG) Survey

Clerk's Note: Possible answers from Melksham Without Parish Council in red

The overall purpose of the survey is to review whether LHFIGs remain an effective and efficient way to resolve highways issues for Wiltshire's community areas. The survey should take approximately 7-10 minutes to complete. **The deadline for completion of this form is: Friday 19th December**

1.Please select who you are responding for:

Melksham Without Parish Council

2. Would you say that having a Local Highway Footway Improvement Group (LHFIG) is an effective way of delivering local highway and transport infrastructure in your area?

Yes

It gives a structure to requests and officer time, however the process can be quite protracted if Area board meetings are not held regularly. For example, the current Melksham gap is from 12th November to 18th March 2026.

No

Don't know

3.If yes, what top three things has your LHFIG been able to achieve in the past 5 years (or for as long as you have been a member)? If No please explain why?

Village gates, road marking and signage for Beanacre A350 speeding

Used as a mechanism for bus shelters to be installed as could find no other trigger/vehicle to access the s106 funding that Wiltshire Council held for this

Set of dropped kerbs for route from sheltered accommodation to bus stop and facilities (shop & pub) in the 1970/80ss residential part of Bowerhill

4. How effective do you consider your LHFIG to be in delivering local highway infrastructure? Please score between 1 and 5 with 1 being low and 5 being high.

3

5. What would need to change to make your Group more effective?

To speed up the process. Its effective but needs a lot more officer resource so that schemes are drawn up and costed in a timely manner.

Delegated powers for small schemes that were just awaiting the parish council to approve the cost.

At present the parish/town council support the request (or make the request themselves) and at that point should have an idea of the type of cost involved and a commitment to contribute their share. LHFIG consider and have a cost that goes back to the parish/town council with the indication of their share. Once the parish/town council agree to the committed spend and report back to LHFIG, it should proceed. It shouldn't then have to wait months for the next LHFIG and then Area Board to proceed. Especially for small items, under a certain spend level.

6.Do you think that LHFIGs have helped to produce a clearer understanding of Highway policies and national regulations at a local level?

Yes

No

Don't know

7.Do you think that Parish & Town Councils effectively filter requests before forwarding to LHFIGs?

Yes

No

Don't know

We can only answer that for our parish council who we do feel effectively filters request coming forward to LHFIG but we don't know what happens across the county. We do feel its important that parish and town councils have a clear understanding that if they request things then they will be expected to support the scheme financially, and should have budget provision in place before they make a request, as this can block/hold up other schemes being requested due to shortage of officer resources to design and cost up.

8. What issues, if any, has your LHFIG faced to resolving small-scale highway requests? (signs, road markings, bollards, SID infrastructure etc)

It's a lengthy process for small scale items. For example, asking for RoW officer to comment on request, that then waits until the next meeting.

The parish council can often source locally for a significantly cheaper price (examples of finger posts and village gates can be provided) but we don't have a mechanism to install on the highway ourselves.

9. Would you support a move to a price list approach for more routine types of work, such as signs and kerbs, to avoid the need for bespoke cost estimates? A price list approach would help streamline the approval and delivery process.

Yes as well as the current budget indications for large schemes such as pedestrian crossings

No

Don't know

10.If yes should contribution levels remain at the discretion of the Groups or become fixed, a minimum level or a percentage?

This should be fair across the county. This has not been the case at the Melksham LHFIG where Melksham Without and Melksham Town have had to contribute 50% until recently.

11. Should LHFIG schemes be supported by a business case to demonstrate that they support highway safety or economic growth? This could help with prioritisation of schemes.

Yes

No Should that not be for schemes under the statutory duties of Wiltshire Council as the highway authority. The point of the LHFIG was to give decision making to the local community (via their elected Wiltshire Councillors at the area board) for discretionary services for things that are **important to their communities**.

Don't know

12.If you have any other comments you wish to raise about LHFIGs please record them here.

Can they be used more effectively to implement schemes that are funded by s106 conditions, we are still to ascertain what the trigger or process there is for Wiltshire Council to undertake these works that have been conditioned as part of the planning application to either make the housing development sustainable or safe. If not, can Wiltshire Council please explain what the mechanism is, and make it more open and transparent – and definitely more timely.

Some concerns when the Area Board has a majority make up of dual hatted town and Wiltshire Councillors. Are the views and schemes of the smaller parishes being heard and considered? This is a wider Area Board concern than specifically LHFIG.

Teresa Strange

From: Teresa Strange

Sent: 26 November 2025 18:23

To: 'Hayley Bell'; CEO

Subject: RE: Melksham Town Council Updates

Attachments: NOTES from MTC & MWPC CIL Sharing Working Party.pdf

Thanks Hayley

Are you able to let us know some dates for the Cemetery working party please – we talked about having a quick one about the plan of action for the space being full – to push back and/or ask for the extension strip for a 3 year breathing space – this is something that the two councils might want to fund, so we need to know asap for budget purposes.

Likewise the CIL info and working party, as this will inform the MWPC budget and precept requirement, and presumably the MTC requirements too? Attached are the actions from the meeting in July that were for approval by both councils, we fed our approvals back a few months back.

Would be good to get a date in the diary for the new year for the Emergency Plan war room.

Re Age UK/Melksham Community Support, whilst the town council have committed to another 3 years; the parish council have only ever approved year on year, so have not committed past March 27 at this stage.

Kind regards

Teresa

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

Sent: 26 November 2025 13:20

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

Subject: Re: Melksham Town Council Updates

Hi Teresa,

Thank you for your detailed responses – much appreciated. It's great to have clarity on the appeal and the focus on the upcoming meeting with WC. We'll await updates on the financial implications and next steps.

Regarding the joint letter to residents, thanks for asking for clarification, it is regarding the community centre.

For the 2026 events, we appreciate you putting the proposed budget allocations to your council. Your support would make a big difference, and we'll keep you updated as plans progress.

On Neighbourhood Plan training, we'll look forward to arranging new dates in the new year once the appeal outcome is clear. It's reassuring to know Age UK support is confirmed for another three years – that's excellent news.

Thanks again for your collaboration and for checking on the email address – please use ceo@

Kind regards,

Hayley Bell

Chief Executive

+44 7368 839721 Hayley.Bell@Melksham-tc.gov.uk

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

Sent: Tuesday, November 25, 2025 4:45:15 PM
To: Hayley Bell < hayley.bell@melksham-tc.gov.uk >
Subject: RE: Melksham Town Council Updates

Hi Hayley

Thanks for this..... replies in red below.

Thanks, Teresa

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

Sent: 25 November 2025 10:24

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

Subject: Melksham Town Council Updates

Hi Theresa,

I hope you are well. I wanted to provide you with an update on the matters discussed during last night's meeting. The council has resolved to stand with WC and Melksham Without on the appeal. Please keep us informed on the progress and financial implications to ensure any necessary budget allocations are made. Good news, we are meeting the WC rep tomorrow morning. Costs as per the quote I sent to you yesterday.

Additionally, the councillors are interested in collaborating with Melksham Without to send letters to residents in the east of Melksham. The goal is to understand their preferences and needs. Could you let us know if Melksham Without would be supportive of a joint letter and distribution effort? About what? Is this about the community centre or wider?

Regarding our council events for 2026, we are currently developing our programme and would like to request Melksham Without's support in 2025.

The proposed budget allocations are as follows: £10,000 for the Arts Fringe Festival (1 week), £5,000 for Holiday Activities, £1,600 for Remembrance, and £20,000 for Christmas Lights. Will put to the council.

Moreover, the Neighbourhood Plan training has been approved. Please can we arrange new dates for this training? Also, I am pleased to confirm that Age UK support is confirmed for another three years and is included in our budget for 2026 - 2027. Thank you, this will be in the new year now, all the concentration on the Appeal, and the outcome of that will dictate future approach.

Lastly, the website has been updated to remove information regarding the Mayor and the surrounding areas. Thank you

Thank you for your attention to these matters. I look forward to your response and collaboration. Are you now using Hayley.bell and not ceo@ email address, just want to use the right one moving forward, Thanks, Teresa

Kind regards,





Hayley Bell 01225 704 187 hayley.bell@melksham-tc.gov.uk www.melksham-tc.gov.uk

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



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Teresa Strange

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

Attachments: 20230905 Melksham Cricket Club Lease Plan showing whole site 1250@A3 (3).pdf;

Melksham Cemetery.pdf

Clerk's Note

I have still not be able to arrange a Cemetery Working Party with the town council (last meeting held in September).

I didn't put this on the agenda in November as was hoping we could still hold that meeting and make recommendations to both councils.

Do you want to wait until that working party to discuss then, or as a parish council make a recommendation on what you think the way forward is at this stage? I am conscious we will need a steer for the budget setting for 2026/27.

From: Teresa Strange

Sent: 28 November 2025 17:19

To: Peter Richardson <peter.richardson@melkshamwithout-pc.gov.uk>; Mark Harris

<mark.harris@melkshamwithout-pc.gov.uk>; Mark Blackham <mark.blackham@melkshamwithout-pc.gov.uk>;
Andrew Griffin <andrew.griffin@melksham-tc.gov.uk>; Charlie Stokes <charlie.stokes@melksham-tc.gov.uk>; Phil
Alford <phil.alford@melksham-tc.gov.uk>

Cc: CEO <ceo@melksham-tc.gov.uk>

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

Dear Cemetery Working Party

Further to the recent area board where Cllr Holder asked for the area board to support the speeding up of the Melksham Cricket lease, I followed this up to see if this included the same land as the potential expansion of the current Cemetery for a 3 year expansion.

Assuming that the cricket club are taking the red outlined bit of land, you will see if you look at the two drawings attached side by side, there is an element where they are both the same piece of land - near the bund.

I will double check on the red bit of the plan to confirm.

MWPC are very keen that we hold a Cemetery Working party quickly to inform if the two councils are interested in funding WC to take on the extension land and need to know quickly for budget preparation, and to give breathing space for a wider decision on whether something will be put in place for 3 years time. You may also wish to push back on WC not expanding the current cemetery at this time.

Attached is the correspondence with the indication of costs as a reminder.

Melksham Without Parish Council has resolved to ask for s106 contributions on the major development planning applications currently awaiting decisions, and that may be something that the town council want to support.

With kind regards, Teresa

From: Rowe, Jenny <Jenny.Rowe@wiltshire.gov.uk>

Sent: 28 November 2025 13:53

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

Cc: CEO <ceo@melksham-tc.gov.uk>; Noyce, Mary <Mary.NOYCE@wiltshire.gov.uk>

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

Hi Teresa

I have attached the proposed lease plan. The agreed Heads of Terms include a break clause which would allow the council to serve 6 months notice to quit to obtain possession of part of the property if it is required for development, for example for the cemetery extension.

Do let me know if you have any further queries or concerns.

Kind regards,

Jenny Rowe MRICS Senior Estates Manager

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

Tel: 01225 713238 Mob: 07760 998592

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

Sent: 27 November 2025 15:26

To: Rowe, Jenny < <u>Jenny.Rowe@wiltshire.gov.uk</u>>

Cc: CEO < ceo@melksham-tc.gov.uk >; Noyce, Mary < Mary.NOYCE@wiltshire.gov.uk >

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

Hi Jenny

Please see below conversation that Melksham Town and Melksham Without parish council are having regarding the potential extension to Melksham Cemetery.

I note that at the recent Melksham area board, the outstanding lease for Melksham Cricket club was requested to be sped up. I queried at the time if this included the piece of land identified to expand the cemetery as per the attached drawing.

Can you please clarify as we want to double check before pursuing this further.

With many thanks Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700

www.melkshamwithout-pc.gov.uk

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Want to keep in touch?

Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional

community news

On X: @melkshamwithout

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

Sent: 23 October 2025 15:05

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

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

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

Good afternoon Teresa,

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

- 1. When we were investigating the extension the detailed breakdown of costs was not carried out as we were informed that funding for further extensions would not be provided. We do have the costs from the previous extension works which were carried out; and these came in at around £5,000 for design and planning fees, around £20,000 for works on the wall and new fencing and around £5,000 for landscaping work. This was for a similar sized area of extension around 5 6 years ago.
- 2. I have attached a plan showing the strip of land between the current extension to the cemetery and the campus that was allocated for a future extension. It is roughly the same area as the existing extension, however, there has been a bund constructed between the cricket pitch and this land since the attached plan was drawn up and this would slightly reduce the area of land available. There is further land in Wiltshire Council ownership on the former rugby pitch, but I am aware that there may be some archaeological concerns, along with concerns about the loss of sports land from Sport England if this land were to be considered for additional cemetery use.
- 3. We are not closing the service, the cemetery in Melksham will continue to be in use for those who have already purchased plots. We have sought to engage with and inform both Melksham Town Council and yourselves at Melksham Without Parish Council on this matter as we

became aware of the limited capacity, and likelihood of the cemetery becoming full to new burials.

Regards, Mary

Mrs Mary Noyce Technical Team Manager

Highway Operations

Wiltshire Council

Tel: 01249 706364

Email: mary.noyce@wiltshire.gov.uk Website: www.wiltshire.gov.uk

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

Sent: 23 October 2025 10:30

To: Hampton, Adrian <Adrian.Hampton@wiltshire.gov.uk>

Cc: Noyce, Mary < Mary.NOYCE@wiltshire.gov.uk >; Bullock, David < David.Bullock@wiltshire.gov.uk >; CEO

<ceo@melksham-tc.gov.uk>

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

Morning Adrian

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

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

Many thanks, Teresa

From: Hampton, Adrian < Adrian. Hampton@wiltshire.gov.uk >

Sent: 02 October 2025 15:22

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

Cc: Noyce, Mary <Mary.NOYCE@wiltshire.gov.uk>; Bullock, David <David.Bullock@wiltshire.gov.uk>

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

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

Adrian

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

Sent: 02 October 2025 13:53

To: Hampton, Adrian <Adrian.Hampton@wiltshire.gov.uk>

Cc: Noyce, Mary < Mary.NOYCE@wiltshire.gov.uk >; Bullock, David < David.Bullock@wiltshire.gov.uk >

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

Hi Adrian

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

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

Thanks, Teresa

From: Hampton, Adrian < Adrian. Hampton@wiltshire.gov.uk >

Sent: 30 September 2025 12:40

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

Cc: Noyce, Mary <Mary.NOYCE@wiltshire.gov.uk>; Bullock, David <David.Bullock@wiltshire.gov.uk>

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

Teresa

I apologise for any concern caused.

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

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

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

Adrian

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

Sent: 29 September 2025 14:26

To: Hampton, Adrian <Adrian.Hampton@wiltshire.gov.uk>

Cc: Phil Alford <phil.alford@melksham-tc.gov.uk>; CEO <ceo@melksham-tc.gov.uk>

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

Hi Adrian

Hope you are well....

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

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

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

From: Smith, Martin < Martin.Smith@wiltshire.gov.uk >

Sent: 28 September 2025 14:40

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

Cc: <u>ceo@melksham-tc.gov.uk</u>; <u>committee.clerk@melksham-tc.gov.uk</u>; <u>Belcher, Helen < Helen.Belcher@wiltshire.gov.uk</u>>; <u>Foster, Adrian < Adrian.Foster@wiltshire.gov.uk</u>>

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

Hello Teresa,

Thank-you for your email.

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

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

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

Cemetery	Capacity (approx.)	Extension land/potential extension land
Melksham	<6 months	Yes, small strip would give approx. 3 years additional capacity. No capital funding to extend.
Holt	2 years approx.	Yes, area allocated for potential extension – 25 years capacity. No capital funding to extend.
Hilperton	12-15 years	No
Pine Lawns, Warminster	30years+ but only useable in summer months	New extension with 30 years capacity, but no infrastructure provided to allow for year-round usage. No capital funding for this infrastructure – bid is in for this to be considered.

Kind regards

Martin Smith

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

Wiltshire Council

Tel: 07500 860025

Email: martin.smith@wiltshire.gov.uk

Web: www.wiltshire.gov.uk



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

Sent: Tuesday, September 23, 2025 15:42

To: Foster, Adrian Adrian.Foster@wiltshire.gov.uk; Belcher, Helen Helen.Belcher@wiltshire.gov.uk; Smith,

Martin < Martin. Smith@wiltshire.gov.uk>

Cc: ceo@melksham-tc.gov.uk <ceo@melksham-tc.gov.uk>; committee.clerk@melksham-tc.gov.uk

<committee.clerk@melksham-tc.gov.uk>

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

Some people who received this message don't often get email from <u>clerk@melkshamwithoutpc.gov.uk</u>. Learn why this is important

Dear Cabinet members

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

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

Many thanks Teresa

From: Teresa Strange

Sent: 12 September 2025 16:09

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

martin.smith@wiltshire.gov.uk

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

pc.gov.uk>

Subject: Melksham Cemetery - future plans for expansion?

Dear Councillors

Cllr Adrian Foster – re CIL funding and Core Strategy Cllr Helen Belcher – re Assets Cllr Martin Smith – re Streetscene

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

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

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

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

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

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

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

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

Place-shaping Infrastructure

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

Category	Project	Explanation
	New cemeteries, or expansion of existing cemeteries in: • Bradford on Avon	
	Holt	New cemeteries or extensions to existing co
	 Melksham 	Council will be required to meet the need for cumulative impact of new development. Th
Open space, green infrastructure, and the	 Trowbridge 	identified as being full, or close to being full additional funding.
environment	 Warminster 	C

Teresa Strange

From: Shirley Mccarthy <s.a.mccarthy49@gmail.com>

Sent: 07 November 2025 21:16 **To:** all@mkmeg.org.uk

Cc: Teresa Strange; Hayley Bell; Chris Holden
Subject: Back-up WCA bid for lottery funds

This email came to me yesterday from our friend Andrew;

Dear Cycling Network Alliance members and others,

<u>Wiltshire Climate Alliance</u> intends to apply for substantial National Lottery ('NL') Climate Action Funds. We have a main project option for a network of Eco Hubs with outreach to disadvantaged communities on energy advice and retrofit.

But our reserve option for a bid, or one with a different lead partner, is for a project to develop a network of nature-enhanced inter-urban greenways across and beyond Wiltshire. I attach a short PDF of an outline we sent to NL recently.

See also Climate Action Fund - Our Shared Future | The National Lottery Community Fund.

So far we have contacted Walk Wheel Cycle Trust (ex 'Sustrans'), Wiltshire Council, J Grimshaw and C Levett's Greenways & Cycleroutes Ltd, Walk Ride Bath, and Swindon Cycling Campaign, all of whom are positively interested.

Success will depend on a broad partnership. Local cycling campaigns and others could be valuable and mutually beneficial partners. There are many places where routes within Wiltshire, or via other counties, could be created, or existing routes enhanced for inclusive active travel and nature. Wiltshire has several disused railway lines.

This in no way conflicts with the importance and urgency of Wiltshire Council funding its urban LCWIP infrastructure. Its intention is to complement that with routes connecting towns, villages etc. The project will focus on network and scheme design, then on fundraising, then construction, planting etc.

I'm excited about a potential strand that isn't in the outline version attached, which is to reach out to communities affected by poverty, discrimination and disadvantage, to encourage and support access and use of open spaces, public paths and greenways, such as walks and rides, and then progressive involvement such as planting, maintenance and even work project participation.

Formal agreement to become partners isn't needed yet, as the application, development, selection and award process takes 26 weeks from the 17 December deadline. However, we are looking for expressions of interest from as many stakeholders as we can, as early as possible.

Suggestions for nature-based and social exclusion etc. organisations, or any other potential partners, will be helpful too.

Julian, Bill and I will be interested in your thoughts, and we look forward to hearing from you - or having you join a bid team.

Please also let me know if you'd rather not receive emails about this initiative.

Kind regards,

Andrew Nicolson 07514 551847 Chair and Transport lead, Wiltshire Climate Alliance

I have not attached his One attachment but can send if requested. Scanned by Gmail



Sarah Jones MP Minister of State for Policing and Crime

2 Marsham Street London SW1P 4DF www.gov.uk/home-office

Police Governance Reform

Dear all.

I am writing to set out the proposed reforms to policing governance that I announced to Parliament today.

Last year, the then Home Secretary indicated her intention to bring forward a White Paper on Police Reform. The White Paper will outline a programme of wide-ranging reforms that will drive quality, consistency and efficiency in policing to ensure it is set up to deliver for the public.

I have today announced that the first of those reforms will be to abolish the PCC model at the end of the current term in 2028 and transfer police governance functions to Mayors of Strategic Authorities wherever possible, or to elected local council leaders where it is not.

Last year, we committed in the English Devolution White Paper to creating Mayors with policing functions across England wherever possible. We are working closely with the Ministry of Housing, Communities and Local Government (MHCLG) to realise this ambition and to create as many Strategic Authority Mayors with policing functions as possible in this Parliament. However, due to the nature of how public services are organised across different areas, the process of establishing Mayors across England is a complex one.

Where it is not possible to transfer PCC functions to Mayors in this Parliament, the Home Secretary has decided that we will instead create new local Policing and Crime Boards to bring local government leaders together to oversee the police force in their area.

These Boards will not be a return to the bureaucratic and invisible committee-based oversight of policing that existed before the establishment of PCCs. They will be made up of the leaders of each upper tier authority from the force area and supplemented by up to two co-optees. They will be supported by a Policing and Crime Lead, akin to a Deputy Mayor for Policing and Crime, to carry out day to day activities on their behalf. This will mean that every area will have a visible, nominated lead who will be dedicated to the oversight of policing in their area.

Whilst the role of PCCs has evolved over time, despite efforts to raise the profile of PCCs, public awareness is low and the model of direct democratic accountability for policing has not lived up to expectations. Mayors and council leaders oversee a range of policy areas, services and budgets and are better positioned to join up local service delivery, including in important areas such as crime prevention.

I want to inform you that alongside these proposals, the role of Police and Crime Panels will also be abolished in 2028. We will work with MHCLG to determine arrangements for scrutiny as part of the new local government arrangements.

I know Police and Crime Panels up and down the country have sought to provide strong local scrutiny, and I would like to place on record my thanks to all members of Police and Crime Panels for their work. I know panel members have done their best within the constraints of the legislation to improve policing for their local communities.

The Welsh Senedd have no plans to create Mayors in Wales. We wish to harmonise arrangements across England and Wales, as far as possible, and will therefore work with the Welsh Government to ensure new arrangements to replace PCCs provide strong and effective police governance for Wales, recognising the unique nature of Welsh arrangements.

We plan to bring forward legislation in the second session as part of our broader reform proposals, subject to Parliamentary time. Our intention remains to publish the Police Reform White Paper over the coming weeks of which this will be part.

I appreciate that you may have questions and concerns about these changes. My officials will work with you on the implementation of these changes and to ensure that the transition to the new arrangements is as smooth as possible.

Very best wishes,

Sarah Jones MP
Minister of State for Policing and Crime