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MELKSHAM WITHOUT PARISH COUNCIL
Clerk: Mrs Teresa Strange

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Monday 2nd November 2026

Dear Members

You are summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 9th November at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

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

Click link here:
https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=81751414135

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.melkshamwwithout.co.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

Teresa Strange, Clerk

YOU CAN ACCESS THE AGENDA PACK HERE

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AGENDA

1. **Welcome & Housekeeping**
2. **Announcements**
3. **To receive Apologies and approval of reasons given**
4. **Declarations of Interest:**
   a) To receive declarations of interest
   b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
5. **To consider holding items in Committee due to confidential nature**
   Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
6. **Public Participation & Invited Guests**
   a) Wiltshire Councillor Nick Holder, Bowerhill
   b) Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
   c) Wiltshire Councillor Andrew Griffin, Melksham Without West & Rural
7. **Co-option of new Member for Beanacre, Shaw, Whitley and Blackmore Ward Vacancy**
   a) To note procedure for co-option.
   b) To consider applications for co-option and appoint a new councillor.
   c) The newly appointed councillor to sign a declaration of office and join the meeting)
   d) To receive declarations of interest from newly appointed Councillor
8. **Full Council**
   a) To approve the Minutes of the **Full Council** meeting held on 12th October 2026
   b) To fill the vacancies on committees, working parties and organisations arising from councillor resignation.
9. **Planning:**
   a) To approve the Minutes of the **Planning Committee** meeting held on 26th October 2026
   b) To approve the Confidential Notes from the **Planning Committee** meeting held on 26th October 2026
   c) To approve the recommendations from the **Planning Committee** meeting held on 26th October 2026
10. **Finance**
    a) To note Receipts & Payments reports for October 2026.
    b) To seek cheque signatories/online authority for November payments.
    c) To approve Bank Account and Fund Transfers.
    d) To note external auditors report and consider any action
    e) To receive feedback on the initial thoughts for the LIIP (Locally Identified Infrastructure Project) fund and confirm which Expressions of Interest to be submitted

f) To consider initial thoughts/requests to inform the 2027/28 budget preparation

g) To approve specification and scoring/weighting matrix for new website procurement following working party held on 5th November.

11. Asset Management

a) To approve the Minutes of the **Asset Committee** meeting held on 2nd November 2026
b) To approve the Confidential Notes from the **Asset Committee** meeting held on 2nd November 2026
c) To approve the recommendations from the **Asset Committee** meeting held on 2nd November 2026
d) To approve quotation for replacement footbridge at Bowerhill Sportsfield
e) To approve purchase of RTI (Real Time Information) on receipt of outstanding information

12. Highways, Footpaths and Streetscene:

a) To approve new SID (Speed Indicator Device) deployment schedule with additional device purchased

13. Community projects/partnership organisations:

a) To consider Age UK's quarterly (Q2) report for Melksham Community Support and feedback from latest review meeting (3rd November)
b) To consider whether and how the Parish Council wishes to proceed with future Cemetery Provision.

14. Staffing

a) To approve the Minutes of the **Staffing Committee** meeting held on 19th October 2026
b) To approve the Confidential Notes from the **Staffing Committee** meeting held on 19th October 2026
c) To approve the recommendations from the **Staffing Committee** meeting held on 19th October 2026

COULD YOU FILL A VACANCY

AT MELKSHAM WITHOUT PARISH COUNCIL?

BECOME A PARISH COUNCILLOR

BEANACRE, SHAW, WHITLEY & BLACKMORE WARD

1 VACANCY - TO BE FILLED BY CO-OPTION

Following the resignation of a parish councillor, there is a vacancy on Melksham Without Parish Council for the Beanacre, Shaw, Whitley & Blackmore Ward. Wiltshire Council has confirmed that, as no election was requested by local electors, the Parish Council can now fill this vacancy by co-option (appointing a new councillor rather than holding an election).

Do you care about your local community?

Would you like to have a say in decisions affecting where you live?

We are looking for someone who is interested in their local area and would like to get involved in helping to make a difference.
You don't need any previous council experience – just enthusiasm, a willingness to learn and a commitment to representing your community.

WHO CAN APPLY?

To become a parish councillor, you must meet the legal eligibility requirements, including:

- Being at least 18 years old.
- Meeting the relevant nationality requirements.
- Being registered as a local government elector for the parish, or meeting one of the qualifying residency, employment or property criteria.

You do not have to live in the Beanacre, Shaw, Whitley & Blackmore Ward to apply. You can qualify through connections to the wider parish, including living within three miles of the parish boundary.
The successful candidate will represent the whole parish, not just the ward in which the vacancy has arisen.

HOW TO APPLY

If you are interested in becoming a parish councillor, please write to the Clerk with a few details about yourself, why you would like to become a councillor and what you feel you could bring to the role.
The deadline for expressions of interest is **Thursday 5th November 2026**.
Applications will be considered at the Full Council meeting on **Monday 9th November 2026** at 7pm.
Applicants are invited to attend the meeting to say a few words about themselves. The successful candidate will be invited to sign their Declaration of Acceptance of Office and join the council meeting.

WANT TO FIND OUT MORE?

If you would like an informal chat about what being a parish councillor involves, please contact the Clerk: **Mrs Teresa Strange, Clerk to Melksham Without Parish Council First Floor, Melksham Community Campus Market Place, Melksham, Wiltshire, SN12 6ES**
Tel: **01225 705700** Email: **clerk@melkshamwithout-pc.gov.uk**
Website: **www.melkshamwithout-pc.gov.uk**

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MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

MELKSHAM WITHOUT PARISH COUNCIL

Reviewed and adopted at Annual Council 18th May 2026

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (2) councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

27. ELECTIONS AND CO-OPTION

a The Council will advertise any vacancy in the local press, council and community noticeboards, council website and social media sites.

b Polling cards will **NOT** be issued by Wiltshire Council if a contested election is held for any vacant seat. Election promotion will be via a full page advert in the Melksham News plus the methods in 27.a) to advertise a vacancy.

c Prospective candidates being considered for co-option will be required to provide the council with a written statement of interest and to attend the Full Council Meeting when the vote takes place (where possible) to make a short presentation.

d Co-option voting will take place during the relevant Full Council meeting by a show of hands against the name of the candidate(s) they wish to see co-opted. Candidates will only be accepted if they have received a majority vote.

e Candidates with the lowest vote will be eliminated and the Candidate with the highest vote will be duly elected. Where there is a tie, members will be required to repeat the process with just those candidates until a candidate has achieved a majority vote.

f The Council reserve the right to not co-opt a prospective candidate, even if they are the only candidate, if they do not consider the candidate to be suitable for the seat.

MINUTES of the Full Council Meeting of Melksham Without Parish Council held on Monday 12th October 2026 at

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

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

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

In attendance: Wiltshire Councillors Nick Holder and Phil Alford (part).

On Zoom: None

221/26 Welcome, Housekeeping & Announcements

Councillor Glover welcomed everyone to the meeting.

Members noted the Government announcement concerning the withdrawal of funding for the A350 Melksham Bypass. The implications for the future of the scheme, trunk-road arrangements and safeguarding of a route would be considered later in the meeting.

The Clerk reported receipt of information from Woodstock Homes concerning a proposed outline application for approximately 40 dwellings at Loves Farm, Bowerhill. Information had been circulated to Members, and the Clerk had requested a meeting with the developer and Wiltshire Councillor Holder.

222/26 To receive Apologies and approval of reasons given

Resolved: To accept apologies from Councillor Martin Franks (holiday) and the reason given.

223/26 Declarations of Interest

a) Declarations of Interest

Councillor Blackham declared a potential interest in the play-area refurbishment item (agenda item 10b) because a close friend works for one of the companies who had provided a quotation for the work.

Councillor Glover declared an interest agenda item 10d (ii) as his grandson works for Future of Football and had participated in the discussions with the Council.

b) Dispensation Requests

None were received.

224/26 To consider holding items in Closed Session due to confidential nature

The Clerk advised that the quotation discussions could remain in open session provided suppliers were referred to by the anonymised identifiers used in the papers. Members agreed to proceed on that basis. The successful supplier would be identified in the minutes following the appointment decision.

225/26 Public Participation & Invited Guests

Standing Orders were suspended to allow invited guests to address the Council.

a) Wiltshire Councillor Nick Holder

A350 Melksham Bypass:

Wiltshire Councillor Holder explained that he and Wiltshire Councillor Alford would seek clarification from Wiltshire Council's leadership and the Minister for Roads concerning the implications of the funding decision for the proposed trunking of the A350 and de-trunking of the A36 and A46. His understanding had been that these changes were linked to delivery of the bypass, whereas the Minister's announcement referred specifically to the bypass. Members needed to understand whether the wider trunk-road proposals remained and what this would mean for Melksham and Bowerhill.

Footpath behind Melksham Oak:

Wiltshire Councillor Holder reported that the remaining unsurfaced section between the A365 and the completed tarmac path at Woolmore Farm remained rutted, muddy and difficult to use. He had raised the matter with the Cabinet Members responsible for Planning and Highways and had challenged the recent Local Highways Improvement Group (LHFIG) notes which appeared to return responsibility to the Parish Council to engage with the landowner. He considered that Wiltshire Council's Highways and Public Rights of Way officers should resolve the matter. The Area Board would write to the Cabinet Member for Highways and relevant officers requesting action.

Councillor Baines clarified that the Parish Council's role, as discussed at LHFIG, had been to approach the landowner to establish whether consent would be given for Wiltshire Council to upgrade the route. It had not been suggested that the Parish Council should itself undertake the works.

Planning Committee arrangements:

Wiltshire Councillor Holder reported a substantial backlog of applications affecting the parish, particularly Bowerhill. He had been assured that applications already referred to Strategic Planning Committee would still be considered by committee despite the revised scheme of delegation. He had also been told, although had not yet received written confirmation, that reserved-matters applications previously intended for Strategic Planning Committee could instead be considered by Western Area Planning Committee. East of Blackmore Farm was cited as an example. He expressed frustration that recent Strategic Planning Committee meetings had been cancelled because of an apparent lack of business.

b) Wiltshire Councillor Phil Alford

Wiltshire Councillor Alford also highlighted the need for clarification of the A350 trunking proposals. He was concerned that development could prevent delivery of a bypass route in future, following withdrawal of the emerging Local Plan and the Government funding decision.

Planning officers had advised that the withdrawn plan no longer provided a basis for safeguarding the proposed route. He had asked officers to reconsider the position in light of Core Policy 66 of the Wiltshire Core Strategy, which identified the A350 as a strategic route and supported realistic improvements. He referred to the substantial work already undertaken on the bypass as evidence that it had been a realistic proposal. Officers were undertaking further internal discussions but had not changed their advice that the withdrawn Local Plan did not protect the route.

Members expressed concern about the impact of losing the bypass on traffic, school journeys and communities including Beanacre, Bowerhill and Berryfield. Alternatives considered during the earlier route assessment would also have significant impacts and might not provide a satisfactory solution.

Councillor Richardson considered that reliance on the bypass had delayed investment in the existing A350. Members called on Wiltshire Council to explain how it would meet its infrastructure commitments under Core Policy 66 without waiting for a new Local Plan. Councillors Holder and Alford agreed to seek answers on future A350 improvements and clarify trunking arrangements.

Wiltshire Councillor Alford also referred to new potential funding opportunities raised at the Area Board. He would discuss the detail with the Community Engagement Manager, including the scope of the Locally Identified Infrastructure Projects (LIIPs) fund and the match-funding requirements for parish and town councils.

Standing Orders were reinstated.

226/26 Full Council

a) Minutes of the Full Council meeting held on 7th September 2026

Resolved: To approve the Minutes of the Full Council meeting held on 7th September 2026 as a correct record and for the Chair to sign them.

b) Councillor vacancy

Members noted that no election had been requested following the resignation of Councillor Chris Griffiths and that the vacancy would be filled by co-option. Advertising was commencing, with the intention of considering co-option at the November meeting.

c) Committee, working-party and organisation vacancies

Members considered whether to fill the resulting vacancies immediately or wait until the co-option had taken place.

Resolved: To defer filling the committee, working-party and organisation vacancies until the councillor vacancy had been considered, retaining the existing arrangements in the meantime.

227/26 Planning

a) Planning Committee minutes

Resolved 1: To approve the Minutes of the Planning Committee meeting held on 14th September 2026 as a correct record.

Resolved 2: To approve the Minutes of the Planning Committee meeting held on 5th October 2026 as a correct record, subject to removing Councillor Glover from the attendance list for the Wales & West Utilities meeting recorded in Appendix 3.

b) Confidential notes

There were no confidential notes for approval.

c) Planning Committee recommendations

Members considered the recommendation from 5th October concerning the proposed location of the East of Melksham development's mobility hub on the community hub land intended for transfer to the Parish Council.

Resolved: To approve the recommendation to reject locating the development-wide mobility hub on the community hub land intended for transfer to the Parish Council, in order to retain flexibility for community use. This would not preclude separate consideration of EV charging associated with a future community building.

d) Wiltshire Council's draft Local Plan

i) Local Plan Scoping Consultation response

Members noted that the Parish Council's response would be appended to the Planning Committee minutes of 5th October when uploaded, ensuring that the submitted response was available in the public domain.

ii) Joint working group with Melksham Town Council

Members considered establishing a joint working group to progress spatial options and strategic planning for the wider Melksham area.

The Clerk explained that the purpose was to prepare for meaningful early involvement in the new Local Plan, so that the councils could put forward their own informed views on growth and infrastructure.

A settled spatial position was not required before the initial meeting with Councillor Ian Thorn on 26th October, but identifying the representatives now would allow the work to progress promptly afterwards.

Resolved 1: That any future work on strategic and spatial options for the wider Melksham area should, in the first instance, be undertaken jointly with Melksham Town Council.

Resolved 2: To appoint Councillors David Pafford, Richard Wood, Alan Baines and Peter Richardson as the Parish Council's representatives on the joint working group, should this work be required, being the same representatives nominated to meet Councillor Ian Thorn and the Spatial Planning Team.

228/26 Finance

a) Receipts and Payments

Members noted the Receipts and Payments reports for September 2026, including receipt of the second and final instalment of the precept.

b) Quarterly reports for Quarter 2 July to September 2026

The Budget versus Actual report and bank reconciliations for Quarter 2 (July to September 2026) were noted.

Members noted that a VAT reclaim of £7,070.16 had been submitted.

c) October payments

Resolved: Councillors Mark Blackham and Anne Sullivan be the cheque signatories/online authority for the October payment run, with Councillor John Glover as a back-up if required.

d) Bank account and fund transfers

The Clerk explained that the Unity Trust Bank card-authorisation paperwork also required further completion to remove a former employee and to add Marianne Rossi.

Resolved: To approve the transfer of £157,000 from Lloyds to the Unity Trust account and, once received, £96,000 from Unity Trust to CCLA, retaining funds for the October payment run and a buffer.

e) External auditor's report

Members noted the external auditor's report for the year ended 31st March 2026. The Clerk explained that the auditor had been unable to read minute references submitted through the digital audit pilot. This had been raised with the auditor and the pilot team.

The required audit notices had been published, and no further action was required.

f) Initial budget requests and infrastructure funding for 2027/28

Members were invited to identify items requiring investigation or costing ahead of the forthcoming budget-setting process.

The Chair suggested a budget heading for additional sports facilities, initially without an allocated sum, to support consideration of facilities or developer contributions as the area grew.

The Clerk explained that Wiltshire Council was already seeking contributions for playing-pitch improvements and 3G facilities, but the piecemeal nature of development made coordinated provision difficult.

The Clerk drew attention to the newly announced Locally Identified Infrastructure Projects (LIIPs) fund, which could match Parish Council Community Infrastructure Levy (CIL) funding with Wiltshire Council CIL. The short October/November expression-of-interest timetable meant potential projects needed to be identified before the next Full Council meeting. An expression of interest would allow further work on costs and funding without committing the Council to delivery at this stage.

Following discussion, five potential schemes were identified:

1) Enlargement of the Bowerhill Sports Field car park to support future 3G provision, potentially helping unlock substantial Football Foundation funding
2) Enlargement of the Shaw Sports Field car park to support park-and-stride journeys to school.
3) Improvements and/or an extension to Shaw Sports Field changing facilities rather than continued minor repairs.
4) Provision of a Community shop in Berryfield (possibly similar to Whitley Community Shop). This could potentially at the former Berryfield Village Hall site or on a serviced hardstanding within a new development.
5) Provision of a lay-by outside Whitley Methodist Church to reduce issues with parking on Top Lane. When previously submitted to LHFIG this was scoped with an indicative cost of approximately £40,000.

Resolved: To submit expressions of interest in the LIIPs fund for the five proposed schemes, and to develop indicative costs and match-funding requirements for further consideration.

Wiltshire Councillor Alford, Wiltshire Councillor Holder and Councillor Blackham left the meeting.

229/26 Asset Management

a) Real Time Passenger Information displays for bus shelters

Members considered the revised Memorandum of Understanding (MoU) and ordering arrangements for additional Real Time Passenger Information (RTPI) displays. Wiltshire Council intended to extend its supplier contract for four years to January 2031.

Members noted that the MoU document is expressly non-legally binding and that many of the key provisions relating to payment, reimbursement, installation, maintenance and ongoing operation are framed as Wiltshire Council's intentions rather than binding commitments. Members were conscious that the Parish Council may ultimately be committing a significant sum of public money towards the RTPI programme whilst relying on arrangements that are described largely in terms of intentions. The Parish Council recognised, however, that this is an arrangement between two public authorities rather than a commercial contract and therefore accepted that a different approach to risk is appropriate. The Council is content in principle to proceed with the MoU but resolved that it will not sign the document until Schedules 1 and 2 have been received and found acceptable. Members wish to review the final costs and service arrangements before making any commitment.

Members also asked whether Wiltshire Council could clarify the ownership position regarding the three RTPI displays already installed through the LHFIG process, namely the display at Mitchell Drive, Bowerhill, and the two displays at Kestrel Court, Bowerhill.

Resolved 1: To proceed with signing the revised RTI Memorandum of Understanding, subject to Schedules 1 and 2 being acceptable, and to raise the identified payment, refund and termination risks with Wiltshire Council for clarification.

Councillor Richardson highlighted the risks associated with advance payment where installation and refund provisions were expressed as intentions rather than binding commitments, and with Wiltshire Council’s ability to terminate the agreement immediately, potentially leaving the Parish Council with equipment it could not use. Members considered these points in the context of the relationship between the two public authorities and suggested that the risks should be recognised in the Council’s risk register

Resolved 2: To add the risk associated with the RTPI MoU to the parish council risk register.

Councillor Blackham rejoined the meeting.

b) Beanacre Play Area refurbishment

Members considered the working party’s recommendations following its meeting with the project consultant on 5th October, including the tender evaluation and scoring matrix. Supplier B had submitted a tender of £22,000 excluding VAT, £3,000 below the project budget.

Members queried the proposal for an in-ground trampoline because residents had previously supported replacement monkey bars. The Clerk explained that suppliers had raised concerns about the existing position near the gate and the relationship with lower climbing equipment, which could encourage younger children towards higher equipment. Standards had changed since the original installation, and only one supplier had quoted for replacement monkey bars in that location.

The high water table at Beanacre could require additional drainage for the trampoline. This would be assessed at a site meeting and any additional works costed. Members considered that the £3,000 remaining within the budget provided scope to address this. Contractor welfare facilities should be provided separately rather than using the church toilets and kitchen, to avoid security and access difficulties.

Resolved: To approve the notes of the Beanacre Play Area Refurbishment Working Party meeting held on 5th October as an accurate record, and to approve the working party's recommendations as follows:

1. To provide an in-ground trampoline in place of replacement monkey bars, subject to suitable drainage arrangements.

2. To appoint HAGS (Supplier B) to undertake the design and refurbishment at £22,000 excluding VAT, subject to satisfactory references and resolution of the outstanding drainage and maintenance-gate clarification points.

3. To hold a site meeting with the appointed supplier to assess ground conditions and agree the drainage solution, including any additional cost within the existing £25,000 excluding VAT budget.

4. For the project consultant to prepare the appropriate Building Agreement/contract documentation for agreement and signature.

5. To discuss site access and contractor arrangements with St Barnabas Church, including the location of the skip and use of the car park.

c) Hornchurch Road Play Area gate

Members considered the two quotations received for replacement of the gate with a hydraulic/damped closure mechanism. Supplier 2 was approximately £294 more expensive but was understood to have visited the site. Members suggested obtaining a further quotation from the supplier appointed for Beanacre (HAGS), including asking whether undertaking the work alongside that project would reduce the cost.

Resolved: To obtain a further quotation from HAGS for the Hornchurch Road gate replacement and delegate authority to the Asset Management Committee on 6th November to select and approve the quotation, seeking extensions to quotation validity where required.

d) Bowerhill Sports Field

i) Melksham Cricket Club request

Members considered the Club's request for cricket facilities, including an artificial wicket, at Bowerhill Sports Field. The officer note referred to the ladies' team needing facilities from 2027, while discussion also covered the third team. Members wanted the Club's exact requirements clarified before detailed work began.

The Clerk recalled that the Club had previously been invited to use the site following a fire at its pavilion. It had chosen to remain at its existing ground but had said that it would be interested in the future when they had more teams. They now needed additional space and were exploring (ECB) England and Wales Cricket Board funding. Initial discussions with the grounds maintenance contractors and Future of Football supported further investigation.

Councillor Hemmings explained that cricket and football could share s site through careful scheduling. Members requested details of the type of cricket, team numbers, match and training times, space required and protection of the wicket. The cricket pitch at Beanacre was considered as an alternative, although its use by Corsham Cricket Club could limit availability.

Members discussed public safety, the condition of the playing surfaces and any implications for Fields in Trust arrangements. They stressed that cricket provision must remain compatible with plans for a fenced 3G football pitch. Members supported further investigation but recognised that more information was needed to establish whether both uses could be accommodated.

Resolved: To investigate the feasibility of accommodating cricket at Bowerhill Sports Field, working with Melksham Cricket Club to establish its requirements and assess compatibility with existing sports, public use and future 3G provision, for further consideration by the Asset Management Committee. The Club to be advised that the Council was positively exploring the request, subject to the further information and assessment required.

ii) Future of Football proposals

Councillor Glover reminded Members of his declared interest and stepped down as Chair for this item. Councillor Pafford reported on the meeting held with Future of Football representatives and officers on 9th October.

Future of Football were exploring registration/approval with Wiltshire Council to provide alternative educational provision for children aged 7–11. The proposed sessions would combine educational and project work in the Bowerhill sports pavilion with football activities outside, with the aim of supporting engagement and a return towards mainstream education where appropriate.

Future of Football wished to refresh the games room to make it more welcoming and engaging and had indicated that it would fund the decoration. Members supported exploring this but emphasised that the room must remain suitable for other hirers. Proposed artwork and decoration would require Council approval before any work was undertaken. Members recognised the potential educational benefit and additional use of the facilities, while noting that further questions needed to be answered.

Resolved: To investigate the Future of Football alternative-provision proposals further with an open and positive approach, including the proposed use and decoration of the pavilion, for detailed consideration by the Asset Management Committee.

iii) Urgent electrical work

Resolved: To note approval, under delegated powers, of the quotation from Kanconnections for £1,533 (ex VAT) for urgent electrical remedial work required for health and safety reasons. This work was identified during the hard-wired electrical inspection at Bowerhill Sports Pavilion.

e) Berryfield Park tree works

Resolved: To note approval, under delegated powers, that urgent work had been authorised following a tree falling into the play area and creating a safety concern.

When the appointed contractor attended, the tree had already been cut up and the logs stacked by an unidentified person. The contractor was still required to clear the timber from the site. Members expressed concern about unauthorised

chainsaw work on Council land and noted that there would still be a cost for the removal of wood from site.

230/26 Highways, Footpaths and Streetscene

a) Bowerhill dropped kerbs

Resolved: To defer consideration of the next steps for the Bowerhill dropped-kerb proposals pending further information.

b) Western Gateway Strategic Investment Plan and A350 bypass

Members noted the refreshed Western Gateway Strategic Investment Plan (September 2026), which included the proposed Melksham Eastern Bypass and improvements to railway-line capacity serving Melksham. The discussion returned to the Government's funding announcement on the bypass and the reports from Wiltshire Councillors earlier in the meeting.

The Minister for Roads' letter of 8th October to Brian Mathew MP, circulated with the agenda pack, confirmed removal of the A350 Melksham Bypass from the current Major Road Network and Large Local Majors Programme following its review. The letter also stated that the decision did not prevent future consideration if a compelling business case and an appropriate funding programme became available, subject to future Spending Review settlements.

Members sought clarity about the relationship between this decision and the bypass's continuing inclusion in Western Gateway's regional investment priorities. They wished to establish whether the scheme remained a future strategic aspiration and whether a route should therefore continue to be protected. Concern was expressed that development east of Melksham could remove the proposed route options before a future funding opportunity arose.

Members discussed the difference between the withdrawn Local Plan's proposed bypass safeguarding and the Melksham Link Canal route protected through the adopted Core Strategy. The Clerk reminded Members that the Council's corporate position on the bypass was recorded in the Joint Melksham Neighbourhood Plan2 priority statement, rather than a policy, and had been included in the agenda pack.

Resolved: To seek clarification from the Western Gateway and National Highways on the future strategic status of the Melksham Bypass following the Government funding decision, and whether continued protection of a route or routes should be pursued with Wiltshire Council.

Members agreed that the response to a request from Melksham News for a comment should reflect the Council's continuing enquiries and be linked to the existing neighbourhood-plan priority statement.

231/26 Community projects and partnership organisations

a) Age UK Community Connectors

The Clerk reported that the Melksham Community Support model had been well received and was being replicated elsewhere in Wiltshire as Community Connectors. Age UK considered that Melksham should benefit from the wider national funding now available and would fund the Melksham and Melksham Without service for the next two years. Funding beyond that period was not guaranteed. Members welcomed the development and noted the reduction in the Parish Council funding requirement during that period.

Members had previously discussed expanding the service to support a younger adult age group, distinct from existing older-person and youth provision. This was a council objective for the current term of office. The Clerk referred to the Lighthouse Project, which had been presented at a Melksham Area Board Health and Wellbeing meeting and involved professionals such as physiotherapists, counsellors and psychologists. It might offer a more holistic or early-intervention approach for people whose needs did not necessarily meet NHS intervention or Age UK eligibility (over 60 years old)

Resolved: For the Clerk to have an exploratory discussion with the Lighthouse Project about the service it could offer.

b) Wilts & Berks Canal Trust Melksham Link Programme Steering Group

Resolved: To nominate Councillor Haffenden as the Parish Council representative on the Wilts & Berks Canal Trust Melksham Link Programme Steering Group.

c) National People's Emergency Briefing on Climate and Nature

Members considered Melksham Environment Group's request for the Parish Council to arrange a screening within the parish. Members discussed possible venues and whether the Parish Council should organise or facilitate an event on behalf of another organisation. Members noted that the Group could approach a village hall directly and could use the Council's normal grant process if it wished to seek financial assistance. It was noted that WALC (Wiltshire Association of Local Councils) were screening the film and discussion at a forthcoming event in November, hosted by Wiltshire Council at County Hall.

Resolved: That Melksham Environment Group should be advised to approach village halls directly to arrange its own screening, rather than the Parish Council organising or facilitating the event.

232/26 Staffing

Members noted the resignation of David Cole as Allotment Warden after eight years' service.

Four candidates had been shortlisted for interviews on Thursday 15th October. Interviews would be undertaken by the Clerk and Chair of Staffing.

Resolved: To delegate authority to the Staffing Committee meeting on 19th October 2026 to appoint an Allotment Warden following the interviews, on the recommendation of the Interview Panel, comprising of the Clerk and Chair of Staffing Committee.

The meeting closed at 8:43pm.

Chairman, 9th November 2026

Receipts for Month 6 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**8,223.08**					**8,223.08**	
V4680-BACS	Banked:**10/09/2026**	**296.00**						
V4680-BACS	Future of Football	296.00			1210	210	74.00	Inv.585-29th Aug 26 match
					1210	210	74.00	Inv.585-5th Sept 26 match
					1210	210	74.00	Inv.585-12th Sept 26 match
					1210	210	74.00	Inv.585-26th Sept 26 match
V4681-BACS	Banked:**10/09/2026**	**116.00**						
V4681-BACS	Future of Football	116.00			1210	210	10.50	Inv.581-8th July training
					1210	210	10.50	Inv.581-15th July training
					1210	210	10.50	Inv.581-22nd July training
					1210	210	10.50	Inv.581-29th July training
					1210	210	74.00	Inv.581-22nd Aug match
V4682-BACS	Banked:**16/09/2026**	**42.00**						
V4682-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 16a rent
V4683-BACS	Banked:**16/09/2026**	**42.00**						
V4683-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 7b rent
V4684-BACS	Banked:**16/09/2026**	**42.00**						
V4684-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 6a rent
V4685-BACS	Banked:**17/09/2026**	**42.00**						
V4685-BACS	Allotment Holder	42.00			1320	310	42.00	Briansfield plot 1 rent
V4686-BACS	Banked:**17/09/2026**	**84.00**						
V4686-BACS	Allotment Holder	84.00			1310	310	84.00	Berryfield 7a rent
V4687-BACS	Banked:**18/09/2026**	**42.00**						
V4687-BACS	Allotment Holder	42.00			1320	310	42.00	Briansfield plot 22 rent
V4688-BACS	Banked:**18/09/2026**	**42.00**						
V4688-BACS	Allotment Holder	42.00			1320	310	42.00	Briansfield plot 29 rent
V4689-BACS	Banked:**18/09/2026**	**84.00**						
V4689-BACS	Allotment Holder	84.00			1320	310	42.00	Briansfield 23 rent
					1320	310	42.00	Briansfield 24 rent
V4690-BACS	Banked:**21/09/2026**	**42.00**						
V4690-BACS	Allotment Holder	42.00			1320	310	42.00	Briansfield 8 rent
V4691-BACS	Banked:**21/09/2026**	**42.00**						
V4691-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 8a rent
V4692-BACS	Banked:**21/09/2026**	**42.00**						
V4692-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 18a rent
V4693-BACS	Banked:**21/09/2026**	**32.00**						
V4693-BACS	Allotment Holder	32.00			1310	310	32.00	Berryfield 1sm rent
V4694-BACS	Banked:**21/09/2026**	**42.00**						
V4694-BACS	Allotment Holder	42.00			1320	310	42.00	Briansfield plot 30 rent
V4695-BACS	Banked:**21/09/2026**	**42.00**						

Continued on Page 277

Receipts for Month 6 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V4695-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 2a allotment rent
V4696-BACS	Banked: **21/09/2026**	**42.00**						
V4696-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 4a rent
V4697-BACS	Banked: **21/09/2026**	**90.50**						
V4697-BACS	Trowbridge Athletic	90.50			1210	210	90.50	Inv.589-Aug/sept training & ma
V4698-BACS	Banked: **22/09/2026**	**84.00**						
V4698-BACS	Allotment Holder	84.00			1320	310	84.00	Briansfield 18 rent
V4699-BACS	Banked: **23/09/2026**	**522.00**						
V4699-BACS	Future of Football	522.00			1210	210	522.00	Inv.572-June evening training
V4700-BACS	Banked: **23/09/2026**	**84.00**						
V4700-BACS	Allotment Holder	84.00			1310	310	84.00	Berryfield 14b rent
V4699-BACS	Banked: **23/09/2026**	**-522.00**						
V4699-BACS	Future of Football	-522.00			1210	210	-522.00	ERROR-Inv.572
V4699-BACS	Banked: **23/09/2026**	**552.00**						
V4699-BACS	Future of Football	552.00			1210	210	552.00	Inv.572-June 26 evening traini
V4701-BACS	Banked: **24/09/2026**	**84.00**						
V4701-BACS	Allotment Holder	84.00			1320	310	84.00	Briansfield 26 rent
V4702-BACS	Banked: **24/09/2026**	**42.00**						
V4702-BACS	Allotment Holder	42.00			1320	310	42.00	Briansfield 13 rent
V4703-BACS	Banked: **25/09/2026**	**42.00**						
V4703-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 9b rent
V4704-BACS	Banked: **28/09/2026**	**42.00**						
V4704-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 11b rent
V4705-BACS	Banked: **28/09/2026**	**151,214.50**						
V4705-BACS	Wiltshire Council	151,214.50			1076	110	151,214.50	Parish precept part 2
V4706-BACS	Banked: **28/09/2026**	**42.00**						
V4706-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 4b rent
V4707-BACS	Banked: **28/09/2026**	**42.00**						
V4707-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 1a rent
V4708-BACS	Banked: **30/09/2026**	**84.00**						
V4708-BACS	Allotment Holder	84.00			1320	310	42.00	Briansfield 10 rent
					1320	310	42.00	Briansfield 11 rent
V4709-BACS	Banked: **30/09/2026**	**84.00**						
V4709-BACS	Allotment Holder	84.00			1320	310	84.00	Briansfield plot 19 rent
500190-CAS	Banked: **30/09/2026**	**333.71**						
V4710-081	Melksham Emergency Group	7.71			1130	110	7.71	Inv.567-Photocopying
V4711-083A	Lacock Athletic	74.00			1220	210	74.00	Inv.582-20th Aug match
V4712-083B	Allotment Holder	42.00			1310	310	42.00	Berryfield 3a rent

Continued on Page 278

Receipts for Month 6 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V4713-084	Allotment Holder	42.00			1320	310	42.00	Briansfield 7 rent
V4714-086	Allotment Holder	42.00			1310	310	42.00	Berryfield 17a rent
V4715-087	Allotment Holder	42.00			1320	310	42.00	Briansfield plot 3 rent
V4716-088	Allotment Holder	42.00			1310	310	42.00	Berryfield 13a rent
V4717-089	Allotment Holder	42.00			1320	310	42.00	Briansfield 32 rent
V4718-BACS	Banked: **30/09/2026**	**84.00**						
V4718-BACS	Allotment Holder	84.00			1320	310	84.00	Briansfield 25 rent
Total Receipts for Month		154,020.71	0.00	0.00			154,020.71	
Cashbook Totals		162,243.79	0.00	0.00			162,243.79	

Date: 06/10/2026 | **Melksham without Parish Council Current Year** | **Page: 279**

Time: 14:59 | **Cashbook 1** | **User: MR**

Current Account & Instant Acc | **For Month No: 6**

Payments for Month 6

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
01/09/2026	Lloyds Bank	V4676-PAY	10.00			4140	120	10.00	Service charge
15/09/2026	Daisy (Onebill)	V4677-DD	79.43		13.24	4190	120	66.19	Inv.814-Office line &wifi
15/09/2026	Daisy (Onebill)	V4678-DD	87.68		14.61	4384	220	73.07	Inv.815-Pavilion line & wifi
29/09/2026	Lloyds Bank PLC	V4679-SERV	12.40			4140	120	12.40	Service charge
	Total Payments for Month		189.51	0.00	27.85			161.66	
	Balance Carried Fwd		162,054.28						
	Cashbook Totals		162,243.79	0.00	27.85			162,215.94	

Date: 06/10/2026 | **Melksham without Parish Council Current Year** | **Page: 312**

Time: 15:00 | **Cashbook 2** | **User: MR**

Unity Bank | **For Month No: 6**

Receipts for Month 6

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**9,836.46**					**9,836.46**	
V4675-CRED	Banked: **02/09/2026**	**2,504.96**						
V4675-CRED	CCLA Investment Management	2,504.96			1080	110	2,504.96	Interest
	Banked: **18/09/2026**	**29,000.00**						
V4666-TRAN	CCLA	29,000.00			240		29,000.00	Transfer from CCLA to Unity
	Total Receipts for Month	31,504.96	0.00	0.00			31,504.96	
	Cashbook Totals	41,341.42	0.00	0.00			41,341.42	

Payments for Month 6 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2026	Grist Environmental	V4670-DD	126.96		21.15	4770	220	105.81	Inv.518-Pavilion waste away
07/09/2026	Place Studio Ltd	V4667-BACS	450.00		75.00	4680	170	375.00	Inv.102-Planning support
07/09/2026	Philip J Alford	V4668-BACS	276.00			4721	220	276.00	Fix leaking pavilion toilet
16/09/2026	EDF Energy	V4669-DD	152.95		7.28	4302	220	145.67	Inv.023-Pavilion electrcity
16/09/2026	Lloyds Bank PLC	V4671-DD	1,000.94		166.33	4175	120	54.00	Business subscription
						4721	220	181.08	Replacement goal posts
						4686	170	6.99	Age UK Phone line
						4175	120	85.05	Office 365 for councillors
						4721	220	209.78	Padlock & chains for goal post
						4490	142	24.89	H&S Poster
						4560	142	9.79	Hi Viz for flood wardens
						4175	120	24.97	Adobe pro-subscription 1
						4351	120	92.62	Anker power conference speaker
						4175	120	30.24	Officer office 365
						4175	120	6.65	MWPC Website hosting
						4055	130	38.50	New NPPF Training
						4490	142	42.08	Maintenance items-caretaker
						4175	120	24.97	Adobe pro subcription 2
						4140	120	3.00	Monthly Fee
24/09/2026	JH Jones & Sons	V4650-BACS	2,742.77		457.13	4400	142	25.00	Inv.6279- Berryfield cut
						4781	220	96.50	Inv.6279- JSF Bin emptying
						4405	220	50.67	Inv.6279- JSF Hedge
						4409	142	198.08	Inv.6279- Hornchurch POS Cut
						4402	320	72.94	Inv.6279- Allotment grass cutt
						4820	142	39.36	Inv.6279- SHF grass cutting
						347	0	-39.36	Inv.6279- SHF grass cutting
						6000	142	39.36	Inv.6279- SHF grass cutting
						4401	220	1,150.06	Inv.6279- JSF Pitch maintenanc
						4400	142	417.42	Inv.6279- Play Area grass cut
						4780	142	149.86	Inv.6279-Play Area bin emptyin
						4402	320	21.88	Inv.6279- BSF Hedge
						4400	142	21.84	Inv.6279- Beanacre leaf cleara
						4400	142	42.03	Inv.6279- Kestrel Court shrub
24/09/2026	JH Jones & Sons	V4651-BACS	384.00		64.00	4590	142	320.00	Inv.6298-Corsham RD bin instal
24/09/2026	Tollgate Security Ltd	V4652-BACS	102.00		17.00	4212	220	85.00	Inv.954- Alarm call out
24/09/2026	Wilts & Berks Canal Trust	V4653-BACS	25.00			4650	170	25.00	Inv.982- Annual

Continued on Page 314

Payments for Month 6 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									membership
24/09/2026	Wiltshire Council	V4654-BACS	4,706.99			4510	142	4,706.99	Inv.781-Bath Rd traffic island
24/09/2026	Agilico	V4655-BACS	74.89		12.48	4130	120	62.41	Inv.376-Office photocopying
24/09/2026	Arien Signs LTD	V4656-BACS	880.80		146.80	4540	142	734.00	Inv.145-Finger post bridleway
24/09/2026	Kanconnections	V4657-BACS	720.00		120.00	4212	220	600.00	Inv.1832-EICR Inspection
24/09/2026	Village Voice	V4658-BACS	85.00			4230	120	85.00	Advert in magazine
24/09/2026	Wiltshire Pension Fund	V4659-BACS	2,592.05			4045	130	1,900.34	Period 6- September 2026
						4000	130	320.30	Period 6- September 2026
						4010	130	203.24	Period 6- September 2026
						4020	130	168.17	Period 6- September 2026
24/09/2026	HM Revenue & Customs	V4660-BACS	3,833.12			4041	130	1,546.21	Period 6- September 2026
						4000	130	668.40	Period 6- September 2026-T
						4000	130	261.70	Period 6- September 2026-NI
						4010	130	375.60	Period 6- September 2026-T
						4010	130	166.30	Period 6- September 2026-NI
						4010	130	61.00	Period 6- September 2026
						4020	130	336.60	Period 6- September 2026-T
						4020	130	148.11	Period 6- September 2026-NI
						4460	142	247.80	Period 6- September 2026
						4800	320	21.40	Period 6- September 2026
28/09/2026	Community Heartbeat Trust	V4649-BACS	12,235.20		2,039.20	4049	142	1,495.00	Inv.22345-Beanacre defib
						4049	142	1,495.00	Inv.22345-Whitley Reading Room
						4049	142	1,495.00	Inv.22345-New Inn defib
						4049	142	1,495.00	Inv.22345-Pilot defib
						4049	142	1,495.00	22345-Bowerhill pavilion defib
						4049	142	1,495.00	Inv.22345-Shaw V Hall defib
						4049	142	1,176.00	Annual support x6
						4049	142	50.00	Delivery
28/09/2026	Teresa Strange	V4661-BACS	[redacted]		23.37	4000	130	[redacted]	September 2026 Salary
						4175	120	85.05	Office 365- Cllrs
						4150	120	14.14	Sticky notes and bin bags

Continued on Page 315

Date: 06/10/2026 | **Melksham without Parish Council Current Year** | **Page: 315**

Time: 15:00 | **Cashbook 2** | **User: MR**

Unity Bank | **For Month No: 6**

Payments for Month 6

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4370	120	2.67	Washing up liquid
						4370	120	15.03	Dishwasher tablets
28/09/2026	Marianne Rossi	V4662-BACS	[redacted]			4010	130	[redacted]	September 2026 salary
						4250	120	14.00	Land Registry- Barnes Wallis C
28/09/2026	Fiona Dey	V4663-BACS	[redacted]			4020	130	[redacted]	September 2026 salary
						4155	120	1.65	Milk
						4155	120	1.98	Paper plates
28/09/2026	Terry Cole	V4664-BACS	[redacted]			4460	142	[redacted]	September 2026 salary
						4050	142	47.50	Travel Allowance
						4051	142	66.55	Mileage x121
28/09/2026	David Cole	V4665-BACS	[redacted]			4800	320	[redacted]	September 2026 salary
30/09/2026	Grist Environmental	V4672-DD	85.48		14.24	4770	220	71.24	Inv.608- B'hill waste away Aug
30/09/2026	Unity Trust Bank	V4673-FEE	1.20			4140	120	1.20	Handling charge
30/09/2026	Unity Trust Bank	V4674-FEE	11.80			4140	120	11.80	Service Charge
	Total Payments for Month		39,816.50	0.00	3,163.98			36,652.52	
	Balance Carried Fwd		1,524.92						
	Cashbook Totals		41,341.42	0.00	3,163.98			38,177.44	

Total Salaries September 26

£9,057.41

Date: 06/10/2026 | **Melksham without Parish Council Current Year** | **Page: 83**

Time: 15:00 | **Cashbook 4** | **User: MR**

Instant Access Unity 20476339 | **For Month No: 6**

Receipts for Month 6

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

Date: 06/10/2026 | **Melksham without Parish Council Current Year** | **Page: 84**

Time: 15:00 | **Cashbook 4** | **User: MR**

Instant Access Unity 20476339 | **For Month No: 6**

Payments for Month 6

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

Receipts for Month 6 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**758,000.00**					**758,000.00**	
	Banked:	**0.00**						
			0.00				0.00	
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	758,000.00	0.00	0.00			758,000.00	

Payments for Month 6 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
18/09/2026	Unity Bank	V4666-TRAN	29,000.00			220		29,000.00	Transfer from CCLA to Unity
	Total Payments for Month		29,000.00	0.00	0.00			29,000.00	
	Balance Carried Fwd		729,000.00						
	Cashbook Totals		758,000.00	0.00	0.00			758,000.00	

AGENDA ITEM 08b

Committee, working party and organisation vacancies

To fill vacancies arising from the councillor resignation

- Finance Committee
- Staffing Committee
- Highways, Footpaths and Streetscene Committee
- Road Safety Working Party
- Local Council Award Scheme Working Party
- Footpath representative for Sandridge and Blackmore

MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 26th October 2026 at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES at 7:00pm

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

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

In attendance: Councillor Tony Hemmings (as an observer), Wiltshire Councillors Phil Alford and Nick Holder (part); Vaughan Thompson (Neighbourhood Plan (NHP) Planning Consultant - part); 4 members of the public, including a representative of Pathfinder Place Residents' Association

On Zoom: None

245/26 Welcome, Housekeeping and Announcements

The Chair welcomed everyone to the meeting.

The Clerk outlined the fire evacuation arrangements and advised that the meeting was being recorded for publication on YouTube, with the recording to be removed following approval of the minutes. Members of the public were advised that they did not need to give their names or addresses when speaking.

Wiltshire Council's planning application for the proposed central depot at Bowerhill had been submitted and would be considered at the next meeting.

246/26 Apologies

No apologies were received from committee members.

247/26 Declarations of Interest

a. Declarations of Interest

None declared.

b. Dispensation Requests

None received.

248/26 Consideration of Items in Closed Session

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

Agenda Item 13 Planning Enforcement: potential legal matter

Agenda Item 14b Contact with developers: preliminary developer contact not yet confirmed as being in the public domain

249/26 Public Participation

Standing Orders were suspended to allow public participation.

Wiltshire Councillor Alford - Land between Melksham Oak Community School and Eastern Way (agenda item 10a ii)

Wiltshire Councillor Alford spoke, as a resident, in support of exploring Local Green Space designation for a field owned by Wiltshire Council, crossed by the new walking route towards Melksham Oak Community School (MELW18 from Eastern Way to the school). He explained that the area was increasingly valued by walkers, families and dog walkers as development progressed nearby, and was becoming an important local green sanctuary.

Members recalled that the land might have been associated with biodiversity compensation for the school, including skylark habitat. The Clerk confirmed that it was not designated as Local Green Space in the Neighbourhood Plan, but its existing protection and any biodiversity obligations would need to be checked. The matter was also considered under minute 249/26(a).

Wiltshire Councillor Holder - Pathfinder Place highway works (agenda item 14a i)

Wiltshire Councillor Holder reported confirmation that the Section 278 remedial works on the existing public highway at Pathfinder Way had been completed. These were separate from the outstanding Section 38 works within the residential development, which remained incomplete, with no confirmed completion date.

The outstanding matters included highway adoption, lighting, kerbs, road markings, access to utilities and encroachments into land intended for adoption. Some defects had reportedly been outstanding for at least two and a half years. Councillor Holder intended to raise the lack of a programme with the responsible Cabinet Member at the next Cabinet meeting.

MP1 described difficulties obtaining a coordinated response through the management company. Councillor Holder clarified that works within the unadopted Section 38 area remained the developer's responsibility and were being pursued by Wiltshire Council's highway officer.

MP1 - Land south of Western Way construction management (agenda item 9d)

MP1, the Pathfinder Place Residents' Association representative, commented on the developer's revised Construction Method Statement (CMS) that had been submitted for Land South of Western Way (PL/2026/01378). He welcomed the acceptance of construction access and exit from/to Western Way (A365) and the proposed exclusion of HGVs from Maitland Place. However, he felt that overall, the revised document was lacking as it still contained ambiguities and omissions.

MP1 queried why traffic controls on Western Way were proposed when the highway officer had indicated that they should not be necessary. References to HGVs did not consistently cover all construction traffic, leaving uncertainty about vans, contractors and other site movements. The large vehicle and delivery routing plan referred to in the CMS did not appear to be available publicly. The execution plan was marked draft, was unsigned and included a key for features not clearly shown on the drawing.

Further concerns related to drainage information, arrangements for communication with the Council and local community, and delivery hours. The stated delivery hours appeared inconsistent with the undertaking to avoid peak periods, without explaining how this would be managed. Members also queried where vehicles would wait before being called to the site, given the statement that HGVs would not be held on the A365. The Committee's comments are recorded at minute 248/26(d).

Standing Orders were reinstated.

250/26 Wiltshire Council Local Plan

Feedback from the Melksham Area Local Plan Round Table Meeting

Members received feedback from the meeting held earlier that evening with Wiltshire Council, Melksham Town Council and Melksham Without Parish Council. Wiltshire Council's Leader, Councillor Ian Thorn, and officers from strategic planning and development management had attended. The discussion had been structured around seven questions submitted in advance, for which Wiltshire Council had provided written responses.

Vaughan Thompson (Neighbourhood Plan Planning Consultant) provided a summary of the meeting, which he considered had been positive and constructive. He highlighted the importance of the Town and Parish Councils continuing to engage constructively with Wiltshire Council on the emerging Local Plan, using the adopted Joint Melksham Neighbourhood Plan 2 (JMNP2) and its policies as the starting point.

Councillor Thorn had indicated that the meeting was intended to be the beginning of an ongoing dialogue, rather than a one-off discussion, with further engagement alongside the formal Local Plan process. This commitment was welcomed by Members.

Strategy, growth and infrastructure

Vaughan explained that Wiltshire Council faced significant challenges in preparing a new Local Plan within the Government's 30-month timetable, alongside an 83% increase in housing requirements and the need to commence work on the wider strategic development framework.

He highlighted the importance of considering the cumulative impacts of development, rather than individual proposals in isolation, particularly in relation to transport and infrastructure provision.

The Parish Council's mapping of existing, allocated and proposed developments had been particularly valuable in illustrating the scale of development around Melksham. The Clerk reported that Wiltshire Council's Head of Development Management, Gary Collins, had recognised the value of this work and indicated that Wiltshire Council was considering producing similar information.

Transport and the A350 bypass

Vaughan reported that Wiltshire Council intended to use strategic transport modelling to inform the location and scale of future development and assess its impact on the highway network. This could identify the need for a Melksham bypass or other significant transport interventions to accommodate future growth.

However, Wiltshire Council had indicated that, without a current policy framework or funding programme, it was unable to safeguard the indicative A350 bypass route, which therefore carried very little weight in current planning decisions. Members expressed concern that speculative development could prejudice the opportunity to deliver a bypass in the future.

It was reported that Councillor Thorn would discuss with colleagues whether any further action could be taken to protect the potential route.

Energy infrastructure

Vaughan highlighted the value of the Parish Council's work in identifying the cumulative impacts of renewable energy developments, including solar farms, battery storage and associated grid infrastructure.

Wiltshire Council was expected to engage with utility providers, and the locally assembled evidence could make an important contribution to those discussions, particularly given the limited resources available to the authority to undertake equivalent work.

Neighbourhood planning and cumulative impacts

Vaughan explained that discussions had considered how JMNP2 could be used to address the pressures arising from speculative development.

Although there was no immediate solution, he considered that there was an opportunity for further discussions about assessing cumulative transport impacts and taking a more strategic approach to infrastructure delivery, rather than considering developments individually.

He emphasised that the meeting had been constructive rather than confrontational and had opened the door to further engagement with Wiltshire Council.

Future engagement

Vaughan suggested that the seven questions submitted to Wiltshire Council could provide a useful basis for further topic-based discussions or workshops, allowing individual matters to be explored in greater detail.

Members welcomed Councillor Thorn's commitment to continued dialogue. When the possibility of topic-based workshops was raised, it was suggested that the outstanding subjects should first be considered before deciding on the most appropriate format for future discussions.

It was agreed to continue constructive engagement with Wiltshire Council and Melksham Town Council on the emerging Local Plan, with further consideration to be given to the format and subjects of future discussions, including the possibility of topic-based workshops.

Vaughan Thompson and Wiltshire Councillor Alford left the meeting.

251/26 New Planning Applications

a. **PL/2026/06650 – 41 Lysander Road, Bowerhill** Construction of a new industrial manufacturing and storage building with entrance office, WCs and carport.

Comments: NO OBJECTION, subject to Wiltshire Council satisfactorily addressing parking, servicing and highway safety.

The Parish Council welcomes the expansion of an existing local business and the more intensive use of previously developed employment land, consistent with JMNP2 Policy 10: Employment Sites. Members considered the proposed scale, design and materials appropriate to the industrial estate and welcomed the solar canopy, electric vehicle charging and cycle storage. Joint Melksham Neighbourhood Plan 2 (JMNP2) Policies 4, 11 and 20 are also relevant.

However, the information indicates an increase in employees from 41 to 46 while recording six existing and six proposed parking spaces. Wiltshire Council should

establish how parking for the whole business, including employees and visitors, is currently accommodated, whether any provision on other land is available and secured, and whether the development would displace vehicles onto already congested estate roads.

The servicing layout appears able to accommodate only one large vehicle at a time. Clarification is requested of delivery frequency, vehicle sizes and arrangements if a second vehicle arrives, so that waiting, loading and manoeuvring do not obstruct the highway or compromise pedestrian safety. These matters should be assessed against Wiltshire Core Strategy Core Policies 60, 61 and 64, relevant parking standards and NPPF Policy TR4.

Members noted that a smaller building had previously been permitted but not constructed. That history did not resolve the parking and servicing implications of the larger proposal.

b. **PL/2026/06352 – Outmarsh Farm, Outmarsh** Retrospective retention and use of an existing static caravan as short-term holiday accommodation for a maximum of two guests, with existing parking and access arrangements.

Comments: OBJECT

The Parish Council considers that the application has not demonstrated compliance with Wiltshire Core Strategy Core Policy 39: Tourist Development. In this countryside location, evidence is required of the relationship to a particular countryside attraction, the absence of suitable alternative buildings or sites for reuse, compatibility with the surroundings, adequate access and infrastructure, and reasonable access to local services and an employment base. The proposed holiday use has not been adequately justified against those criteria.

Members were particularly concerned about the relationship between the proposed parking and the caravan either side of a Bus Gate with an ANPR camera in place. The arrangements appeared to require guests carrying luggage and shopping to follow an indirect route of 50-70 metres, beside a road with a narrow footway. Wiltshire Council should establish that there is a safe, practical and clearly defined pedestrian route between parking and accommodation.
The Planning Supporting Statement says “No new highway access or alteration to the public road is proposed” and the parish council note that access off the highway was made, we understand without permission or knowledge of Wiltshire Council as the Highway Authority, when the caravan was originally installed. This was raised with Natalie Rivans, Planning Enforcement at the time.

Adequate foul drainage, sewage disposal and other services must also be demonstrated. Core Policies 61 and 68 and Joint Melksham Neighbourhood Plan 2 (JMNP2) Policy 11 are relevant to these concerns.

Members noted the earlier refusal and dismissed appeal relating to agricultural accommodation and that the Inspector had not identified unacceptable landscape harm from the caravan itself. The parish council’s objection to the present application therefore focuses on the justification for holiday accommodation, access and infrastructure, rather than assuming that the previous refusal automatically determines this different use.

Wiltshire Council is also requested to consider NPPF Policy DM8(2). Where the evidence establishes that unauthorised development was intentional, that fact should carry substantial weight in determining a retrospective application. The planning and enforcement history should be examined for that purpose;

retrospective status alone does not establish intentional unauthorised development.

c. **PL/2026/06409 – Land along and south of Bath Road, Bowerhill** Temporary removal of 24 metres of hedgerow in four sections to enable Wessex Water to reroute two water mains associated with the proposed Gompels warehouse development, with reinstatement following completion.

Comments: NO OBJECTION.

Members noted that the notice provided for replanting in accordance with the submitted Wessex Water standards. The reinstatement proposals are relevant to Joint Melksham Neighbourhood Plan 2 (JMNP2) Policy 17: Trees and Hedgerows.

d. **PL/2026/06682 – 6 Plane Tree Close, Whitley** Works to the protected London plane tree, comprising reduction of overextended lateral branches and pruning to balance its shape.

Comments: NO OBJECTION.

Members considered the proposed pruning appropriate. The tree's size and previous pruning history were noted, together with its long-standing Tree Preservation Order. Joint Melksham Neighbourhood Plan 2 (JMNP2) Policy 17 is relevant to retaining the tree while allowing appropriate management.

252/26 Amended Plans and Additional Information

a. **PL/2026/02458 – Land east of Eastern Way, Melksham, Lidl**

Comments:

The Parish Council welcomes the revised highway proposals, including the splitter island and widening of the existing refuge crossing on the southern arm of the Sandridge Common roundabout to three metres.

The Parish Council feel that a direct and convenient pedestrian and cycle connection to the adjoining Blackmore Farm development still remains necessary. Residents should be able to reach the store without driving around the road network or making an unnecessarily circuitous journey on foot – which would be across fields via the Right of Way (MELW27) until phase 2 of the adjacent development is built (still not at reserved matters). This should be coordinated with the adjoining developer and secured as a usable route, consistent with Joint Melksham Neighbourhood Plan 2 (JMNP2) Policy 11 and NPPF Policies DP3(2)(d) and TR4(1)(a)–(b).

The proposed £35,000 contribution towards two bus stops is welcomed, but the Parish council seek clarification of the specification. The Parish Council requests shelters (with protection from all weathers and a seat – not a perch), real-time passenger information and accessible boarding kerbs, rather than provision limited to poles and flags. The agreed works and funding should be sufficient to deliver those facilities. This request supports the sustainable transport objectives of JMNP2 Policy 11.

b. **PL/2025/05552 – Land south of Brockleaze, Neston, Corsham**

Battery Energy Storage System and associated infrastructure, outside Melksham Without parish.

Councillor Richardson outlined two further addenda prepared by Community Action: Whitley and Shaw (CAWS):

- Addendum 13 maintained the objection, addressing unresolved concerns about protected bats, cumulative impacts, groundwater protection, fire safety and the compatibility of the proposed mitigation measures. It also sought enforceable safeguards throughout the development's lifetime and called for Wiltshire Council to determine the application.
- Addendum 14 consolidated 57 issues which CAWS considered remained unanswered, with references to previous submissions. This provided a single schedule for Wiltshire Council to address when determining the application.

Members welcomed the consolidated evidence and supported both submissions.

Comments: Melksham Without Parish Council maintains its objection, and supports and endorses the CAWS representations in Addenda 13 and 14.

253/26 Current Planning Applications

a. **PL/2026/04916 – Land west of Semington Road, Berryfield**

Outline proposal for up to 225 dwellings, public open space and landscape buffers, including rights of way and accommodation of the proposed Melksham Link Canal route.

i. Prioritised List of Infrastructure and Community Requests

Members considered the consolidated list of infrastructure and community requests prepared from the Parish Council's representations, the Walk Wheel Cycle Trust (WWCT) report and other local evidence. The developer had requested priorities.

The Clerk explained that identifying priorities did not imply support for the application or replace requirements sought by statutory consultees.

Resolved: To submit the following list of priorities to the developer and to the planning portal:

Priority 1**:**

- **Highway safety:** The Walk Wheel Cycle Trust recommendations were the first priority, including traffic calming, safer crossings and improved walking and cycling routes. Wiltshire Council's transport services should coordinate their requests, avoiding duplicate studies or contributions.

Priority 2:

- **Community shop:** Seek serviced hardstanding suitable for visiting traders and a possible future shop, and investigate commercial interest with Wiltshire Council's economic development service.
- **Bus provision:** Retain the request for a service linking Berryfield and Semington Road with the railway station, town and Bowerhill employment areas, rather than simply replacing funding for the Sunday X34.
- **Rights of way:** Seek accessible, year-round routes towards the river and canal, including investigation of a diversion around Boundary Farm.

Priority 3:

- Other requests: Retain the remaining items for discussion.

Resolved: To place additional cemetery provision on the next Full Council agenda to consider whether and how the Parish Council wishes to proceed, and to seek clarification of Melksham Town Council's position to inform future requests for land and developer contributions.

ii. Developer meeting notes

Resolved: To approve the notes of the Bellway and Savills meeting held on 7th October 2026 (Appendix 1).

iii. Connectivity

Members welcomed consultee support for connections between adjoining developments but were concerned that the submitted land-use and access plan did not show direct links north to the Living Space/Sovereign rear of Townsend Farm developments (Phase 1 built with occupation in Q1 2027 and Phase 2 to commence on site), or south to the approved Martin Grant Homes Berryfield Lane development. Residents should not have to leave the developments and travel around their perimeter to reach neighbouring facilities and the future canal.

Comments: Members would like to see direct pedestrian and cycle links to the adjoining developments, both north and south, on an enforceable outline parameter plan and secured at outline stage. This request is supported by Joint Melksham Neighbourhood Plan 2 (JMNP2) Policies 8, 11 and 15 and NPPF Policies DP3, TR4 and HC3.

b. **PL/2025/00626 – Land north of Berryfield Lane**

The Clerk reported that Wiltshire Council had amended the draft Western Area Planning Committee minutes following correspondence and reference to the meeting recording. However, the planning application page had continued to display the previous draft minutes and the old parameter plan when last checked. Cancellation of the subsequent committee meeting had delayed formal approval of the corrected minutes.

Members stressed that both the formal committee record and the public planning file must accurately reflect the decision actually taken in relation to maximum building heights. Attendance by an appropriate representative at the meeting approving the minutes was discussed.

Resolved: To continue pursuing Wiltshire Council to ensure that the minutes, resolution and parameter plan accurately reflect the recorded decision, and that the corrected documents are placed on the planning file as well as the committee record. To seek the assistance of the relevant Wiltshire councillor and escalate the correspondence as necessary.

c. **PL/2024/10345 and PL/2025/09780 – New Road Farm**

The meeting with Bloor Homes on Tuesday 27th October at 1:00pm was noted.

d. **PL/2025/07391 and PL/2026/01378 – Land south of Western Way**

This item was brought forward following minute 246/26(a) to allow consideration while the Residents' Association representative and Pathfinder Place residents were present. Members considered the revised Construction Method Statement for discharge of Condition 18 of outline permission PL/2022/08504.

Comments: Members support and endorse the Pathfinder Place Residents' Association objection to discharge of Condition 18 in its present form.

The Parish Council welcomes the move towards construction access from the A365/Western Way. However, the wording in the Construction Method Statement must be unequivocal: all construction traffic, including cars, vans, contractors and deliveries, must use the approved Western Way construction access. Wording that vehicles "can" use that access, while only prohibiting HGV movements through Maitland Place, leaves an unacceptable ambiguity.

The need for traffic controls on Western Way must be justified and reconciled with the highway officer's advice.

A complete vehicle routing plan and final, internally consistent site execution plan should be available, showing the compounds, parking, sales facilities and separation of visitors from construction activity. Suitable off-highway holding arrangements must be identified: stating that HGVs will not wait on the A365 does not explain where they will wait or prevent displacement to local roads.

The Construction Method Statement should also adequately address the drainage and community liaison requirements of Condition 18 and explain how delivery hours will avoid peak traffic periods.

Pre-application enquiry ENQ/2026/01882

No response had been received to pre-application enquiry ENQ/2026/01882 concerning alternative permanent access arrangements.

Following this item, 3 members of the public and Wiltshire Councillor Holder left the meeting.

e. **PL/2026/01555 – Land at Blackmore Farm (Reserved Matters)**

Comments: The Parish Council welcomes the highway officer's requirements for road widths suitable for buses, improved pedestrian and cycle routes, appropriate adoptable surfaces, compliance with LTN 1/20 and confirmation that the necessary land is within the applicant's control.

A direct, accessible, year-round pedestrian and cycle connection to the proposed Lidl store must be secured. A muddy field path (MELW27) and circuitous roadside route would be inadequate. Delivery should be coordinated between adjoining sites and secured without reliance on an uncertain later phase, consistent with Joint Melksham Neighbourhood Plan 2 (JMNP2) Policies 8 and 11 and NPPF Policies DP3 and TR4.

Pre-application enquiry ENQ/2026/01880

No response had been received to pre-application enquiry ENQ/2026/01880 concerning alternative highway arrangements.

Councillor Pafford left the meeting

f. **PL/2026/02966 – East of Blackmore Farm (Outline)**

Members returned to the potential loss of the indicative Melksham bypass corridor. The Clerk reported correspondence from National Highways to a resident, referring to the M4 to Dorset Coast Connectivity Strategic Study. The response indicated continuing support for progression of a Melksham bypass and

the importance of improvements around Melksham in bringing the A350 corridor to the standard envisaged for the recommended strategic route.

Members considered that this evidence should be drawn specifically to the attention of Wiltshire Council's planning and highway officers, its Leader and Head of Development Management, the MP and other relevant strategic bodies. The Council would continue pursuing all available routes for clarification and protection of the corridor.

Councillor Richardson suggested examining whether JMNP2 Priority Statement 1, considered alongside the strategic studies and investment proposals, could provide a stronger basis for further action. Members recognised that it was a priority statement rather than an operative safeguarding policy. It should not be presented as an adopted route reservation, but its community mandate and the wider strategic evidence should receive a clear response.

Resolved: To forward the National Highways correspondence to the relevant Wiltshire Council officers (Gary Collins) and Members (Ian Thorn and Martin Smith) and the MP, submit it as further evidence on the application, and continue pressing for clarification of how the future bypass opportunity could be protected. To draw explicit attention to Joint Melksham Neighbourhood Plan 2 (JMNP2) Priority Statement 1 and the wider strategic transport evidence.

Councillor Pafford rejoined the meeting and Councillor Baines left the meeting.

g. **PL/2025/06749 – Land north of Bath Road, Hannick**

No further update was reported.

h. **PL/2026/03551 – Former Melksham Library, Lowbourne**

No further update was reported.

i. **PL/2025/06105 – Land at Bowerhill Lane, Old Loves Farm**

Members noted the highway officer's view that a ghost right-turn lane was not required and the assessment that the cited collision (at Bowerhill Lane) involved driver distraction rather than an access deficiency. Members remained concerned about highway safety and the cumulative effect of access points on the A365, including the arrangements required for the adjoining warehouse development.

The Clerk confirmed that the Parish Council's earlier resolution to pursue a ghost right-turn lane would continue to be followed up. Members also identified an apparent error in a proposed condition referring to the A345 Swindon Road rather than the A365 at this location.

Resolved: To maintain the request for a ghost right-turn lane and seek correction of the erroneous road reference in the proposed condition. Highway safety and cumulative assessment are relevant to Wiltshire Core Strategy Core Policies 61 and 62 and NPPF Policy TR6.

Councillor Baines rejoined the meeting

j. **PL/2024/09725 – Land off Corsham Road, Whitley, Middle Farm**

Members considered version 3 of the draft Section 106 Heads of Terms and noted that the requested matters were included, with 40% affordable housing retained. However, the Clerk queried the proposed £2,150 drainage contribution towards public right of way MELW85 to the north, when the principal reported flooding concerns were to the south.

Resolved: To seek clarification of the drainage contribution's location and intended works, with reference to the local flooding evidence and Joint Melksham Neighbourhood Plan 2 (JMNP2) Policy 3.

254/26 Planning Policy

a. Joint Melksham Neighbourhood Plan

No further matters for a future review were identified beyond those discussed elsewhere on the agenda.

The request for possible Local Green Space designation of land between Melksham Oak and Eastern Way was considered during public participation.

Resolved: Officers to investigate ownership, existing biodiversity compensation or other protection of land between Melksham Oak and Eastern Way.

b. Wiltshire and Bath Air Ambulance aviation safeguarding interest

Members considered the Air Ambulance's request to register an aviation safeguarding interest to protect operations during take-off, landing and low-level flight, including in reduced visibility. Cranes, taller buildings and other development along the approach could affect operational safety.

The Clerk had sought advice from several Wiltshire Council services, but the appropriate route for recognising and applying the interest remained unresolved. She had therefore drawn the request to the attention of developers of relevant sites south of the airfield.

Resolved: To support Wiltshire and Bath Air Ambulance aviation safeguarding interest request, continue seeking an effective consultation arrangement through Wiltshire Council, and raise it in representations on relevant developments, including Loves Farm and the proposed Wiltshire Council depot.

c. Wiltshire Council Annual Planning Forum

The online forum would take place on Tuesday 17th November, from 5:00pm to 6:30pm. Members considered nine proposed questions covering the planning portal, consultation information, the proposed national scheme of delegation, pre-application engagement, transparency of officer assessments, planning conditions, Section 106 agreements and planning capacity.

Members were particularly concerned that Area and Strategic Planning Committee meetings had been cancelled for lack of business while applications remained undetermined and Wiltshire Council reported a substantial housing shortfall. They wished the forum to address application throughput and delays, including on allocated sites.

The loss of opportunities to review reports and correct factual inaccuracies before delegated decisions was also highlighted. Members sought clarity about the promised protocol for parish and town council involvement in conditions, Heads of Terms and agreements, especially where local councils might acquire assets or liabilities.

Resolved: To approve the proposed questions for submission, reordered to give priority to planning capacity and housing delivery, followed by the substantive planning-process and engagement issues, with operational portal questions placed later.

255/26 Proposed Energy Installations

a. Lime Down Solar

The examination was scheduled to close on 21st October, with the examining authority's report due within three months and a Secretary of State decision expected in early 2027. No further update was reported.

b. Norrington Spring Park and Studley Solar cable routes

No further update was reported.

c. National Grid Community Benefit Scheme

The Clerk reported difficulties interpreting the scheme's eligibility correspondence. Further clarification had been requested about eligibility, whether it remained worthwhile bringing local community organisations together to apply, the next funding round and the project timetable. Members wished to avoid raising expectations before the position was clear.

d. Wiltshire Council response to the Parish Council's twelve recommendations

No response was reported. The outstanding position was noted.

256/26 Appeals

No new appeal decisions were reported.

257/26 Planning Enforcement

The confidential enforcement update was deferred to the end of the meeting and is recorded at minute 254/26.

258/26 Section 106 Agreements and Developer Meetings

a. Ongoing agreements

The Pathfinder Place Section 278 and Section 38 position was noted as reported during public participation at minute 244/26.

No further Buckley Gardens update or decisions under delegated powers were reported.

b. **Woodstock Homes – Loves Farm, Bath Road**

Resolved: To approve the meeting notes of the meeting with Woodstock Homes on Wednesday 21st October 2026 (appendix 2)

Comments: In addition to the submitted notes of the meeting held on Wednesday 21st October and the comments and requests contained within, the Parish Council makes the following additional points:

1. **Air Ambulance safeguarding:** Members noted that Wiltshire and Bath Air Ambulance wished to register the airfield as an Aviation Safeguarding Interest, with a proposed notification area extending approximately one mile from its operational base at Outmarsh on Semington Road. Particular concern related to the eastern approach corridor, immediately south of Bowerhill Industrial Estate, where buildings, temporary cranes and other tall construction equipment could present obstacles.

   The Air Ambulance was developing a Point in Space approach which, subject to approval, would enable aircraft to return to base in marginal weather

conditions. The developer should therefore consult the operator at an early stage to ensure that the development and construction arrangements protect safe operations. This should also include consideration of bird-strike risks and appropriate bird mitigation measures to prevent roosting.

2. **Ghost right-turn lane and A365 safety:** Members requested a ghost right-turn lane on the A365 to provide space for vehicles waiting to enter the development without obstructing through traffic. This reflected significant concerns about speeding, inappropriate overtaking, the safety of turning into and out of Melksham Oak Community School and Bowerhill Lane, and the cumulative effect of new access points along Bath Road. The parish council have sought improvements to the Bowerhill Lane junction following a serious collision, in 2025, in which a vehicle waiting to turn right was struck from behind leading to the driver receiving life-changing injuries. Additionally covert-camera evidence showed vehicles overtaking traffic waiting in the ghost lane to turn into Hornchurch Road which has led to the insulation of traffic islands. Members considered that a similar measure may be required for this development and that its access should form part of a proposed holistic review of the A365 Bath Road, from Bowerhill Roundabout to east of Turnpike Garage taking account of neighbouring housing and employment proposals.
3. **Previous site assessment:** The Clerk reported that the site had not been assessed through the Neighbourhood Plan site-selection process because it was outside the scope of that exercise as not adjacent to the settlement boundary. However, Wiltshire Council's earlier Local Plan assessment (site 3704) identified its peripheral location, potential landscape impacts arising from its openness and a possible contribution to a listed building's setting as potential issues. Members acknowledged that nearby development applications might change the context but considered that these findings should still be explicitly addressed through updated, proportionate evidence. Relevant policies include Joint Melksham Neighbourhood Plan 2 (JMNP2) Policies 18 and 21, Wiltshire Core Strategy Core Policies 51 and 58, and NPPF Policies HE5 and HE6.

c. Transparency of draft Section 106 agreements

A substantive response from Wiltshire Council remained outstanding. Members reiterated the importance of seeing draft obligations and conditions before they became legal commitments, particularly where the Parish Council might acquire responsibilities. The matter was included in the approved Annual Planning Forum questions.

Councillor Hemmings and 1 member of the public left the meeting.

259/26 Planning Enforcement Update

Held in closed session

The Clerk reported contact with planning enforcement and Building Control concerning works at the New Inn, Berryfield. Members noted that the matter was being followed up by the relevant services.

260/26 Preliminary Developer Contact

Held in closed session

The Clerk reported preliminary contact from a representative of Roseate Hotels and Resorts about proposed alterations at Beechfield House. As direct discussions had not yet taken place and the public status of the proposals was unclear.

Resolved: To arrange a pre-application meeting with representatives of Roseate Hotels and Resorts to discuss proposed alterations at Beechfield House.

Meeting closed at 9.00 pm

Chairman, 9th November 2026

Appendix 1

NOTES OF MEETING WITH BELLWAY AND SAVILLS
ON WEDNESDAY 7th OCTOBER 2026 at 3:00 PM
RE: Land west of Semington Road, Berryfield

Present

Councillor Alan Baines (Vice Chair of Planning, chairing the meeting)
Councillor David Pafford (Vice Chair of Council)
Councillor Mark Harris (Planning Committee Member)
Wiltshire Councillor Andrew Griffin (Wiltshire Council and Melksham Town Council)

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

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

Summary

The meeting reviewed Bellway's outline proposal for up to 225 homes west of Semington Road. Members maintained their concerns about further development in Berryfield while discussing improvements and contributions that should be secured if permission is granted.

- Scale and cumulative impact: Members reiterated that recent and proposed housing growth was overwhelming Berryfield's limited facilities. Positive aspects of the design did not overcome their objection to the location and scale of development.
- Design and building heights: Members raised concerns about taller buildings affecting existing homes and bungalows. Bellway explained that most of the site would allow up to two storeys, with selected internal areas allowing up to three.
- Canal safeguarding: Bellway would protect the canal corridor and design drainage features for possible future adaptation but would not construct the canal or bridges as part of this development.
- Walking and cycling: Members questioned Wiltshire Highways' request for £50,000 towards a feasibility study when the Parish Council had already commissioned a Semington Road study. A joint meeting with Highways, the Walk Wheel Cycle Trust and Bellway's transport consultant was proposed.
- Schools and healthcare: Members highlighted uncertainty over the Pathfinder Way school, access to school places and cumulative pressure on GP services. No healthcare facility or contribution was agreed.
- Community contributions: Bellway requested a prioritised list of specific projects and offered help with costing. Potential requests included Berryfield Village Hall improvements, burial provision and playing pitch improvements.
- Play provision: Members sought meaningful equipment on both proposed play areas, appropriate specifications and first refusal on responsibility for equipped play provision.

- Bus services: Further scrutiny was needed of the proposed £1,400 per dwelling contribution to the X34, including what additional services it would secure and its effect on funding for other priorities.
- Affordable housing: Bellway confirmed 30% affordable housing. Members sought a mix reflecting Melksham's needs and stronger priority for people with a local connection; no local priority arrangement was agreed.
- Information sharing and next steps: Bellway and Savills were willing to share draft Section 106 information and proposed conditions. The Parish Council would prepare its priority list, review outstanding consultee responses and consider a further meeting in November or December.

Discussion of mitigation did not indicate support for the application; it concerned what should be delivered if permission is granted.

The following follow-up work was identified:

- The Parish Council to prepare a specific, prioritised list of infrastructure and community requests for Bellway and Savills to consider and assist with costing.
- Review the new highways response and seek a joint discussion involving Wiltshire Highways, the Walk Wheel Cycle Trust and Bellway's transport consultant.
- Bellway and Savills to provide the running list of proposed conditions and progress discussions about sharing draft Section 106 heads of terms.
- The Parish Council to identify relevant play specifications and suggested condition wording and review outstanding consultee responses at its next Planning Committee meeting.
- Consider a further meeting in November or December, following discussions with the planning officer and clarification of the determination route. Specialist discussions on transport or landscaping could also be arranged if needed.

Introduction

The meeting followed the presentation on 24 June 2026 and the subsequent public consultation and submission of the outline planning application (PL/2026/04916). Members reviewed the proposals and the Parish Council's submitted comments with Bellway and Savills, particularly the scale of development, infrastructure requirements and potential planning obligations.

Bellway reported that approximately 50–60 people had attended the July consultation at Berryfield Village Hall. Although there had been opposition to further housing, they considered that some attendees had responded positively to the proposed design and canalside character. The Design and Access Statement had been developed to explain the vision in greater detail.

Proposed Development

The outline application sought permission for up to 225 dwellings, an increase from approximately 195 discussed in June. Bellway explained that the higher maximum provided flexibility over the eventual housing mix and demand at the detailed design stage. They stated that smaller homes could increase dwelling numbers without necessarily increasing building heights.

Bellway advised that they were not anticipating substantial changes to the illustrative layout at this stage, although drainage proposals might need refinement following consultee comments. No design response from Wiltshire Council had yet been received.

Scale and Cumulative Development

Members reiterated their objection to further development in Berryfield, which remained classified as a small village with limited facilities. Reference was made to Bowood View, Buckley Gardens, Townsend Farm and the recently approved Martin Grant development (PL/2025/00626 Land North of Berryfield Lane). Members stated that recent and proposed growth, including this application, would represent an increase of approximately 172% compared with the village's previous size of around 400 dwellings.

Members distinguished their concerns about the principle and cumulative scale of development from the quality of Bellway's design. Some considered the proposed layout attractive, but felt that this did not overcome the harm caused by adding further housing to an already substantially enlarged village. Discussion of mitigation was on the basis of what should be secured if permission were granted.

Bellway acknowledged that this difference of view was unlikely to be resolved through the meeting. They referred to pressure to make efficient use of land and considered the site relatively sustainable because of its proximity to Melksham and existing bus stops. Members questioned the practicality of the stated walking distance to the town centre, particularly for people with pushchairs or shopping and where crossings were required.

Building Heights and Design Quality

The parameter plans provided for buildings of up to two storeys across most of the site, with selected internal areas allowing up to three storeys. Members highlighted the potential impact of taller buildings on existing houses and bungalows, drawing on concerns about raised ground levels and building heights on the adjacent Martin Grant site.

Bellway explained that the higher parameters were intended to retain flexibility and were concentrated within the site, with lower buildings around the edges. They did not consider three-storey development necessarily appropriate throughout the site; the eventual house types and heights would be considered at reserved matters stage.

Members asked how the density compared with Bowood View, which they regarded as a positive local example. Bellway advised that the proposed density was broadly comparable, at approximately 35 dwellings per hectare within the housing parcels and approximately 20 per hectare when the wider green space was included. Members emphasised the importance of applying the Melksham Neighbourhood Plan and its separate Design Guide.

Canal Corridor and Drainage

Bellway explained that the safeguarded canal corridor was central to the landscape proposals and would also form part of the drainage arrangements. They were considering further detail on drainage and planting in response to consultation comments and intended to discuss this with the planning officer. They had held discussions with the Wilts and Berks Canal Trust.

Members asked whether Bellway could construct the section of canal within the site, referring to examples in Swindon. Bellway stated that they held an option agreement rather than owning the land and would not construct the canal or bridges in advance of the wider project. They cited cost, landowner agreement, outstanding permissions and the practical difficulty of building bridges before excavating the canal.

Bellway stated that the proposals would retain sufficient corridor width, working space and provision for future crossings, with drainage features capable of adaptation when the canal was delivered. They anticipated that safeguarding and future release of the corridor would be secured through legal arrangements and planning requirements when the site was acquired and developed.

Members remained concerned about uncertainty over delivery of the canal. They nevertheless emphasised the importance of protecting the route so that the housing development would not prevent its future construction. Reference was made to the canal's protection in the Core Strategy and its inclusion as a priority statement in the Neighbourhood Plan. No specific financial request from the Canal Trust had been identified in its response, although the Parish Council had previously secured a contribution towards a canal study on another development.

Walking Cycling and Connections

Members sought better integration between the proposed development and neighbouring sites, rather than separate estates with limited connections. Bellway confirmed that they expected links to adjoining developments to the north and south and would not seek to obstruct these. The approval of the Martin Grant application provided an opportunity to formalise connecting points.

The Parish Council's holistic Semington Road study, commissioned from the Walk Wheel Cycle Trust, formerly Sustrans, was discussed. Wiltshire Highways' recently published response requested £50,000 towards an active travel feasibility study. Members questioned the need for another study when the Parish Council had already commissioned work covering this development and the wider area.

A meeting was proposed between Wiltshire Council's highways officer, the Walk Wheel Cycle Trust and Bellway's transport consultant to review the existing study and agree priorities, delivery arrangements and appropriate triggers for improvements. Bellway indicated that reasonable contributions could be incorporated into planning obligations with Wiltshire Highways' agreement. Members also wished to review the public rights of way response when available.

Schools and Healthcare

Members raised concerns about access to schools and the uncertainty surrounding delivery of the approved primary school at Pathfinder Way. They reported that a school at Blackmore Farm was being discussed instead, which would be further from Berryfield and would not be delivered immediately. Members questioned how children from this development would reach suitable school places.

The Clerk referred to the Parish Council's unsuccessful efforts to secure healthcare and highway contributions from the Martin Grant application and its request for clearer guidance from Wiltshire Council about the evidence required. Members emphasised the cumulative pressure on GP services and the need to bring together contributions from different developments rather than consider each application in isolation.

Bellway shared the frustration about obtaining NHS support for healthcare facilities, noting difficulties experienced on other sites. Members felt that communities and developers needed to find a way to demonstrate the need for additional resources and secure appropriate funding. No healthcare contribution or new facility was agreed at this meeting.

Community Facilities and Section 106 Priorities

Bellway requested a concise, prioritised list of the Parish Council's specific infrastructure and community requests. They offered to assist with costing items so that their affordability, wider benefit and suitability for inclusion in Section 106 heads of terms could be considered. Discussion highlighted the value of funding identifiable projects and completing improvements rather than allocating small contributions across schemes which might never be delivered.

The potential improvements to Berryfield Village Hall included patio doors, covered outdoor space and furniture. The Clerk referred to an initial building estimate of approximately £50,000, with a further £10,000–£20,000 potentially required for design, specification and project management. Further drawings and detailed costings would be needed. The Parish Council owned the patio but not the adjoining grass, so any extension onto that land would require discussion with the management company.

Other requests included burial provision, given concerns about cemetery capacity, and playing pitch improvements. The Clerk highlighted the identified need for two 3G pitches in the Melksham area and work towards provision at Bowerhill Sports Field and Oakfields. Contributions towards associated works, including parking, could help unlock substantial Football Foundation funding and support growing demand for women's and girls' sport.

Play Areas and Public Art

The proposals included a Local Equipped Area for Play (LEAP) and a Local Area for Play (LAP). The Clerk reported that Wiltshire Council's play officers supported making the LAP a meaningful play destination with equipment, rather than

leaving an unequipped grass area. The informal term “super LAP” had been used locally, although this was not an official play category.

The Parish Council wished to have first refusal on taking responsibility for the equipped play provision. Members highlighted the importance of suitable specifications, including wet-pour surfacing and fencing, and referred to concerns about wooden equipment. Bellway invited suggestions for the wording of relevant conditions before these were finalised.

Discussion also covered ensuring provision met the needs of different age groups, including teenagers and safe spaces for girls. Existing nearby play areas, outdoor gym facilities and planned improvements to the older Berryfield play area should inform what was provided.

A public art contribution of £67,500 was mentioned. Members explained how previous contributions had supported the Berryfield Village Hall mural and play-related artwork. They favoured locally meaningful provision with community involvement and a tangible benefit, rather than an isolated feature with little practical value.

Bus Services

Wiltshire Highways’ response sought £1,400 per dwelling towards the X34 service, equating to approximately £315,000 if 225 dwellings were built. Those present had only recently seen the response and had not yet reviewed it in detail.

Members wished to understand what service improvements would be secured, including evening provision and connections to destinations not currently well served. The recent introduction of a Sunday service was noted. Bellway questioned how the amount would be justified and whether it could reduce funding available for other priorities. The discussion remained subject to further review of the highways response and engagement with the bus operator.

Community Shop and Flexible Space

The lack of a local shop was discussed, including the possibility of a commercial operator or community-run provision. Bellway suggested that a relatively small area of hardstanding with electricity and water could accommodate a temporary shop, takeaway vans, stalls or other visiting services.

Members considered that this could also provide a place for neighbours to meet and support community events. Potential locations included space within the development or Parish Council land at the former village hall site. An indicative cost of £30,000–£40,000 was mentioned during the discussion. This was an idea for further consideration, rather than an agreed scheme or commitment.

Affordable Housing and Local Need

Bellway confirmed that the proposed affordable housing proportion was 30%. At the maximum of 225 dwellings this would provide approximately 68 affordable homes. Wiltshire Council’s requested tenure mix was 60% social rent and 40% shared ownership, equivalent to approximately 41 and 27 homes respectively.

Members asked that the type, size and tenure mix be considered against the Melksham housing needs evidence and Neighbourhood Plan rather than simply applying a county-wide mix. They emphasised the need for smaller homes, particularly two- and three-bedroom properties, and affordable options suited to local incomes. Bellway noted that Wiltshire Council’s requested affordable mix

was predominantly smaller homes, with only two social rented properties larger than three bedrooms and no four- or five-bedroom shared ownership homes.

Members also sought a stronger local connection requirement, including consideration of an initial three-month opportunity for local people before homes were offered more widely. They distinguished the existing Wiltshire connection from their wish to give priority to people connected to Melksham. Bellway understood the principle but raised practical and commercial considerations; no local marketing or allocation requirement was agreed.

Members reiterated the importance of tenure-blind design and expressed concern that Melksham was accommodating a disproportionate share of Wiltshire's housing growth without corresponding services and infrastructure.

Planning Process and Information Sharing

Members requested access to draft Section 106 heads of terms and proposed conditions before determination. The Clerk explained that Wiltshire Council had indicated that the applicant's written permission was required before draft heads of terms could be shared with the Parish Council. Bellway and Savills expressed willingness to share the information and to consider locally suggested wording.

Bellway and Savills offered to provide their running list of proposed conditions emerging from consultee responses. They considered that an agreed record of requests and priorities could assist both determination and any subsequent appeal, while remaining conditional on permission being granted.

Wiltshire Councillor Griffin explained that, because of the application's significant potential effect on Berryfield and the wider community, he wished it to be considered in as public a forum as possible. As a member of the Western Area Planning Committee, he was careful not to predetermine the application. Confirmation had not yet been received as to whether it had passed the gateway test for committee consideration.

Timescale and Next Steps

Members stated that, if permission were granted, they did not wish to see undue delay in delivery while further speculative applications continued to come forward. Bellway explained that reserved matters approval and construction preparations would still be required; even if outline permission were granted immediately, completed homes for sale would be approximately 21 months away.

The following follow-up work was identified:

• The Parish Council to prepare a specific, prioritised list of infrastructure and community requests for Bellway and Savills to consider and assist with costing.

• Review the new highways response and seek a joint discussion involving Wiltshire Highways, the Walk Wheel Cycle Trust and Bellway's transport consultant.

• Bellway and Savills to provide the running list of proposed conditions and progress discussions about sharing draft Section 106 heads of terms.

• The Parish Council to identify relevant play specifications and suggested condition wording, and review outstanding consultee responses at its next Planning Committee meeting.

• Consider a further meeting in November or December, following discussions with the planning officer and clarification of the determination route. Specialist discussions on transport or landscaping could also be arranged if needed.

Meeting closed at 4:50pm

Appendix 2

NOTES OF MEETING WITH WOODSTOCK HOMES ON WEDNESDAY 21ST OCTOBER AT 10.30AM LAND AT LOVES FARM, BATH ROAD (pre-app)

Present: Councillor Richard Wood (Chair)

Councillor Alan Baines

Councillor Mark Harris

Councillor David Pafford

Wiltshire Councillor Nick Holder

Teresa Strange, Clerk (on Zoom)

Fiona Dey, Parish Officer

Helena Taylor- Senior Planning Manager, Woodstock Homes

Harry Landers - Senior Land and Planning Manager, Woodstock Homes

1 Proposal and planning context

Woodstock outlined proposals for up to 40 homes on a 1.98-hectare site, with access from Bath Road (A365), public open space, play provision, orchard or woodland planting, ecological buffers and sustainable drainage. The initial offer was 30% affordable housing and at least 10% on-site biodiversity net gain.

It was hoped that the outline planning application would be submitted before the end of the year. The site had also been submitted to the Local Plan 'call for sites' process.

Key concern: Members wanted coordinated development and infrastructure, rather than isolated housing schemes.

Wiltshire Councillor Holder reported 12 developments under consideration around Bowerhill, including ten housing proposals, with little construction yet underway. Neighbouring proposals included Hannick's 205 homes and 47 homes at Old Loves Farm.

It was noted that developer engagement did not imply Parish Council support for the proposal.

2 Affordable housing and housing mix

Members sought 40% affordable housing and a mix (type and tenure) reflecting the Melksham Housing Needs Assessment, particularly smaller, affordable homes. Bungalows, including open market, were also requested. Woodstock had not settled the housing mix and agreed to consider the affordable housing request.

The Clerk clarified that the Neighbourhood Plan did not specify a fixed 40% requirement. This had reflected the withdrawn emerging Local Plan and remained the Parish Council's aspiration; Woodstock's 30% offer was based on the adopted Core Strategy.

3 Highway safety and access

Key concern: The combined effect of multiple accesses on the A365. Members highlighted dangerous overtaking, collisions, HGV movements and recorded speeds exceeding 100 mph in the 30 mph area, particularly leaving Melksham.

Members questioned the proposed entrance near the Old Loves Farm access opposite and effects on nearby cottages. They sought a holistic A365 review and urged Woodstock to explore access through Hannick's development using its proposed roundabout. The detailed junction design remained unresolved.

Follow up: Woodstock to refer these concerns to its transport consultant and report back on speed, visibility, collision data and scenarios involving neighbouring developments.

4 Walking links and outline controls

Members sought direct walking links to neighbouring development and the school. Without a continuous footway on the north side of Bath Road, children could otherwise need to cross the A365 twice.

Woodstock agreed to investigate links, subject to ecological and engineering constraints, including hedgerows and a brook.

Members highlighted that Hannick, the developer of the site to the west, was also promoting a site to the east. They would like links to the west also considered.

The Clerk requested outline parameter plans securing connectivity and building heights. Woodstock said heights would normally be included and agreed to consider connectivity.

5 Landscape play space and management

Woodstock proposed retaining hedgerows, ecological buffers and a dark corridor, with a drainage pond to the north. Members wanted the existing woodland and orchard strip retained as an accessible community asset; Woodstock said public access depended on ecological advice.

Key concern: Play provision must be useful and coordinated with neighbouring schemes. Members opposed token provision that would increase pressure on other play areas. The Clerk suggested enhanced informal play, such as a trim trail, and supplied the Parish Council's standard developer requests.

A management company was envisaged for open space. Members requested early involvement in Section 106 discussions. No Parish Council adoption of facilities was agreed. Woodstock was directed to the Melksham Design Guide and asked to consider the setting of listed Old Loves Farm.

6 Energy construction and delivery

Woodstock proposed air source heat pumps, solar panels, household EV charging, improved insulation and water-saving fittings. Councillor Harris sought more solar panels and battery storage as standard. Woodstock noted the request but made no battery commitment. Overheating and construction methods were also discussed.

Woodstock confirmed its intention to purchase and build the site, with Helena and Harry remaining the contacts. It targeted an outline submission before Christmas

2026; Wiltshire Council’s pre-application response was outstanding. No construction start date was confirmed.

7 Consultation and formal response

Leaflets had reached approximately 280 households and nine responses had been received. The Council had promoted the consultation and directed residents to respond to Woodstock directly.

Consultation closes on 26 October. Woodstock agreed to accept the Parish Council’s response by email on 27 October, following the Planning Committee meeting on the evening of 26 October 2026.

Meeting closed at 11:40am

Receipts for Month 7 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**162,054.28**					**162,054.28**	
V4766-BACS	Banked: **01/10/2026**	**44.00**						
V4766-BACS	Allotment Holder	44.00			1320	310	44.00	Briansfield 28 rent
V4767-BACS	Banked: **01/10/2026**	**84.00**						
V4767-BACS	Allotment Holder	84.00			1310	310	84.00	Berryfield 15a & 15b rent
V4768-BACS	Banked: **02/10/2026**	**222.00**						
V4768-BACS	Pilot FC	222.00			1210	210	222.00	Inv.584-September matches
V4769-BACS	Banked: **02/10/2026**	**84.00**						
V4769-BACS	Allotment Holder	84.00			1320	310	84.00	Briansfield 31 rent
V4770-BACS	Banked: **02/10/2026**	**42.00**						
V4770-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield rent 18b
V4771-BACS	Banked: **05/10/2026**	**84.00**						
V4771-BACS	Allotment Holder	84.00			1320	310	84.00	Briansfield 12 rent
V4772-BACS	Banked: **05/10/2026**	**84.00**						
V4772-BACS	Allotment Holder	84.00			1320	310	84.00	Briansfield 27 rent
V4773-BACS	Banked: **05/10/2026**	**42.00**						
V4773-BACS	Allotment Holder	42.00			1320	310	42.00	Briansfield 9 rent
V4774-BACS	Banked: **05/10/2026**	**42.00**						
V4774-BACS	Allotment Holder	42.00			1320	310	42.00	Briansfield 20 rent
V4775-BACS	Banked: **06/10/2026**	**84.00**						
V4775-BACS	Allotment Holder	84.00			1310	310	84.00	Berryfield 11a rent
V4776-BACS	Banked: **06/10/2026**	**42.00**						
V4776-BACS	Allotment Holder	42.00			1320	310	42.00	Briansfield 17 rent
V4777-BACS	Banked: **09/10/2026**	**9.24**						
V4777-BACS	BASRAG	9.24			1130	110	9.24	Inv.595-Photocopying
V4778-BACS	Banked: **12/10/2026**	**42.00**						
V4778-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 13b rent
V4779-BACS	Banked: **12/10/2026**	**84.00**						
V4779-BACS	Allotment Holder	84.00			1320	310	84.00	Briansfield 2 rent
V4780-BACS	Banked: **12/10/2026**	**84.00**						
V4780-BACS	Allotment Holder	84.00			1320	310	84.00	Briansfield 15 rent
V4781-BACS	Banked: **12/10/2026**	**1,063.00**						
V4781-BACS	Future of Football FC	1,063.00			1210	210	1,063.00	Inv.592-October hire
V4782-BACS	Banked: **12/10/2026**	**730.00**						
V4782-BACS	Future of Football FC	730.00			1210	210	730.00	Inv.588-September usage
V4783-BACS	Banked: **12/10/2026**	**130.00**						
V4783-BACS	Future of Football FC	130.00			1210	210	130.00	Inv.587- July and Aug uaage
V4784-BACS	Banked: **12/10/2026**	**780.00**						

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Receipts for Month 7 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V4784-BACS	Future of Football FC	780.00			1210	210	780.00	Inv.571- Tournament
V4785-HMRC	Banked: **14/10/2026**	**7,070.16**						
V4785-HMRC	HM Revenue & Customs	7,070.16			105		7,070.16	VAT Return- 01/07-30/09/26
V4786-BACS	Banked: **16/10/2026**	**148.00**						
V4786-BACS	Trowbridge Athletic	148.00			1210	210	148.00	Inv.590-October matches
V4787-BACS	Banked: **21/10/2026**	**42.00**						
V4787-BACS	Allotment Holder	42.00			1310	310	42.00	Berryfield 10a rent
500191-CAS	Banked: **26/10/2026**	**105.00**						
V4788-090	Allotment Holder	63.00			1320	310	63.00	BSF 16 & 16a rent
V4789-091	Allotment Holder	42.00			1310	310	42.00	Berryfield 5b rent
V4790-BACS	Banked: **28/10/2026**	**148.00**						
V4790-BACS	Pilot FC	148.00			1210	210	148.00	Inv.591-October matches
V4791-BACS	Banked: **29/10/2026**	**513.00**						
V4791-BACS	Future of Football	513.00			1210	210	513.00	Inv.593-September bookings
	Total Receipts for Month	11,802.40	0.00	0.00			11,802.40	
	Cashbook Totals	173,856.68	0.00	0.00			173,856.68	

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Payments for Month 7 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/10/2026	Daisy (Onebill)	V4762-DD	79.43		13.24	4190	120	66.19	Inv.754-Office line & wifi
15/10/2026	Daisy (Onebill)	V4763-DD	87.68		14.61	4384	220	73.07	Inv.755-Pavilion line &wifi
16/10/2026	EDF Energy	V4764-DD	37.67		1.79	4312	220	35.88	Inv.016-Pavilion gas
19/10/2026	Unity Bank	V4765-TRAN	157,000.00			220		157,000.00	Transfer from Lloyds to Unity
21/10/2026	RBL Poppy Appeal	V4747-6289	23.00			4070	120	23.00	Inv.069-Remembrance Wreath
	Total Payments for Month		157,227.78	0.00	29.64			157,198.14	
	Balance Carried Fwd		16,628.90						
	Cashbook Totals		173,856.68	0.00	29.64			173,827.04	

Receipts for Month 7 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**1,524.92**					**1,524.92**	
V4759-INTE	Banked: **02/10/2026**	**2,363.82**						
V4759-INTE	CCLA Investment Management	2,363.82			1080	110	2,363.82	Interest
058-CHQ	Banked: **02/10/2026**	**210.00**						
V4760-CHQ	Allotment Holder	42.00			1320	310	42.00	Briansfield 17a rent
V4761-CHQ	Allotment Holder	168.00			1310	310	168.00	Berryfield 1b&2b rent
	Banked: **19/10/2026**	**157,000.00**						
V4765-TRAN	Current Account & Instant Acc	157,000.00			200		157,000.00	Transfer from Lloyds to Unity
	Total Receipts for Month	159,573.82	0.00	0.00			159,573.82	
	Cashbook Totals	161,098.74	0.00	0.00			161,098.74	

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Payments for Month 7 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
16/10/2026	Lloyds Bank PLC	V4754-DD	668.22		110.87	4175	120	54.00	ChatGPT Subscription x3
						4680	170	134.40	NHP Email address renewal
						4190	120	41.28	Office phone charges
						4200	120	12.99	Online meetings
						4175	120	117.60	Apps for business annual subsc
						4686	170	6.99	Age UK Phone line MCS
						4721	220	43.32	Food waste bins pavilion
						4370	120	2.67	Washing up liquid for office
						4175	120	24.97	Adobe- Officers subscription 1
						4175	120	30.24	Office 365 for officers
						4175	120	6.65	MWPC Website hosting
						4175	120	24.97	Adobe-Officers subscription 2
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
						4175	120	41.28	Office 365 for councillors
16/10/2026	EDF Energy	V4756-DD	161.14		7.67	4302	220	153.47	Inv.024-Pavilion electricity
28/10/2026	Wiltshire Council	V4719-BACS	3,593.25			4270	140	3,593.25	In.610-Office rent 01/10-31/12
28/10/2026	Acer Tree Surgeons Ltd	V4720-BACS	138.00		23.00	4415	142	115.00	9001-Beanacre play area tree w
28/10/2026	Acer Tree Surgeons Ltd	V4721-BACS	2,307.00		384.50	4415	142	822.50	Inv.8067-Shaw trees
						4820	142	1,100.00	Inv.8067-SHF & Shaw trees
						347	0	-1,100.00	Inv.8067-SHF & Shaw trees
						6000	142	1,100.00	Inv.8067-SHF & Shaw trees
28/10/2026	JH Jones & Sons	V4722-BACS	3,570.00		595.00	4385	142	2,975.00	Inv.5942- Safety Surfacing cle
28/10/2026	PKF Littlejohn LLP	V4723-BACS	1,260.00		210.00	4100	120	1,050.00	Inv.584-External Audit 25/26
28/10/2026	Jens Cleaning	V4724-BACS	546.00			4381	220	546.00	1097-Pavilon cleaning Aug-Sept
28/10/2026	UK Energy Services	V4725-BACS	987.60		164.60	4212	220	823.00	Inv.1634-Ventilation service
28/10/2026	Wiltshire Publications Ltd	V4726-BACS	167.40		27.90	4230	120	139.50	Inv.772-Allotment Warden adver
28/10/2026	Aquasafe Environmental Ltd	V4727-BACS	168.00		28.00	4212	220	140.00	Inv.904-PPM Visit September
28/10/2026	JH Jones & Sons	V4728-BACS	144.00		24.00	4721	220	120.00	Inv.6361-Bridge barricade
28/10/2026	TDP Ltd	V4729-BACS	512.30		85.38	4590	142	426.92	Inv.174-Bench Cheshire & Linco
28/10/2026	Glasdon U.K Limited	V4730-BACS	441.07		73.51	4590	142	367.56	Inv.783-Repl bin layby St Barn

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Payments for Month 7 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/10/2026	Hawkins Insulation	V4731-BACS	786.00		131.00	4590	142	655.00	Inv.02-Bus shelter asbestos su
28/10/2026	JH Jones & Sons	V4732-BACS	2,742.77		457.13	4400	142	25.00	Inv.6341-Berryfield cut
						4781	220	96.50	Inv.6341-JSF Bin emptying
						4405	220	50.67	Inv.6341-JSF Hedge
						4409	142	198.08	Inv.6341-Hornchurch POS
						4402	320	72.94	Inv.6341-Allotment grass cutti
						4820	142	39.36	Inv.6341-SHF Grass cutting
						347	0	-39.36	Inv.6341-SHF Grass cutting
						6000	142	39.36	Inv.6341-SHF Grass cutting
						4401	220	1,150.06	Inv.6341-JSF Pitch maintenance
						4400	142	417.42	Inv.6341-Play Area grass cutti
						4780	142	149.86	Inv.6341-Play Area bin emptyin
						4402	320	21.88	Inv.6341-BSF Hedge
						4400	142	21.84	Inv.6341-Beanacre leaf clearan
						4400	142	42.03	Inv.6341-Kestrel Shrub mainten
28/10/2026	Playsafety Ltd	V4733-BACS	1,129.20		188.20	4410	142	83.00	502-Play Area annual inspe Dav
						4410	142	692.00	Inv.502-Play Area annual inspe
						4410	142	83.00	Inv.502-Shaw Playing field ins
						4410	142	83.00	Inv.502-SHF Annual inspection
						347	0	-83.00	Inv.502-SHF Annual inspection
						6000	142	83.00	Inv.502-SHF Annual inspection
28/10/2026	Carter Pumps	V4734-BACS	462.00		77.00	4212	220	385.00	Inv.047-Cold water pump servic
28/10/2026	Elan City	V4735+-BAC	3,092.92		515.49	4540	142	2,577.43	Inv.395-Purchase SID 3
28/10/2026	Walk Wheel Cycle Trust	V4736-BACS	16,713.60		2,785.60	4510	142	13,928.00	Inv.210-Holistic review Seming
28/10/2026	Tollgate Security Ltd	V4737-BACS	760.80		126.80	4212	220	634.00	Inv.199-Annual alarm maintenan
28/10/2026	Wiltshire Age UK	V4738-BACS	3,182.50			4685	170	3,182.50	Inv.394-MCS 26/27 Q3
28/10/2026	Community Heartbeat Trust	V4739-BACS	198.00		33.00	4049	142	165.00	Inv.421-BYF V Hall defib annua
28/10/2026	Whitley Reading Rooms	V4740-BACS	528.58			4560	142	528.58	CAWS CEG WFi-Sept25-Sept 26
28/10/2026	Wiltshire Council	V4741-BACS	42.50		3.50	4560	142	39.00	Inv.770-DBS Check flood warden

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Payments for Month 7 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/10/2026	Aquasafe Environmental Ltd	V4742-BACS	168.00		28.00	4212	220	140.00	Inv.05-October PPM Visit
28/10/2026	Acer Tree Surgeons Ltd	V4743-BACS	1,317.00		219.50	4415	142	172.50	Inv.034-Kestrel Court tree wor
						4415	142	55.00	Inv.034-BSF Allotments tree wo
						4415	142	870.00	Inv.034-BSF Tree work
28/10/2026	Acer Tree Surgeons Ltd	V4744-BACS	1,650.00		275.00	4820	142	540.00	Inv.014-SHF tree works-emergen
						347	0	-540.00	Inv.014-SHF tree works-emergen
						6000	142	540.00	Inv.014-SHF tree works-emergen
						4415	142	835.00	Inv.014-Tree works
28/10/2026	HM Revenue & Customs	V4745-BACS	3,142.40			4041	130	1,296.46	Period 7- October 2026
						4000	130	547.40	Period 7- October 2026-T
						4000	130	241.08	Period 7- October 2026-NI
						4010	130	282.00	Period 7- October 2026-T
						4010	130	126.33	Period 7- October 2026-NI
						4010	130	16.00	Period 7- October 2026
						4020	130	270.20	Period 7- October 2026-T
						4020	130	119.93	Period 7- October 2026-NI
						4460	142	215.20	Period 7- October 2026-T
						4800	320	27.80	Period 7- October 2026-T
28/10/2026	Wiltshire Pension Fund	V4746-BACS	2,229.39			4045	130	1,634.72	Period 7- October 2026
						4000	130	276.18	Period 7- October 2026
						4010	130	170.76	Period 7- October 2026
						4020	130	147.73	Period 7- October 2026
28/10/2026	Teresa Strange	V4748-BACS	[redacted]		2.64	4000	130	[redacted]	October 2026 Salary
						4190	120	4.42	Out of hours mobile-August 26
				Total Salaries October 2026 £7,962.23		4190	120	4.42	Out of hours mobile-September
						4190	120	4.42	Out of hours mobile-October 2
						4155	120	9.04	Coffee and tea for meetings
28/10/2026	Marianne Rossi	V4749-BACS	[redacted]			4010	130	[redacted]	October 2026 Salary
28/10/2026	Fiona Dey	V4750-BACS	[redacted]			4020	130	[redacted]	October 2026 Salary
28/10/2026	Terry Cole	V4751-BACS	[redacted]			4460	142	[redacted]	October 2026 salary
						4050	142	47.50	October travel allowance
						4051	142	113.85	Mileage 207 miles
28/10/2026	David Cole	V4752-BACS	[redacted]			4800	320	[redacted]	October 2026 salary
28/10/2026	Kanconnections	V4753-BACS	1,839.60		306.60	4212	220	1,533.00	Inv.1846-EICR Fault repairs
28/10/2026	CCLA	V4755-TRAN	93,000.00			240		93,000.00	Transfer from Unity to CCLA
30/10/2026	Grist Environmental	V4757-DD	85.96		14.32	4770	220	71.64	Inv.347-B'hill waste away
31/10/2026	Unity Trust Bank	V4758-SERV	10.75			4140	120	10.75	Bank Charges

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Total Payments for Month	155,894.47	0.00	6,898.21	148,996.26
Balance Carried Fwd	5,204.27			
Cashbook Totals	161,098.74	0.00	6,898.21	154,200.53

Receipts for Month 7 **Nominal Ledger Analysis**

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

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Payments for Month 7 **Nominal Ledger Analysis**

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

Receipts for Month 7 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**729,000.00**					**729,000.00**	
	Banked: **28/10/2026**	**93,000.00**						
V4755-TRAN	Unity Bank	93,000.00			220		93,000.00	Transfer from Unity to CCLA
Total Receipts for Month		93,000.00	0.00	0.00			93,000.00	
Cashbook Totals		822,000.00	0.00	0.00			822,000.00	

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Payments for Month 7

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		822,000.00						
	Cashbook Totals		822,000.00	0.00	0.00			822,000.00	

Teresa Strange

From: Richard Rogers <Richard.Rogers@wiltshire.gov.uk>
Sent: 23 October 2026 12:46
To: Teresa Strange
Subject: RE: Potential projects for LIIPs

Hi Teresa

I have had some initial feedback. Unfortunately none have the green light but a couple are amber. FYI Hayley has put forward 3 suggestions as well and one has come back as a good potential project so you may wish to liaise with her. Anyway, the feedback is:

- **Bowerhill Sports Field car park enlargement to support future 3G provision**: 🟠 **Possible EOI candidate** - Potential sports and recreation infrastructure project. The proposal may help unlock wider investment and support increased facility capacity. The EOI would need to define the capital works, relationship to the wider scheme, funding gap, deliverability and growth link, and demonstrate that the car park element provides a meaningful outcome in its own right.

- **Shaw Sports Field car park enlargement to support park-and-stride journeys to school**: 🔵 **Better suited to another route first** - The proposal appears primarily focused on transport, parking and school travel objectives. A stronger Strategic CIL case would be needed to demonstrate a growth-related infrastructure need and explain why transport-related funding routes would not be more appropriate.

- **Shaw Sports Field changing facilities improvements and/or extension**: 🟠 **Possible EOI candidate** - Potential sports and recreation infrastructure project. The proposal could improve the capacity, accessibility and functionality of an existing facility. The EOI would need to distinguish capital enhancement or extension works from routine maintenance, explain how the improvements respond to growth-related demand, and demonstrate evidence of need, funding gap and deliverability.

- **Community shop at Berryfield**: 🟠 **Possible EOI candidate** - Potential project serving a significant growth area. The EOI would need to demonstrate a clear growth-related need, explain why the proposal should be regarded as community infrastructure supporting growth rather than primarily a commercial or retail operation, identify the site and delivery arrangements, and confirm ownership, management, viability, costs and funding gap.

- **Lay-by outside Whitley Methodist Church**: 🔵 **Better suited to another route first** - The proposal appears primarily focused on addressing parking and highway issues. The previous consideration through LHFIG suggests that highways or transport-related programmes may be a more appropriate route. A stronger Strategic CIL case would be needed to demonstrate a growth-related infrastructure need.

Several of the projects could potentially progress to EOI stage, although the key issue for a number of them will be demonstrating a sufficiently strong Strategic CIL case and showing how they address infrastructure needs arising from growth, rather than primarily refurbishment, maintenance or localised improvements. The two car parking/highway-related schemes appear more likely to align with alternative transport-related funding routes.

On project maturity, the information provided is generally quite limited. Several of the projects may require further work on scope, costs, delivery arrangements and funding packages before their readiness for LIIPs can be properly assessed.

As with all early enquiries, these are informal officer triage views only based on the limited information currently available and would not prejudice any future assessment through the EOI and application process.

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 21 October 2026 13:06
To: Richard Rogers <Richard.Rogers@wiltshire.gov.uk>
Subject: Potential projects for LIIPs

Hi Richard
Further to the MWPC Full Council meeting last week, here are a list of potential projects as per our discussion. I have put the extract of the draft Minutes for context.
I am out of the office on Friday – there is a Wiltshire event for ending violence against women – but back in the office Monday. Or at home tomorrow.

Initial budget requests and infrastructure funding for 2027/28
Members were invited to identify items requiring investigation or costing ahead of the forthcoming budget-setting process.
The Chair suggested a budget heading for additional sports facilities, initially without an allocated sum, to support consideration of facilities or developer contributions as the area grew.
The Clerk explained that Wiltshire Council was already seeking contributions for playing-pitch improvements and 3G facilities, but the piecemeal nature of development made coordinated provision difficult.
The Clerk drew attention to the newly announced Locally Identified Infrastructure Projects (LIIPs) fund, which could match Parish Council Community Infrastructure Levy (CIL) funding with Wiltshire Council CIL. The short October/November expression-of-interest timetable meant potential projects needed to be identified before the next Full Council meeting. An expression of interest would allow further work on costs and funding without committing the Council to delivery at this stage.
Following discussion, five potential schemes were identified:

1) Enlargement of the Bowerhill Sports Field car park to support future 3G provision, potentially helping unlock substantial Football Foundation funding
2) Enlargement of the Shaw Sports Field car park to support park-and-stride journeys to school.
3) Improvements and/or an extension to Shaw Sports Field changing facilities rather than continued minor repairs.
4) Provision of a Community shop in Berryfield (possibly similar to Whitley Community Shop). This could potentially at the former Berryfield Village Hall site or on a serviced hardstanding within a new development.
5) Provision of a lay-by outside Whitley Methodist Church to reduce issues with parking on Top Lane. When previously submitted to LHFIG this was scoped with an indicative cost of approximately £40,000.

Resolved: To submit expressions of interest in the LIIPs fund for the five proposed schemes, and to develop indicative costs and match-funding requirements for further consideration.

All the best, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham

Teresa Strange

From: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Sent: 04 November 2026 19:38
To: Teresa Strange
Subject: Fw: Budget Setting – Market Place Toilets and 2027 Events

Hi Teresa,

I wanted to kindly drop you an email as we are both currently going through the budget-setting process. I thought it would be useful to open a conversation about the Market Place toilets and our events programme for 2027, and whether Melksham Without Parish Council may wish to support any of these areas.

For context, the current annual costs to Melksham Town Council are approximately:

- **Market Place toilets:** £21,000 per year to maintain, would the council consider any contribution if we were to refurbish them or an increase to £7500.
- **Friday Night Live:** £2,000
- **Park Yoga:** £1,500 May - September free one hour per week.
- **Christmas:** £20,000
- **Carols Around the Tree:** £1,500
- **Holiday activities:** £5,000
- **Sham Jam:** £18,000 last year, including budget and sponsorship
- **Move Melksham:** Free sport and wellbeing event
- **Remembrance:** £2000

As we look ahead to 2027, I would be keen to discuss whether there are any areas where Melksham Without Parish Council might like to contribute or work with us. This could help us explore opportunities to support activities and facilities that benefit the wider Melksham community. I am aware we need to ensure any contribution fromthe council is promoted.

In terms of understanding which residents attend individual events, we are not currently able to confirm where attendees come from in every case. However, improving this information is something we are looking to address next year, capturing residency and attendance data at events wherever it is practical to do so. This should help us build a clearer picture of the reach and community benefit of the programme.

If you would be happy to have a conversation about this as part of our respective budget-setting processes, please let me know.

Thank you as always

Hayley Bell
Chief Executive
07368 839 721

Melksham Town Council
Town Hall, Market Place, Melksham SN12 6ES
01225 704 187 **melksham-tc.gov.uk**

Melksham
TOWN COUNCIL

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MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 2nd November 2026 at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES at 7:00pm

Present: Councillors John Glover (Council Chair), David Pafford (Council Vice Chair), Martin Haffenden (Committee Vice Chair), Alan Baines, John Doel and Tony Hemmings.

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

In attendance: There was four members of the public in the room, one member of the public only wished to observe the meeting. The other three members were representatives of Melksham Cricket Club and were attending to speak under public participation.

There were no members of the public attending remotely.

261/26 Welcome & Housekeeping:

Councillor Haffenden, in the absence of Councillor Franks, Chair of the Asset Management Committee, welcomed everyone to the meeting. As all those present were familiar with the meeting procedures, it was agreed that the full housekeeping information did not need to be read out. Everyone present was reminded that the meeting was being recorded and would be published on YouTube following the meeting.

262/26 Apologies:

Apologies had been received from Councillor Franks, who was on holiday. The reason for absence was accepted.

263/26 Declarations of Interest

There were no declarations of interest.

264/26 Dispensation Requests for this Meeting

None.

265/26 To consider holding items in Closed Session due to confidential nature:

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

The Clerk advised that agenda item 6d, concerning correspondence from St Barnabas Church about land leased by the parish council, and agenda item 9a, concerning the Shaw Village Hall lease, involved potential legal matters. It was agreed that these matters would be considered in closed session near to the end of the meeting.

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

Resolved: Agenda items 6d and 9a be considered in closed session due to the confidential legal matters involved.

266/26 Public Participation:

The committee agreed to suspend standing orders for a period of public participation.

Representatives from Melksham Cricket Club attended the meeting to discuss the possibility of using Bowerhill Sports Field for cricket. The Chair of the Melksham Cricket Club provided members with an overview of the club's recent growth, explaining that it currently had three adult teams playing in the Wiltshire Cricket League, a growing ladies' section of approximately 50 members and around 55–60 junior members. The representative explained that the club's growing ladies' section played both hardball and softball cricket, including an eight-a-side softball format.

Following the club's recent AGM, it had been agreed to introduce a fourth adult team for the 2027 season, which had created difficulties in securing suitable facilities. The first and second teams currently shared the main cricket ground in Melksham, while the third team used facilities at Seend, although availability was sometimes restricted due to other bookings. Arrangements had been made for the fourth team to use facilities at Biddestone Cricket Club for the forthcoming season; however, the club was keen to identify a more permanent facility within Melksham. Other locations in the surrounding area had been explored but were already being used by other clubs. The representative highlighted that cricket had historically been played at the Bowerhill Sports Field and wished to explore whether it would be possible to reintroduce the sport at this location.

A second representative from Melksham Cricket Club joined the meeting during this discussion.

Members were provided with a plan of the Bowerhill Sports Field showing the existing football pitch layout and a potential location for a cricket wicket. The Clerk explained that officers had consulted with the ground’s contractors regarding a possible location which would avoid the existing football pitches, and this information had been shared with the cricket club prior to the meeting. The representative advised that a cricket ground would require a boundary of approximately 65 yards from the wicket, as illustrated on the plan.

Discussions took place regarding the type of wicket that could be installed. The representative explained that an artificial wicket would be quicker to install and have less impact on the existing football pitches. A traditional grass cricket wicket would require several individual strips and take approximately three to four years to establish. Members raised concerns about the potential impact of a grass wicket on the football pitches, particularly given the overlap between the football and cricket seasons and the need to undertake regular pitch maintenance and renovation works. It was also highlighted that the parish council had received significant Football Foundation funding towards improving the pitches, which would need to be taken into consideration. The cricket club acknowledged these concerns and indicated that an artificial wicket would be the preferred initial option, with the possibility of considering grass wickets in the longer term.

Members were advised that the cricket league season ran for 18 weeks from the beginning of May until the end of August. Although the club would welcome a new facility sooner, arrangements were already in place for the 2027 season, with the aim of securing a facility in Melksham from 2028 onwards.

The representative estimated that a good-quality artificial wicket would cost approximately £15,000 and explained that the club would investigate potential funding opportunities through the England and Wales Cricket Board (ECB) and Wiltshire Cricket, including the possibility of grant funding and a contribution from the club. Installation could be undertaken relatively quickly, although the wicket would require some weeks to settle before use.

Members queried the maintenance requirements associated with introducing cricket at the Bowerhill Sports Field. The representative explained that the parish council already maintained the grass, which would serve as the cricket outfield. The artificial wicket would require its markings to be repainted approximately three or four times during the summer, potentially more frequently depending on usage. The Cricket Club may be able to undertake the marking of the cricket boundary itself, but this could obviously be looked at in the future if the council were to approve this proposal. He confirmed that the proposal was primarily intended to accommodate Saturday league fixtures rather than regular midweek use. It was highlighted that the council undertook significant football pitch renovation works during the summer as this was the closed football season, including scarifying, spiking and reseeding, which could potentially conflict with cricket fixtures. Members recognised the importance of ensuring that these works could continue if cricket was introduced at the site.

Attention was also drawn to the existing underground drainage infrastructure, including a pipe and manhole within the field, which would need to be accurately located before any proposed wicket position could be confirmed. The Clerk explained that the council was also considering the longer-term possibility of installing a 3G pitch at Bowerhill Sports Field, and any cricket proposals would need to take account of the potential future development of the site.

Members also queried whether an artificial wicket would require protection during the winter football season. The representative explained that artificial wickets were generally durable and could withstand normal use, although measures might be necessary to prevent damage.

The Clerk highlighted that the Bowerhill Sports Field was protected in perpetuity under Fields in Trust. Any proposed development would therefore need to be considered in accordance with the requirements of this designation, although it was not anticipated that providing additional sporting facilities would necessarily present an obstacle.

The potential use of the existing sports pavilion was also discussed, with the representative confirming that it would provide suitable facilities for the cricket teams to use. It was noted that use of the pavilion would be subject to a separate hire arrangement.

The meeting reconvened.

267/26 Melksham Cricket Proposal:

Following the above discussion under public participation, members indicated that they were supportive of investigating the proposal further, on the basis of an artificial wicket rather than a traditional grass square.
Resolution: The council investigate the feasibility of accommodating cricket at the Bowerhill Sports Field, on the basis of an artificial wicket, taking into consideration the existing football pitches and bookings, drainage infrastructure, maintenance requirements, safety considerations and potential future development of the site.

7.33pm the representatives were thanked for attending the meeting and subsequently left.

268/26 Annual Review of Asset:

a) **Asset Management responsibilities and priorities**:

The Clerk drew attention to the committee's responsibilities under its Terms of Reference, the Practitioners' Guide 2026/27 and the council's objectives and priorities. She explained that, as part of the Annual Governance and Accountability process, the council must be able to demonstrate that it identifies, inspects, safeguards and maintains its assets appropriately. Members were asked to keep this in mind throughout the course of the meeting and when considering the asset management item later in the meeting.

b) **Asset Register and Condition review**:

The Finance & Amenities Officer presented the Caretaker's asset inspection report for the parish. It was noted that this committee had previously reviewed the office and allotment reports at the July meeting. She reported that most assets had been rated satisfactory; except for some items relating to play areas which were to be considered in conjunction with the separate RoSPA reports under a subsequent agenda item. The Clerk suggested that play area equipment be excluded from future annual asset inspection lists, as it was already subject to separate specialist inspections undertaken by RoSPA.

Members discussed a replacement bench at Falcon Way, Bowerhill which had been vandalised around a year ago. The Clerk explained that there had been historic landownership complications which was why it wasn't replaced at the time. It was noted that a new bus shelter, with seating, was being progressed through Wiltshire Council's LHFIG (Local Highway & Footpath Improvement Group) and it was queried whether there was a need for a separate bench too. Members considered that the need for a separate bench should be reviewed after the shelter had been installed, when its precise location and seating provision were known.

The Clerk also drew attention to the condition of a council-owned timber bench at West Hill, which appeared weathered and had a protruding fixing. Members discussed whether it was still used, noting its position by a bus stop, the restricted space and the ditch behind the railings. It was considered that the bench should be removed rather than incur expenditure on a replacement without evidence of demand. Any subsequent feedback from residents could inform whether replacement seating was needed.

Resolved 1: The council defer consideration of a replacement bench at Falcon Way until the new bus shelter has been installed.

Resolved 2: Officers arrange removal and appropriate disposal of the existing bench at West Hill and review the need for replacement if requests are subsequently received.

c) **Defibrillator disposal**:

The Clerk advised that the council had previously agreed to replace the six older Lifeline VIEW defibrillators which were around ten years old and their batteries had reached the end of their serviceable lives. She highlighted the importance of ensuring that council assets were disposed of appropriately, and recorded for audit purposes, and suggested that, rather than disposing of the defibrillators, they could be offered to St John Ambulance for training purposes.

The Clerk explained that the council had previously donated expired first aid supplies to St John Ambulance, which had been grateful to receive them. Members supported the suggestion, subject to St John Ambulance being willing to accept the defibrillators.

Recommendation: To offer the six obsolete Lifeline VIEW defibrillators to St John Ambulance for training purposes and, if they were not required, to arrange for their appropriate disposal as electrical equipment.

269/26 Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:

a) RoSPA inspection reports and associated quotations:

The Finance & Amenities Officer presented a summary of the annual RoSPA (Royal Society for the Prevention of Accidents) inspection reports, together with a schedule identifying the matters requiring attention. She explained that comments had been included against the individual findings to indicate whether they could be addressed by the Caretaker or whether quotations had been obtained for consideration by members.

Members were advised that the RoSPA reports included two risk ratings: the innate risk and the actual risk. The innate risk represented the inherent risk associated with a piece of equipment, even when it was in good condition, and therefore the lowest risk score that could reasonably be achieved for that item. The actual risk reflected the condition of the equipment at the time of inspection. It was explained that RoSPA used a risk-scoring matrix which assessed both the likelihood of an incident occurring and the potential severity of any resulting injury. Each factor was scored from 1 to 5, with the two scores multiplied to give an overall risk score ranging from 1 to 25. The resulting risk was classified as low (green), medium (amber) or high (red), according to the matrix.

It was explained that an item assessed as medium risk might already be at its lowest achievable risk rating, due to the inherent nature of the equipment, rather than its condition. Therefore, both the innate and actual risk scores needed to be considered when determining whether remedial action was required. A copy of RoSPA's risk-scoring matrix was provided to members for reference.

The Finance & Amenities Officer reported that the majority of items had been assessed as very low or low risk, although two high-risk matters and four medium-

risk matters had been identified. The two high-risk matters had already been addressed. These related to a fallen tree at Berryfield Play Area, which had been cut down but left within the play area, and the bridge at Bowerhill Sports Field, which had been physically closed off pending replacement.

The medium-risk matters related to the overhead climber at Beanacre Play Area, a broken swing seat at Whitworth Play Area, and two issues at Shaw Play Area involving worn safety surfacing and swing shackles. The Beanacre equipment was due to be replaced as part of the refurbishment project, while the Caretaker had already addressed the issue at Whitworth. Quotations had been obtained for the repairs required at Shaw. The Finance & Amenities Officer explained that quotations had been sought for matters requiring specialist attention, with alternative quotations obtained where possible.

Members reviewed the inspection findings and associated quotations as follows:

Berryfield Play Area

Members considered an issue with the entrance gate, where an insufficient gap between the gate and its post presented a potential finger-trap risk. Although RoSPA had assessed the matter as low risk, the Caretaker had expressed concern about the possible severity of an injury, particularly to a young child. The Finance & Amenities Officer explained that a minimum gap of 12mm was required between gate and post and that the issue could be addressed by resetting the gate post.

Members agreed that the gate post should be reset to eliminate the risk.

Recommendation 1: The council accept the quotation of £698 + VAT from JH Jones & Sons to reset the gate post at Berryfield Play Area to address the finger-trap risk.

Members also considered the condition of the existing wire fencing surrounding the play area. The Clerk explained that Berryfield was one of the play areas previously transferred from Wiltshire Council and that, unlike other sites, it had not undergone significant refurbishment due to the proposed route of the Wilts & Berks Canal through the area. It was noted that the council had recently identified Berryfield as a play area requiring future refurbishment. Some members questioned whether expenditure on the existing fencing was justified if more extensive improvements were likely to be undertaken; however, others highlighted the importance of maintaining a secure boundary to prevent children leaving the play area and dogs entering. Members examined the photographs and inspection findings and acknowledged that the fencing continued to serve its purpose. Nevertheless, it was considered appropriate to undertake the minor repairs identified rather than allow its condition to deteriorate further.

Recommendation 2: The council accept the quotation of £295 + VAT from JH Jones & Sons for minor fencing repairs at Berryfield Play Area.

Bowerhill Sports Field

Members considered the condition of the ball-stop fencing at the basketball post end of the half MUGA (Multi Use Games Area), where several panels and fixings required attention. It was noted that the fencing had originally been installed at the former basketball court elsewhere on the site and had subsequently been relocated

to its current position when Portal Road was constructed. The fencing was therefore considerably older than the current MUGA, having already been in use for many years before being relocated. Members also noted that young adults had been using the fencing to undertake exercises, such as leg raises, which had contributed to damage to the panels and fixings. Given the age of the fencing and the many years of service it had provided, members considered that undertaking the necessary repairs was justified.

Recommendation 3: To accept the quotation from JH Jones & Sons for repairs to the ball-stop fencing at Bowerhill Sports Field at a cost of £560 + VAT.

Hornchurch Road MUGA (Multi Use Games Area)

Members considered the removal of the existing basketball net, which had deteriorated and required attention. The Finance & Amenities Officer explained that the height of the basketball hoop meant that the Caretaker could not safely remove the net working alone, due to the risks associated with working at height and difficulty in getting a stepladder to site. It was noted that the council had previously decided not to routinely replace basketball nets at its facilities because of the maintenance and safety implications. Members agreed that the existing net should be removed.

Recommendation 4: To accept quotation of £45 + VAT from JH Jones & Sons for the removal and disposal of the basketball net at Hornchurch Road MUGA.

Members also considered a quotation of £476 + VAT to repair cracking in the access path leading to the MUGA which was a path that the parish council had installed. It was suggested that the cracking could be associated with seasonal ground movement following the particularly dry summer. Members considered that the condition might improve as the ground absorbed more moisture and that the cracking did not currently appear to present an urgent safety concern. Members agreed that the repairs should be deferred and the condition of the surfacing monitored.

Resolved: The council does not undertake repairs to the access surfacing at Hornchurch Road MUGA at this time and monitor the cracking to establish whether remedial works are necessary.

Shaw Play Area

Members considered the need for additional weed treatment to the bonded mulch safety surfacing at Shaw Play Area. The Clerk explained that the presence of trees and shaded areas encouraged weed growth and the last time the contractor went to pressure wash the safety surfacing, they were unable to as it would have pulled up the surfacing and caused damage. Members were reminded that the council had previously reviewed alternative methods of weed control but had continued to permit the use of glyphosate where appropriate, as no sufficiently effective alternative had been identified. It was noted that treatment would need to be undertaken while weather conditions remained suitable. Members agreed that the proposed works should proceed to help preserve the safety surfacing.

Recommendation 5: To accept the quotation of £120 + VAT from JH Jones & Sons for weed treatment at Shaw Play Area.

Members also considered repairs required to the junior swing safety surfacing, worn swing shackles and a deteriorating timber component on the multiplay equipment. The Finance & Amenities Officer explained that two quotations had been obtained. Quotation 8a, at £498.30 + VAT, covered all three repairs, whereas quotation 8b, at £460.44 + VAT, covered only the safety surfacing repair. She explained that the contractor who provided quotation 8b had requested further measurements and information about the other items earlier that day, but a revised quotation would not be available in time for the meeting.

The contractor had previously suggested that, as one timber component was deteriorating, others might also be affected and that replacement of the entire piece of equipment might therefore be necessary. The Clerk advised that Shaw Play Area had originally been installed in 1992. However, members noted that the need for complete replacement had not been identified in the recent RoSPA inspection report, nor did the Caretaker, who inspected the play area weekly, consider this necessary.

Members queried whether the council had previously used the contractor who provided quotation 8a. The Clerk advised that she did not believe so, but confirmed that they were an established and recognised play equipment supplier. Members considered that undertaking all three repairs together represented better value for money than commissioning the safety surfacing repair alone.

Recommendation 6: To accept the quotation of £498.30 + VAT from Kompan (quote 8a) for the safety surfacing repair, swing shackle replacement and timber repairs at Shaw Play Area.

Kestrel Court Play Area

Members considered the condition of the toddler swing seat, where the fixings had become heavily corroded. It was considered that replacing the complete swing seat would be the most practical solution. Members agreed that the replacement should proceed.

Recommendation 7: To accept the quotation of £102.50 + VAT from GB Sport & Leisure for a replacement toddler swing seat at Kestrel Court Play Area.

Beanacre Play Area

Members noted that the overhead climber had again been identified as a medium-risk item due to its reliance on a single supporting post for stability. This matter had been highlighted in previous inspection reports and continued to be monitored. It was confirmed that the equipment would be replaced as part of the forthcoming Beanacre Play Area refurbishment project, and therefore no separate remedial works were proposed under this item.

Whitworth Play Area

Members noted that a broken swing seat had been identified as a medium-risk matter in the annual inspection report. The Finance & Amenities Officer confirmed that the Caretaker had already addressed the issue, and no further action was required under this item.

b) Replacement gate at Hornchurch Road Play Area:

The Clerk reminded members that at a previous Full Council meeting, members had considered two quotations to replace the pedestrian gate at Hornchurch Road Play Area, following concerns about the gate rebounding and an incident involving a child. The proposed replacement gate would incorporate a hydraulic closing mechanism to provide a softer closing action. At the previous meeting, officers had been asked to obtain a further quotation from the contractor appointed to undertake the Beanacre Play Area refurbishment project. This had now been received, and the three quotations were as follows:

Quote 1- £2,383.37 excluding VAT
Quote 2- £2,677.50 excluding VAT
Quote 3- £2,121.11 excluding VAT

Members noted that the contractor providing the most expensive quotation had visited the site, whereas the other two contractors had quoted without a site visit. It was suggested that the lower labour costs in the quote 3 reflected the fact that the contractor would already be working at Beanacre Play Area. Members were satisfied that the quotation covered the necessary works and considered that, as the contractor had already been appointed to undertake the Beanacre Play Area refurbishment, there was no reason not to accept the cheaper quotation.

Recommendation: The council approve the quotation of £2,121.11 + VAT from HAGS (Quote 3) for replacement of the Hornchurch Road Play Area gate.

c) Beanacre Play Area refurbishment project:

The Finance & Amenities Officer reported that two of the three references requested for the appointed contractor had been received and were positive. The project consultant was arranging the contract paperwork for signature, following which an installation programme could be agreed. The Clerk advised that one reference had drawn attention to drainage difficulties beneath an in-ground trampoline at another site. Members had already noted that drainage at Beanacre would need to be looked at which would be discussed at a site meeting with the contractor. It was noted that the project budget had capacity to address this if required.

d) Correspondence from St Barnabas Church regarding alleged encroachment:

This item was considered in closed session at the end of the meeting.

Held in closed session.

The Committee considered correspondence concerning a potential boundary issue affecting land leased by the Parish Council and the associated legal implications.

Recommendation: That Full Council authorise officers to seek appropriate legal advice to establish the Council's responsibilities and the options available before further action is taken.

The detailed discussion is recorded in separate confidential supporting notes.

270/26 QEII Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):

a) Football Bookings:

The Finance & Amenities Officer presented a report on the current sports field bookings for the new football season. She advised that the season had commenced, with three adult teams using the facilities for home matches, two playing on Saturday afternoons and one on Sunday mornings, alongside the youth organisation's use of the junior pitches.

Bookings were generally progressing well, although a small number of matches had been cancelled on the five-a-side pitches due to their condition. The Finance & Amenities Officer also reported that there had been some instances of the youth organisation triggering the pavilion alarm. Officers had raised the matter with the organisation, which had now been addressed.

b) Impact of football activity during the closed season

The Finance & Amenities Officer drew members' attention to concerns raised by the council's grounds maintenance contractor regarding the amount of football activity taking place at Bowerhill Sports Field during the closed season, particularly during the summer months when prolonged periods of hot and dry weather had affected grass growth and pitch recovery. It was explained that the sports field continued to be used throughout the summer for football training camps, evening training sessions and other activities. Training sessions could cause more concentrated wear than matches, as drills were often undertaken repeatedly in the same areas rather than across the whole pitch. This had contributed to a reduction in grass coverage, particularly on the youth pitches closest to the pavilion, with some pitches becoming unplayable at times. One of the adult pitches had also been rested to allow it time to recover.

The Finance & Amenities Officer advised that the grounds maintenance contractor had raised concerns that the continued level of summer activity was not allowing sufficient time for the pitches to recover before the start of the new football season. Similar issues had been experienced during the previous season, particularly during the wetter winter months when the lack of grass coverage had contributed to deteriorating pitch conditions. It was noted that maintenance works, including fertilisation and spiking of the pitches, were being undertaken to assist recovery. Members acknowledged the importance of the sports field being well used by the community, whilst recognising the need to ensure that the pitches had sufficient opportunity to recover and remained playable throughout the football season.

Resolved: The council note the concerns raised by the ground contractors but take no further action at this time.

c) Latest Pitch Power assessment

It was noted that the latest PitchPower assessment had been undertaken as part of the reporting requirements associated with the Football Foundation grant. Members were advised that assessments were required twice a year and that the reports enabled the condition of individual pitches to be compared over time. Some pitches

had poor ratings which was primarily down to the use they have had during the closed season, while others had improved or fluctuated. Members noted the assessment and the continuing programme of remedial grounds maintenance.

d) Melksham Cricket Club proposal:

This was considered and discussed earlier on at the meeting under minute 267/26.

e) Separation of waste:

The Clerk reminded members of the forthcoming requirements under the Simpler Recycling Regulations, which the parish council would need to comply with by the 31st March 2027. As the council was classed as a micro-firm, it had until this date to introduce separate arrangements for food waste, dry mixed recycling and glass at the Bowerhill Sports Pavilion.

Members discussed the practicalities of introducing the new arrangements, particularly the risk of waste being incorrectly separated by pavilion hirers and the potential for additional charges if the commercial bins became contaminated. It was noted that the external commercial waste bins would be kept locked, with the cleaner responsible for transferring waste from the internal pavilion bins into the appropriate external bins, rather than hirers having direct access to them. However, concerns were raised about how responsibility for incorrectly separated waste could be attributed to individual hirers, given that the cleaner did not attend after every booking. Members considered whether a penalty should be incorporated into the pavilion hire terms but felt it would be preferable to introduce the arrangements initially, with clear signage and instructions for hirers, and review the position if contamination became a recurring problem.

The Finance & Amenities Officer had obtained quotations from the council's existing waste contractor, Grist Environmental, for the provision of three additional lockable commercial waste bins. She explained that, given the current limited use of the pavilion kitchen, smaller bins and monthly collections would be a sensible starting point, with the arrangements monitored and adjusted if necessary.

Members considered the different bin sizes and collection frequencies available, including whether the food waste bin should be emptied fortnightly to avoid potential odour and hygiene issues. However, given the relatively small amount of food waste currently generated, members agreed that monthly collections would be sufficient initially.

Recommendation: The parish council introduce separate waste collections at Bowerhill Sports Pavilion, comprising a 120-litre food waste bin, a 240-litre dry mixed recycling bin and a 120-litre glass bin, all collected monthly by Grist Environmental, at an annual cost of £270.75 excluding VAT. Appropriate internal bins, signage and instructions for hirers to be provided, with the arrangements monitored and reviewed as necessary.

f) Fuel surcharge for bin emptying

Members noted correspondence from the waste contractor advising of an increase in the fuel surcharge effective from the 9th October 2026. The change was understood

to add approximately £1 to the relevant collection charge. The revised ongoing cost was noted.

g) Cold water booster pump maintenance

The Finance & Amenities Officer advised that the existing three-year maintenance agreement for the cold water booster pump at the Bowerhill Sports Pavilion had expired. The existing local contractor, who had undertaken the maintenance for the previous three years, had provided a quotation of £415 + Materials + V.A.T per visit for a further three-year agreement, with the price fixed for the duration of the contract.

Members were happy to continue with the existing contractor.

Recommendation: The parish council renew the cold water booster pump maintenance agreement with Carter Pumps for a further three years at £415.00 + Materials + VAT per visit, which would remain fixed for the duration of the agreement.

271/26 Allotments:

a) Report on waiting list and issues raised:

The Finance & Amenities Officer reported that there was no one currently on the allotment waiting list. Four plots had become vacant following the annual rent renewal, two at Berryfield and two at Briansfield. These had not yet been advertised because of the transition between Allotment Wardens, but the new Warden would be able to assist with viewings and lettings following handover.

Members noted reports of deer entering the allotments, theft of produce, dog fouling and members of the public walking through the site where there was no public right of way. Discussion focused on an opening at the far boundary, which had previously allowed cattle to enter, and whether fencing or signage had been disturbed. Officers confirmed that signs had previously been installed to make clear that the route was not a public right of way. The Clerk and Finance & Amenities Officer were due to visit the site with the outgoing and incoming Allotment Wardens and agreed to inspect the access and fencing as part of the handover.

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

There were no delegated decisions to report in relation to allotment lettings or permissions for greenhouses and sheds.

c) Plot inspection dates for 2027:

Members considered the proposed allotment plot inspection dates for 2027 as included in the agenda pack and agreed the proposed programme which was as follows:

- W/C 18th January 2027
- W/C 29th March 2027
- W/C 24th May 2027
- W/C 19th July 2027
- W/C 13th September 2027

It was noted that as per the allotment inspection procedure, all tenants will be informed of the inspection dates.

Resolved: To approve the proposed allotment inspection dates for 2027 as per above.

d) Allotment inspection app:

The Clerk explained that inspection records for approximately 75 allotment plots were currently recorded using handwritten notes or photographs, which then needed to be linked manually to the allotment database being developed. Members considered that a simple app or digital form connected to the existing database could reduce duplication, improve the evidence trail and make the Warden's inspections more efficient.

Recommendation: Officers to investigate options for developing an allotment inspection app or equivalent digital process linked to the new allotment database.

272/26 Council Owned Village Halls:

a) Shaw Village Hall and playing field:

This item was held in closed session at the end of the meeting.

i. Update on lease:

The Committee received an update on the ongoing renewal of the Shaw Village Hall and Playing Field lease and considered the next steps.

Resolved: To arrange a meeting with representatives of Shaw Village Hall Management Committee to progress the lease renewal, using the Parish Council's professionally prepared draft lease as the basis for discussions. Reasonable amendments may be considered to address site-specific requirements while retaining the provisions necessary to protect the Parish Council's interests as landlord.

Further details of these discussions are recorded in separate confidential supporting notes.

ii. Correspondence regarding water leak:

The Committee considered correspondence concerning responsibility for repairs to an underground water pipe serving Shaw Village Hall.

Recommendation: That Full Council confirm that responsibility for the repairs rests with Shaw Village Hall Management Committee under the lease arrangements and that the Parish Council will not meet the cost of the works.

b) Berryfield Village Hall:

i. Damaged rooflight:

The Finance & Amenities Officer reported that a rooflight had been damaged at Berryfield Village Hall, believed to be during a hailstorm earlier on in the year. As the parish council insured the building, officers were liaising with the insurer and would obtain the necessary quotations for repair. The matter was noted pending the insurance process.

ii. Feedback on partition wall

The Clerk advised that Berryfield Village Hall Management Committee had reported ongoing difficulties with operating the folding partition wall, particularly when opening and closing it. To minimise the risk of damage, only members of the Management Committee were permitted to operate the partition, rather than hall hirers. Despite this, problems had continued, with the Management Committee having previously received grant funding from the parish council towards repairs, only for further issues to arise, resulting in additional repair costs of approximately £1,000.

Members expressed concern about the recurring problems and associated costs, particularly as the partition wall was intended to provide flexibility in the use of the hall. It was noted that the Management Committee was now limiting its use to occasions when absolutely necessary, which undermined its original purpose. The Clerk confirmed that the concerns had been passed to the building company, who had also received feedback regarding partition walls at other village halls.

Members noted the update.

273/26 Bridges:

a) Bowerhill Sports Field bridge closure:

Members noted that the bridge at Bowerhill Sports Field had been closed to users because of its condition, pending replacement. The signage and warning tape had been repeatedly removed, so the bridge had now been physically blocked at each end.

b) Progress with bridge projects:

The Clerk reported that obtaining specialist advice and quotations for the proposed bridge projects had proved difficult. Officers and Councillor Wood had previously attended a site visit with an engineer who had undertaken measurements and details of the bridges; however, despite several follow-up requests, there had been a considerable delay in receiving quotations, which, when eventually provided, did not contain the level of detail or alternative options requested. Officers also had concerns that the proposed specifications may have been unnecessarily extensive. A further site visit had therefore been arranged with another specialist bridge engineer on Friday 30th October, during which the proposed replacement bridge at Bowerhill Sports Field and the potential pedestrian bridge between Bowood View and Buckley Gardens were considered.

Bowood View to Buckley Gardens:

The Clerk explained that the proposed bridge would provide a direct pedestrian link between the two residential developments, avoiding the need for residents to walk via Semington Road to access facilities, including Berryfield Village Hall. Following the site visit on Friday 30th October, the specialist bridge engineer had advised that the project would be considerably more complex and costly than originally anticipated. There were differences in ground levels on either side of the watercourse, and if the bridge were to provide step-free access suitable for wheelchair users, mobility scooters and pushchairs, substantial groundwork would be required to create suitable approaches, together with the construction of connecting footpaths.

The engineer had advised that, before a detailed design or accurate quotation could be prepared, a topographical survey would be required to establish the ground levels and help determine the most suitable location and positioning of the bridge. The cost of this survey was estimated at approximately £1,500, but the engineer could obtain a more accurate quotation. A drone survey would also be useful to provide a clearer picture of the site and surrounding area. Vegetation would need to be cleared to enable the necessary surveys and assessments to be undertaken, with further investigation potentially required to establish ground conditions and the extent of the foundations needed.

The Clerk explained that the parish council could therefore incur several thousand pounds in preliminary survey and investigation costs before obtaining a detailed quotation or establishing whether the scheme was financially viable. Taking into account the bridge itself, accessible approaches, groundwork, surveys, vegetation clearance and connecting footpaths, the engineer had indicated that the overall project could cost in the region of £100,000, although this remained an indicative estimate subject to the findings of the surveys and detailed design.

The Clerk advised that a potential £20,000 contribution from the developer of the Buckley Gardens development had previously been discussed; however, this had not been secured and was not a condition of the planning permission. There was therefore no guarantee that the contribution would be forthcoming, potentially leaving the parish council responsible for the full cost of the project.

Members discussed whether the anticipated benefits justified such significant expenditure, particularly given the limited response to the previous consultation with Bowood View residents, which had not demonstrated substantial demand for the proposed bridge. Members noted that the previous consultation had been undertaken with Bowood View residents and had demonstrated limited interest in the proposed bridge. It was acknowledged that the consultation had not included residents of Buckley Gardens, as the development had not been built and occupied at the time, and that there could potentially be greater demand for the pedestrian link from residents of that development as the route to the Village Hall. Members considered the existing pedestrian route via Semington Road, noting that sections of the pavement were narrow and could benefit from improvements. It was suggested that improvements to the existing footpath and the provision of additional pedestrian crossing facilities could offer a more practical alternative. Members felt that opportunities to secure such improvements through future development proposals should be pursued.

Recommendation: Given the estimated £100,000 cost, the uncertainty over developer funding and the need to commit further expenditure to surveys and investigations before the feasibility and final cost could be established, the parish

council does not progress the proposed pedestrian bridge between Bowood View and Buckley Gardens at this stage. Instead, opportunities to improve pedestrian connectivity and crossing facilities along Semington Road be pursued, including checking that the identified highway improvements have been adequately captured in the Walk Wheel Cycle Trust report and requested as part of the Bellway planning application.

Bowerhill Sports Field:

The Clerk reported that the specialist bridge engineer who attended on Friday 30 October considered replacement of the existing bridge to be relatively straightforward. Unlike some of the earlier proposals, which involved longer bridges and new foundations, the engineer considered that the existing concrete supports could potentially be retained, allowing a replacement bridge of approximately the existing dimensions to be installed.

The engineer had advised verbally that the bridge was a relatively straightforward, largely off-the-shelf product with a potentially short lead time. Some vegetation clearance would be required, but installation could be undertaken using lifting equipment positioned on Westinghouse Way, avoiding the need for heavy machinery to enter the sports field. Installation itself could potentially be completed within a day.

Officers anticipated receiving a written quotation in time for Full Council on Monday 9 November, when members would be asked to consider the replacement bridge specification, quotations received and funding arrangements, with a view to progressing the replacement as soon as practicable.

Shurnhold Fields:

The Clerk advised that, as the specialist bridge engineer was already visiting the parish to inspect the proposed bridge projects, officers had taken the opportunity to ask him to assess the condition of the existing bridge at Shurnhold Fields.

It was noted that the bridge formed part of a public right of way and that, although Wiltshire Council had responsibilities in relation to bridges on public rights of way, the parish council also had an interest in ensuring that structures situated on its land remained safe and in a satisfactory condition. The Clerk reported that the engineer had inspected the bridge, including its concrete structure, and had been satisfied with its overall condition. He had raised no concerns and confirmed that there was no requirement for repair or replacement works at the present time. It was also noted that no concerns had been raised on the latest RoSPA report.

Members welcomed the reassurance provided by the engineer's assessment and noted that no further action was required in respect of the bridge at Shurnhold Fields.

274/26 Request to purchase council-owned land adjacent to Berryfield Play Area:

The Clerk advised that a resident had renewed a request, originally made some years previously, to purchase a small area of parish council-owned land adjoining their property at Berryfield Play Area. The resident wished to incorporate the land into their existing garden. The Clerk explained that the request had not previously been progressed, partly because the proposed disposal would primarily benefit an individual resident rather than the wider community, and officers had other priorities.

It was noted that the resident had been patient in awaiting further consideration of the matter.

Members were reminded that the land had originally been acquired from Wiltshire Council for a nominal sum of £1. The Clerk advised that the original transfer was likely to contain restrictions or financial provisions governing any subsequent disposal. It was therefore uncertain whether the parish council could sell the land or whether any proceeds would be subject to repayment or clawback arrangements in favour of Wiltshire Council.

Members discussed the potential implications of disposing of the land, particularly as incorporating it into the adjoining garden could increase the development potential of the resident's property. It was suggested that, should a sale eventually be considered, appropriate legal safeguards might be required to ensure that the parish council benefited from any subsequent increase in land value arising from future development. One suggestion was that the parish council should receive 50% of any such increase. Members also considered that any purchaser should be responsible for meeting the parish council's legal costs, as well as their own.

The Clerk explained that the council would first need to look at the original transfer documentation to establish the nature of any restrictions imposed by Wiltshire Council and whether disposal of the land was permissible. Members acknowledged that it would be premature to consider a sale price or agree to dispose of the land without first understanding the legal position.

Members agreed that officers should undertake an initial review of the original transfer documentation and report back on any restrictions or obligations affecting the land before the request was considered further.

Resolved: Officers to review the original transfer documentation for Berryfield Play Area to establish whether any restrictions or conditions imposed by Wiltshire Council would prevent or affect the proposed sale of the land.

275/26 Bus Shelters asbestos surveys:

The Clerk advised that concerns had arisen regarding the possible presence of asbestos in one of the parish council's older concrete bus shelters, following which work to prepare the shelter for repainting had been stopped as a precaution. As several other shelters were of a similar age and construction, the council had previously agreed for asbestos surveys to be undertaken to establish whether asbestos-containing materials were present.

The surveys confirmed that, of the shelters inspected, only the bus shelter at the top of Shaw Hill contained asbestos. The Finance & Amenities Officer explained that the asbestos was in a low-risk condition and that the shelter was not damaged. Provided the material remained undisturbed, it did not present a significant immediate concern. The Clerk advised that a quotation had been obtained for removing the asbestos from the shelter should members wish to consider this option; however, given the low-risk assessment and the satisfactory condition of the shelter, members did not consider that removal was necessary at present.

Members welcomed the confirmation provided by the surveys, noting that the parish council now had an accurate asbestos register rather than relying on assumptions about shelters of similar construction. This would enable officers to ensure that contractors were made aware of the presence of asbestos before undertaking any future maintenance or repair works.

Recommendation: To note the findings of the asbestos surveys and take no further action regarding the Shaw Hill bus shelter at present, with the asbestos recorded in the parish council's asbestos register and managed appropriately.

276/26 Bins:

There were no bins purchased under the Clerk's delegated powers to report.

The member of public left the meeting after the above agenda item.

277/26 Strategic Asset Management Review and Future Budget Requirements:

Resolved: That the Strategic Asset Management Review be held in closed session due to the confidential nature of certain matters to be discussed.

a) Asset management arrangements:

The Chair invited members to review the parish council's existing arrangements for managing, maintaining and safeguarding its principal assets and to identify any areas where further improvements or additional controls might be required. The Clerk provided background information and highlighted three principal areas of responsibility: Bowerhill Sports Pavilion and Sports Field, the village halls and the parish council's play areas.

Bowerhill Sports Pavilion and Sports Field

The Clerk explained that, although routine maintenance and servicing were already undertaken at Bowerhill Sports Pavilion, it would be beneficial to have a comprehensive facilities management plan setting out the various maintenance requirements and the frequency with which inspections, servicing and other tasks should be undertaken. This would include monthly, annual and longer-term requirements, providing a clear overview of the council's obligations and helping to ensure that important maintenance activities were not overlooked.

The Clerk advised that the Finance & Amenities Officer was undertaking the Clerk's qualification CiLCA (Certificate in Local Council Administration) which required the preparation of a facilities management plan as a practical exercise. It was therefore suggested that Bowerhill Sports Pavilion be used as the subject of this work, which would provide a practical document to support the council's ongoing management of the building. Members welcomed the suggestion and considered that a structured plan would strengthen oversight of the pavilion and provide a clearer record of the maintenance and servicing arrangements in place.

Resolved: The Finance & Amenities Officer develop a facilities management plan for the Bowerhill Sports Pavilion as part of her CILCA qualification, setting

out the routine maintenance, servicing and inspection requirements for the building and the frequency with which these should be undertaken.

Village Halls

Members reviewed the Council's arrangements for overseeing its village hall assets, including maintenance responsibilities and longer-term management considerations.

Further matters relating to individual management arrangements are recorded in the confidential supporting notes.

Asset Inspections, Maintenance Records and Reporting

Members reviewed the Council's arrangements for inspecting and maintaining its assets, including the recording and monitoring of defects and remedial works.

The Committee recognised the importance of maintaining a clear audit trail to demonstrate that identified maintenance and safety matters were being appropriately addressed.
Members supported continued improvements to inspection, reporting and maintenance procedures, with further operational details recorded in the confidential supporting notes.

b) Budget requirements for 2027/28:

The Clerk invited members to identify any future maintenance, replacement or capital projects which might require funding during the 2027/28 financial year. Identifying potential projects at an early stage would enable officers to obtain indicative costs and ensure that appropriate provision could be considered during the forthcoming budget-setting process.

Members discussed the importance of forward planning and the use of earmarked reserves to provide for identifiable future expenditure. The Clerk explained that, where funds remained unspent at the end of a financial year, members could consider allocating appropriate amounts to reserves for specific future projects, provided there was a clear and justifiable purpose for retaining the funds. It was acknowledged that the council should avoid accumulating substantial reserves without an identified purpose, while recognising the benefit of setting aside funding for anticipated refurbishment, replacement and other significant asset management requirements.

Berryfield Play Area

The Clerk reminded members that Berryfield Play Area had previously been identified as the next play area requiring refurbishment following Beanacre Play Area. It was suggested that members consider making financial provision towards its future refurbishment as part of the 2027/28 budget. Members discussed the potential implications of the proposed Wilts & Berks Canal, which could affect the play area should the scheme eventually proceed. The Clerk explained that, in such circumstances, those responsible for the canal project

would be liable for relocating any affected facilities. Members acknowledged the considerable uncertainty surrounding the canal proposals, noting that a planning application dating back to 2012 remained unresolved. It was therefore considered reasonable to continue planning for the refurbishment of Berryfield Play Area rather than indefinitely delaying improvements because of a project with no confirmed timescale.

Hornchurch Road – Cracked Footpath

Members also raised concerns regarding a badly cracked section of the perimeter footpath at Hornchurch Road. The Clerk explained that the affected section was part of the original footpath infrastructure rather than the area installed by the parish council. It was understood that the land remained in the ownership of the developer, Bloor Homes, and that the parish council had specifically excluded certain footpaths when taking responsibility for the play area. Members considered that the ownership and maintenance responsibilities should be clarified before any parish council expenditure was contemplated. It was suggested that the developer be approached regarding the condition of the path and responsibility for any necessary repairs.

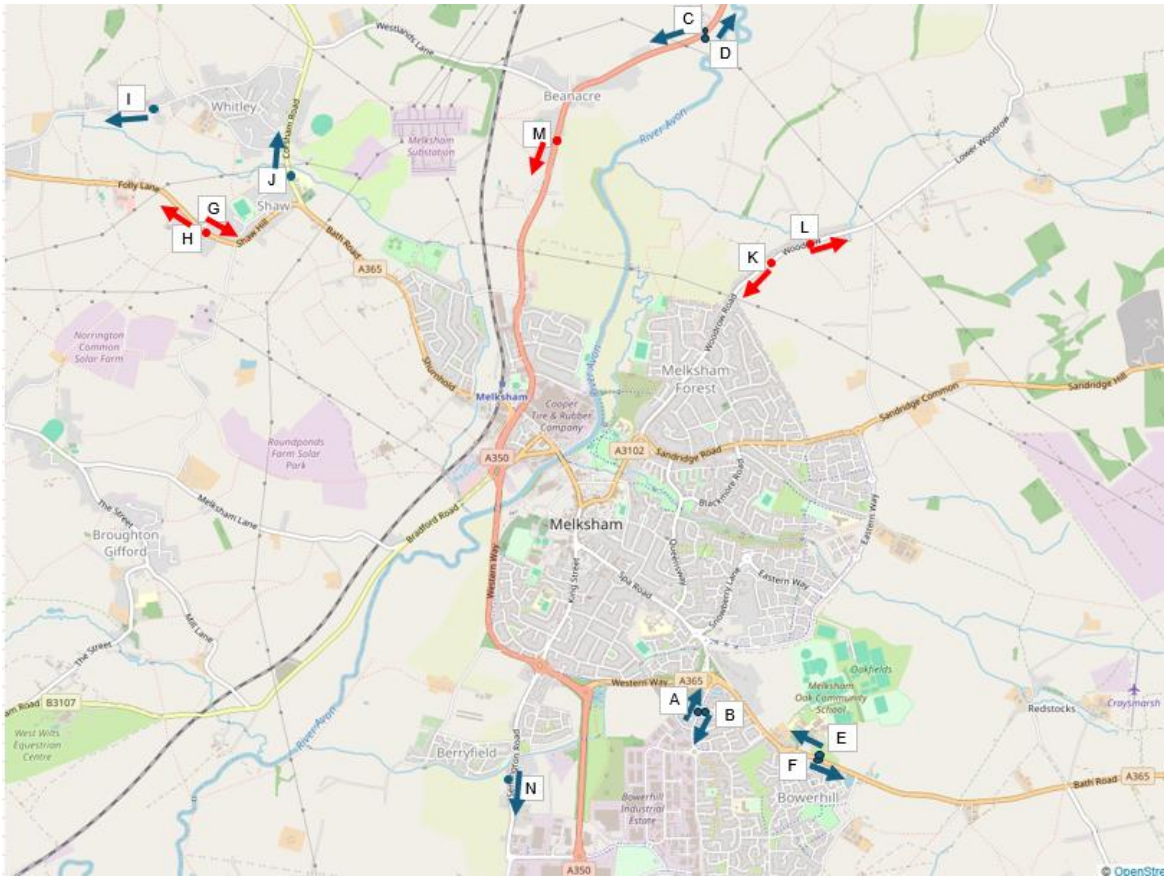
No specific budgets or allocations were agreed at the meeting. Members noted that potential projects and future funding requirements would be considered further during the budget setting process.

Meeting closed at 9.49pm Signed…….
Chairman, Monday 9th November 2026

SID Schedule – November 2026

Officer notes on the revised SID deployment schedule, incorporating SID3.

- As per the current schedule and Wiltshire Council guidance[1], the SIDs are moved every 2 weeks as part of a 16-week cycle. Based on the current settings the batteries last approximately 2 weeks and then require changing/recharging.
- As per the current schedule and budget, only 2 (of the 3) SID will be deployed at any one time. This gives the opportunity for 16 locations per 16-week cycle
- Currently, there are 14 approved SID locations



A	Pathfinder Way	Facing traffic from Melksham	///divisible.suitable.stealing
B	Pathfinder Way	Facing traffic from Bowerhill	///tape.dunk.choppy
C	Beanacre A350	Facing traffic from Melksham	///book.bearings.saddens
D	Beanacre A350	Facing traffic from Chippenham	///willpower.defectors.ties
E	A365 MOCS	Facing traffic from Melksham	///taker.relations.ranch
F	A365 MOCS	Facing traffic from Devizes	///attending.helpfully.grazed
G	Shaw Hill	Facing traffic from Melksham	///unopposed.dices.deserved
H	Shaw Hill	Facing traffic from Atworth	///unopposed.dices.deserved
I	West Hill	Facing traffic towards Pulpitt	///pesky.flinches.nipping
J	Corsham Road	Facing traffic from Corsham	///encourage.target.brands
K	Woodrow Road	Facing traffic from Melksham	///safe.stimulates.nametag
L	Woodrow Road	Facing traffic from Lacock	///wharfs.discloses.tutored
M	Beanacre A350	Facing traffic from Melksham	///adventure.clauses.rise
N	Semington Road	Facing traffic from Hampton Park	///excellent.skills.stags

- Locations A/B, C/D, E/F are essentially the same location with the SID installed to face in opposite directions.

- Only SID1 can currently be deployed at locations:
  - G & H Shaw Hill due to lamppost strength concerns.
  - K & L Woodrow Road and M Beanacre (St Barnabas) due to concerns about the height of the current post and whether it is suitable for SID2 and SID3 – being checked.

A new socket and post requested through LHFIG for Shaw Hill. The post might be suitable for the other locations – being checked.

Proposed Schedule

- Locations A/B, C/D, E/F, J and N will be visited twice by a SID which records data (SID 2 or SID 3) in each 16-week cycle
- Locations I, G, H, K, L & M will be visited once in each 16-week cycle
- The SIDs are deployed, in each 2-week period, will be in different parts of the parish (as per the current schedule)

Additional Questions

1. SID 3 was purchased as there is a risk that SID 1 will stop functioning and can no longer be maintained. Once all the locations are suitable for SID 2 or SID 3, what should happen to SID 1?
   - Deploy all 3 SID at the same time, until SID1 becomes non-functioning. This will require a budget increase – seeking costs.
   - Use SID1 as a semi-permanent SID at high-risk locations (i.e.deploy for periods longer than 2 weeks). This will require a budget increase for battery changing – seeking costs.
   - Consider traffic surveys and deployment at additional locations (if eligible)
   - Increase the period for deployment to longer than 2 weeks, although the batteries will still require changing/recharging every 2 weeks.

To Note

The Trigger Speed on the SIDs is currently set at 35mph. Wiltshire Council guidance[1] states that Trigger Speeds of the device should be set to match the posted speed limit level. In 2024, it was identified that when the trigger was set out 30mph the batteries on SID 2 ran out in some locations prior to the end of the 2-week period given the number of vehicles travelling over the limit (Min 136/24 (b)). At that time, Martin Rose confirmed that it would be acceptable to set the trigger threshold higher than the posted limit where overall speeds are on the high side and there is a need to preserve battery life.

[1] SID Guidance – Wiltshire Council/Wiltshire & Swindon Road Safety Partnership Practice Note: Community Speedwatch, Temporary Speed Indicator Devices, & Civilian Deployed ANPR Cameras – Site Eligibility and Deployment Criteria

MELKSHAM WITHOUT PARISH COUNCIL
SID SCHEDULE

Melksham Without Installation Schedule
DRAFT NOVEMBER 2026

SID 1 (SOLAGEN)

Week	Ref.	Site	Location of SID	What 3 Words
1 & 2	H	Shaw Hill - on right hand side travelling towards Melksham (facing In bound traffic from Atworth direction)	Lamp Post 38	///unopposed.dices.deserved
3 & 4				
5 & 6	K	Outside 180A Woodrow Road (facing out bound traffic from Melksham direction)	SID post in socket	///safe.stimulates.nametag
7 & 8	M	Beanacre A350 Far end of Church Layby Island (facing North Bound traffic from Melksham direction)	SID post in socket	///adventure.clauses.rise
9 & 10				
11 & 12	G	Shaw Hill (Outbound) - on left hand side travelling towards Atworth (facing out bound traffic travelling from Melksham)	Lamp Post 38	///unopposed.dices.deserved
13 & 14	L	Outside 194A Woodrow Road (facing In bound traffic Lacock direction)	SID post in socket	///wharfs.discloses.tutored
15 & 16				
17 onwards		**Repeat sequence of weeks 1 to 16**		

SID 2 (Evolis/Elan City Device) - DOWNLOADS DATA

Week		Site	Location of SID	What 3 Words
1 & 2	A	Pathfinder Way, Bowerhill (Facing traffic coming from Melksham direction)	Lamp Post 6	///divisible.suitable.stealing
3 & 4	J	Corsham Road, Whitley (facing In bound traffic from Corsham direction)	Lamp Post 13	///encourage.target.brands
5 & 6	D	Beanacre A350 Traffic Island (facing in bound traffic coming from the Chippenham direction)	Column 27a	///willpower.defectors.ties
7 & 8	F	A365 (Opposite Melksham Oak) near Hornchurch Road Junction (facing in bound traffic coming from Devizes direction)	Column 34	///attending.helpfully.grazed
9 & 10	N	Outside 594 Semington Road (facing inbound traffic from Hampton Park direction)	Lamp Post 22	///excellent.skill.stags
11 & 12	B	Pathfinder Way, Bowerhill (facing traffic coming from Bowerhill direction)	Lamp Post 7	///tape.dunk.choppy
13 & 14	E	Outside Melksham Oak School, Devizes Road (A365) (facing out bound traffic from Melksham direction)	Column 0035	///taker.relations.ranch
15 & 16	C	A350 - Beanacre Road (near last bus stop heading out of Beanacre towards Lacock) (facing out bound traffic TRAVELLING TOWARDS CHIPPENHAM)	Column 29	///book.bearings.saddens
17 onwards		**Repeat sequence of weeks 1 to 16**		

SID 3 (Evolis/Elan City Device) - DOWNLOADS DATA

Week		Site	Location of SID	What 3 Words
1 & 2				
3 & 4	N	Outside 594 Semington Road (facing inbound traffic from Hampton Park direction)	Lamp Post 22	///excellent.skill.stags
5 & 6				
7 & 8				
9 & 10	J	Corsham Road, Whitley (facing In bound traffic from Corsham direction)	Lamp Post 13	///encourage.target.brands
11 & 12				
13 & 14				
15 & 16	I	West Hill, Whitley (near Children's Nursery) (facing the traffic travelling towards Purlpit/Atworth)	New lamp (No. 14) by old phone box	///pesky.flinches.nipping
17 onwards		**Repeat sequence of weeks 1 to 16**		

WILTSHIRE COUNCIL
WILTSHIRE & SWINDON ROAD SAFETY PARTNERSHIP

PRACTICE NOTE

COMMUNITY SPEEDWATCH, TEMPORARY SPEED INDICATOR DEVICES, & CIVILIAN DEPLOYED ANPR CAMERAS

- SITE ELIGIBILITY AND DEPLOYMENT CRITERIA

April 2023

1. Document Control Sheet

Project Title: COMMUNITY SPEEDWATCH, TEMPORARY SPEED INDICATOR DEVICES, & CIVILIAN DEPLOYED ANPR CAMERAS

Report Title: SITE ELIGIBILITY AND DEPLOYMENT CRITERIA

Revision: Version 1

Status: Final
Date: April 2023

Record of issue

Issue	Status	Author	Date	Check	Date	Authorised	Date
1	Final	DT	April 2023	SH	April 2023	SH	April 2023

WILTSHIRE AND SWINDON ROAD SAFETY PARTNERSHIP PRACTICE NOTE

COMMUNITY SPEEDWATCH, TEMPORARY SPEED INDICATOR DEVICES, & CIVILIAN DEPLOYED ANPR CAMERAS - SITE ELIGIBILITY AND DEPLOYMENT CRITERIA

1.0 **Introduction**

1.1 This note sets out the eligibility and deployment criteria used for Community Speed Watch (CSW), temporary Speed Indicator Devices (SIDs) and Civilian deployed ANPR cameras.

1.2 CSW and SIDs can only be deployed on roads subject to 20, 30 and 40 mph speed limits. Enforcement activities on roads with higher speed limits remains solely within the remit of the Police.

1.3 CSW and SIDs are considered overt in operation as they are clearly visible to passing motorists and will have a direct impact on all road users passing them when deployment is taking place. Civilian deployed ANPR cameras are considered covert in operation as they usually cannot be seen by motorists and the data they record is used to provide intelligence and to target individual speeding motorists. It will be for the Parish and Town Councils to decide the best combination of activity to address the concerns in their local area.

2.0 **Community Speedwatch (CSW)**

2.1 CSW is a scheme which gives local people the power to help reduce traffic speeds and improve the quality of life in their community. Local community volunteers are provided with special equipment and trained by Wiltshire Police staff in the use of hand held speed devices so that they can record the speed of passing motorists. Motorists caught speeding by the volunteers are sent a warning letter from the Police. Persistent offenders receive a visit from Wiltshire Police and may be subject to further action. Intelligence gathered by the volunteers can be used by the Police to identify speeding hotspots and to target individual persistent speeding motorists.

2.2 CSW can only be undertaken during the hours of daylight and is therefore not the appropriate solution where investigation shows that high speeds are experienced during the hours of darkness.

2.3 Wiltshire Police will carry out a risk assessment to determine where CSW can be deployed to ensure the safety of the volunteers and to maximise effectiveness and impact.

2.4 Co-ordination and support of the CSW volunteer groups is undertaken by a dedicated CSW Co-ordinator within Wiltshire Police.

2.5 Other factors relating to CSW and further details can be found at www.wiltshire-pcc.gov.uk/the-pcc-and-you/get-involved/community-speedwatch/

3.0 **Temporary Speed Indication Devices (SIDs)**

3.1 Key factors relating to SID deployment are set out at **Appendix A** and Frequently Asked Questions are set out in **Appendix C**

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3.2 SIDs are a means of raising awareness of vehicle speeds and educating driver behaviour. They are useful in supporting other methods of direct speed control such as Police enforcement and Community Speedwatch. They can provide a means of highlighting speed issues where direct measures cannot be used, such as where speeding occurs at night or at locations with difficult access.

3.3 SIDs can be deployed at locations on a long term basis if desired. However, it is recommended that to maintain effectiveness they should be deployed on a temporary basis and normally be in place at a site for between 2 and 8 weeks and not redeployed until a minimum time of 4 weeks has elapsed.

3.4 Deployment periods are at the discretion of the relevant Town or Parish Council based on individual site circumstances, but it is recommended that this is evidence led.

3.5 Town & Parish Councils either singularly or in collaboration are responsible for the sourcing, purchase, installation, deployment and maintenance of suitable SID units.

3.6 Deployment of the SIDs must be undertaken by an approved Contactor or by volunteers who have undertaken the online training course available through Wiltshire Council. See Appendix A for further details.

3.7 SIDs must not be positioned within 100m of speed limit terminal points except in exceptional circumstances such as reduced visibility or proximity of side road junctions.

4.0 Civilian deployed ANPR Cameras

4.1 Key factors relating to civilian deployed ANPR Cameras as set out in **Appendix B**

4.2 Civilian deployed ANPR cameras are small battery powered devices that can be deployed to record passing vehicles, their speed, and registration details. Data from the ANPR cameras can be reported to the Police on their website using the 'report a crime' function to aid intelligence by their Control Room. The "report a crime" function accepts one vehicle's details at a time, so it is necessary for users to prioritise the input of data. It should also be noted that evidence from these cameras is not currently admissible as evidence in Court.

4.3 Parish & Town Councils deploying ANPR cameras will need to satisfy themselves that they are compliant with the General Data Protection Regulations (GDPR). https://www.gov.uk/data-protection

4.4 ANPR cameras can be deployed on existing highway street furniture, such as sign posts, but additional freestanding posts will not be provided or permitted. Note: Telegraph / electrical poles are not classified as street furniture.

4.5 Deployment sites are not subject to any formal approval process but locations must be subject to a recorded risk assessment and comply with the manufacturer's requirements for mounting heights and clear visibility distances to ensure accuracy of recorded data.

4.6 Deployment of the ANPR cameras must be undertaken by an approved Contractor or by volunteers who have undertaken the online training course available through Wiltshire Council. See Appendix B for further details

5.0 Eligibility Criteria

5.1 For locations identified for CSW and SIDs the Council will undertake traffic counts at each requested site in order to measure vehicle speeds and allow assessment against the criteria. The counters will be in situ for a week at each site and will record vehicle speeds and volumes at all times during that week. This enables an overall assessment of vehicle speeds, including trends relating to speed at certain times of the day or night. No site will be considered for CSW or SID deployment until a traffic count is undertaken.

5.2 The eligibility criteria for the use of CSW & SIDs is set out in the table below. The threshold levels have been set to accord with the National Police Chiefs Council (NPCC) speed enforcement guidelines.

	No Further Action	**CSW & SID**
20 mph limit	85%ile speed up to 23.9 mph	85%ile speed 24.0 mph and over
30 mph limit	85%ile speed up to 34.9 mph	85%ile speed 35.0 mph and over
40 mph limit	85%ile speed up to 45.9 mph	85%ile speed 46.0 mph and over

The 85th percentile speed is that not exceeded by 85% of the vehicles using the route.

5.3 A flow chart illustrating the process is included at **Appendix C**

5.4 ANPR cameras can be deployed without the need to undertake a traffic count.

5.5 Where a previously approved CSW or SID site has operated, but speeds have reduced to below the threshold speeds, these sites can continue to operate for as long as the volunteer groups and Parish and Town Councils consider them to be justified.

Appendix A

Temporary Speed Indicator Devices (SID) Deployment Guidelines

1. These guidelines apply to all SIDs used on the Wiltshire Highway network regardless of the funding source, ownership and device location

2. Sites must meet the eligibility criteria as set out in this Practice Note.

3. SIDs can be deployed at locations on a long term basis if desired. However, it is recommended that to maintain effectiveness they should be deployed on a temporary basis and normally be in place at a site for between 2 and 8 weeks and not redeployed until a minimum time of 4 weeks has elapsed.

4. Deployment periods are at the discretion of the relevant Town or Parish Council based on individual site circumstances, but it is recommended that this is evidence led. For example the number of times the SID is triggered on a week by week comparison.

5. Wiltshire Council reserves the right to remove any device where the location is considered a road safety hazard, or if the SID is not being deployed in accordance with the stated guidelines and a charge may be made for this.

6. Any additional infrastructure required to enable SID deployment can be funded by the Local Highway & Footway Improvement Group (LHFIG) or the relevant Town / Parish Council and approved by Highways officers prior to installation.

7. Trigger Speeds of the device should be set to match the posted speed limit level.

8. SIDs must be mounted at a minimum height of 2.0 metres above ground level (to avoid damage / vandalism) in verge areas and 2.4 metres in footway and cycle-ways. Devices must have a minimum edge clearance to the running carriageway of 450mm and cannot be fixed to telegraph poles or concrete street lighting columns.

9. No ladders, step ladders or other climbing aids should be placed in direct contact with or leant against the column or post used to mount the SID as the additional weight may result in sudden failure. Any damage to Highway furniture will be recharged.

10. Additional posts can be provided to facilitate SID deployment. However they must not be permanently left in place when the SID is not deployed. Posts must be fixed via a socketed ground anchor to allow for post removal. An example fixing can be found at http://www.nal.ltd.uk/products/retention-socket-systems/retention-socket-non-illuminated-base/.

11. Whilst the use of dedicated posts is the preferred mounting method, SIDs can be erected on suitable existing street lighting columns. Approval must be given by Wiltshire Council prior to deployment. Annual reapproval must be sought as previously approved sites may no longer be suitable due to column ageing affecting strength. Approval can be sought by sending an email to streetlighting@wiltshire.gov.uk providing the dates of deployment, the road name, and the column identification number.

12. SIDs require a straight road on the approach, free of obstruction, to allow the radar to accurately assess vehicle speed. Dips in the road will affect the operation of the SIDs, as

can bus shelters reflecting the sun. Careful consideration is required to direct devices away from property windows and avoid problems associated with light pollution. SIDs must not be positioned within 100m of speed limit terminal points.

13. Where deployment of the SIDs is undertaken by an approved Contactor they must have Operators Streetworks accreditation (for more details see https://www.gov.uk/government/publications/street-works-qualifications-in-england) and Public Liability Insurance of at least £5,000,000. Responsibility for checking and approval of suitable contractors rests with Town & Parish Councils and is therefore self-policing.

14. It will be for the Town & Parish Councils to decide on how many contractors are engaged and how any payment mechanism should work.

15. Where deployment of the SIDs is undertaken by volunteers they must have undertaken the online training course available through Wiltshire Council. Registration for training can be achieved by sending a request to Integrated.transport@wiltshire.gov.uk. with the title 'online training request' as the subject heading. The course takes about an hour to complete and includes how to undertake and record a risk assessment.

16. Town and Parish Councils are encouraged to review, amend or add to the deployment programme not less than every six months to take into account new sites or any changes in circumstances.

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Appendix B

Civilian deployed ANPR cameras Deployment Guidelines

1. Wiltshire Council and Wiltshire Police reserve the right to remove any device where the location is considered a road safety hazard, or if the ANPR camera is not being deployed in accordance with the stated guidelines and a charge may be made for this.

2. Deployment of cameras must comply with the manufacturer's requirements for mounting heights and clear visibility distances to ensure accuracy of recorded data.

3. Information notices (signs) advising of the deployment of ANPR cameras must be in place during operation. This is a legal requirement under the Protection of Freedoms Act 2012. When the system is not operational the signs are to be removed to prevent proliferation of the notices.

4. No ladders, step ladders or other climbing aids should be placed in direct contact with or leant against the column or post used to mount the ANPR camera as the additional weight may result in sudden failure.

5. Any damage to Highway furniture caused by ANPR deployment will be recharged.

6. Where deployment of the ANPR camera is undertaken by an approved Contactor they must have Operators Streetworks accreditation (for more details see https://www.gov.uk/government/publications/street-works-qualifications-in-england) and Public Liability Insurance of at least £5,000,000. Responsibility for checking and approval of suitable contractors rests with Town & Parish Councils and is therefore self-policing.

7. It will be for the Town & Parish Councils to decide on how many contractors are engaged and how any payment mechanism should work.

8. Where deployment of the ANPR cameras is undertaken by volunteers they must have undertaken the online training course available through Wiltshire Council. Registration for training can be achieved by sending a request to Integrated.transport@wiltshire.gov.uk. with the title 'online training request' as the subject heading. The course takes about an hour to complete and includes how to undertake and record a risk assessment.

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Appendix C

SIDs - Frequently Asked Questions

1. *Why can SIDs only be deployed on roads subject to 20, 30 and 40 mph speed limits?*

   Enforcement of speed limits on roads subject to limits over 40mph has to be done by Police Officers who are suitable trained using in car or handheld speed enforcement devices. This is national practice agreed by the National Police Chiefs Council (NPCC) not just applicable to Wiltshire.

2. *Why is it recommended that SIDs be removed from a location after 8 weeks?*

   Research by the Transport Research Laboratory has indicated that the effect of the SID on speed reduction is greatest within the first two weeks of deployment, with sites having SIDs in situ for longer recording little or no further speed reductions after two weeks.

3. *Why does a count have to be carried out before SID deployment takes place?*

   Counts are undertaken to establish if there is speeding taking place, the extent of the speeding problem and to identify the correct solution. Pedestrians and residents routinely overestimate the speed of vehicles passing by and it is vital that factual data is used. This helps to identify those locations which genuinely have a speeding problem and also means that further comparative counts can be undertaken to establish whether the problem has been addressed.

4. *Can a SID be used to collect traffic data?*

   The data capture capability that some SIDs have has not been utilised due to concerns that the presence of the SID itself may alter driver behaviour and collecting data from it may give a false impression or different set of results that may not be representative. In addition data is only collected in one direction. To enable comparison between before and after speeds, those sites where SIDs are deployed may be subject to further counts as these provide more reliable data.

5. *What does the 85th percentile mean and why is it chosen? Doesn't this mean that speeding is being tolerated?*

   The concept of the 85%ile speed has been developed from the considerable body of research and observation carried out to analyse driver behaviour. It is the highest speed at which most drivers can be considered to be driving sensibly and in a manner appropriate for the prevailing conditions. Those drivers exceeding the 85%ile value are therefore much less likely to conform to reasonable patterns of behaviour and consequently would pay little regard to safety enforcement measures.

   The 85%ile speed is defined as that which reasonable people tend to adopt according to the road environment and is calculated by recording the speeds at or below which 85% of all vehicles travel under free flowing conditions past a nominated point. For example if a count records the speeds of 100 vehicles then the top 15 are discounted and the resulting highest speed is then the 85%ile value.

6. *Can we have a permanent SID like the ones we see elsewhere in other counties?*

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National evidence has shown that the effectiveness of permanently installed vehicle activated signs for speed education purposes reduces with time. The use of temporary SIDs is intended to maximise the impact of this type of sign on motorists.

It is Wiltshire Council policy that permanent vehicle activated signs will only be provided to warn motorists of a hazard, such as sharp bends, where there is significant collision history. They will not be provided to highlight speed limits.

7. *Can SIDs be used at sites not meeting the criteria?*

   The use of SIDs at sites where there is no speeding problem is not encouraged as this may impact on the availability and frequency of deployment at those sites with a speeding problem and lessen the overall impact that SIDs are intended to have.

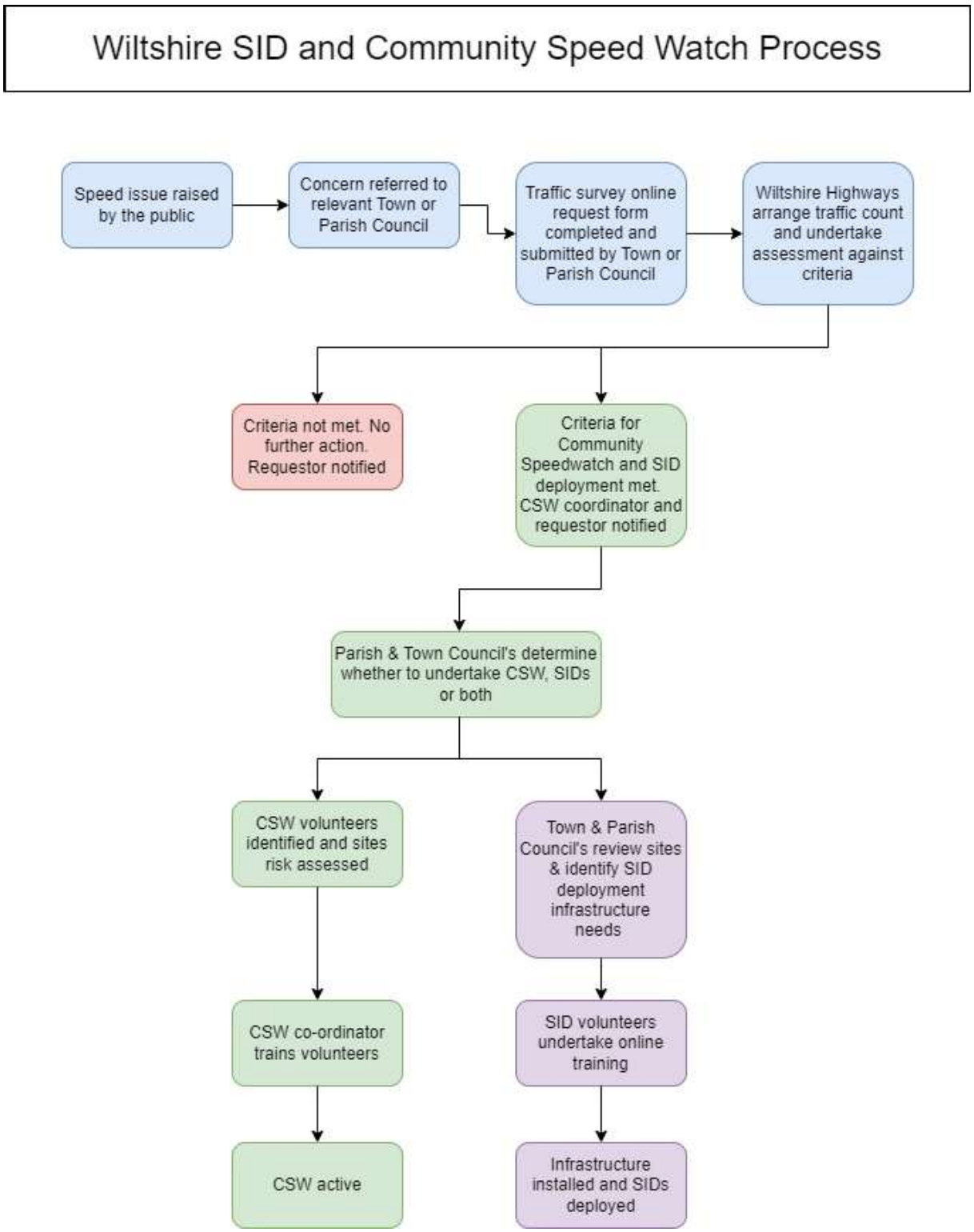
8. *How often do they need servicing / recalibration?*

   Annually.

9. *What is an Approved Contractor?*

   An approved contractor is a company, business, group or individual who holds Operator's Streetworks accreditation and has a minimum £5,000,000 of Public Liability Insurance.

APPENDIX D



April 2023

Melksham Community Support (MCS) service
Q2 – July to September 2026

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

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

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

Promotion
We have promoted the service widely during this quarter, restocking posters, and leaflets at a range of community venues, active social media promotion and attending events, giving talks and running information stands, including:

- Coffee afternoon - Talk to residents of Ludlow Hewitt Court. Providing booklets, leaflets, information on Age UK Wiltshire services including Carers Together Wiltshire and finishing with a Q&A session.

- Continued regular attendance at the Food Bank to give out MCS leaflets and Attendance Allowance/Pension Credit booklets and to talk to residents attending.

- Leaflets were given out and attendees spoken to at the Age UK Wiltshire Daytime Disco in Melksham on 3rd July, attended by 141 people.

- Continued regular attendance at the Veterans Breakfast, where leaflets are put on all tables and attendees spoken to.

- Stand at Melksham Food and River Festival weekend 5th and 6th July. Sarah is there all weekend giving out information guides, leaflets and talking to people attending the festival about the Melksham Community Support service.

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

Activity
During this quarter, a total of 28 new clients (Q1–29) got in touch or were referred for MCS support, of whom six (21%) live in the Melksham Without Parish Council area. (Of the population served by the project, approximately 70% live in the Melksham Town Council area and 30% in the Melksham Without Parish Council area.) We also continued to support 39 people whose first contact was before July.

During this quarter Sarah made 42 home visits. There were 208 contacts (Q1 –196) with or on behalf of people, and Sarah supported people with 96 (Q1 – 109) issues. The support provided fell into the following five categories:

Finance – helping to put more money into people's pockets	14
Socialisation – helping people to get out and about more	35
Independence - helping people to be sustainably independent and to connected with their community	7
Wellbeing – helping people to feel better	25
Falls prevention – supporting people to take action to reduce their risk of falling	10
Volunteer Support	3

Two people were supported to apply for funding from the National Benevolent fund.

Referrals in
We received new referrals from family and friends, Age UK Wiltshire Information & Advice and Wellbeing services, Adult Social Care, GP Surgeries, Care Coordinators, and self-referrals. Most new referrals come directly from older people themselves.

Onward referrals
Onward referrals were made to a wide range of other organisations, such as the Dorset & Wiltshire Fire & Rescue service for a Safe and Well visit, Adult Social Care, Beyond Dementia and other voluntary and community sector organisations, and statutory services as well as to

Age UK Wiltshire's Fitness & Friendship Club, Telephone Befriending, Information & Advice and Wellbeing Checks with Meals services, for further support.

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

Volunteers
A volunteer is supporting a group of residents to enjoy a weekly walk in the park followed by coffee and chat in the café.

One resident is being supported to regain confidence to get out of the home and use public transport.

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

Client Feedback
Client shared that he is over the moon about his Blue Badge and could not thank Sarah enough for helping him. Client also shared he has received his Attendance Allowance which was paid last week and backdated. He was thrilled about this.

"Thank you for helping my dad when he needed someone. I am really grateful you were there for him".

"Thank you, Sarah. You are always there to point me in the right direction. I would've been in a bad place the last few weeks without you so thank you from the bottom of my heart!"

"Thank you so much for the information and driving here to give it to me. I really appreciate it."

"Thank you so much for helping me with the Attendance Allowance claim. I was hesitant to start and wasn't sure I should claim. You reassured me and got that lovely lady to visit me with the form. And now I have Attendance Allowance at Higher Rate. I am delighted!"

"I called to let you know we have received the Blue Badge that you applied for with us. We are extremely grateful for your help with this. We really did not think we would get it. It will make such a difference to us when we go out - thank you so very much!"

"Do you know what? You are brilliant! I was all muddled and not sure where to turn or what to do but now...it's like a fog has been lifted and I now know what I need to do. Thank you so so much!"

“Thank you for coming to see me. It was very relaxed and much better than I expected. The official bits were done without me even noticing. I am very grateful and I do hope you will pop in for a cuppa the next time you in the area.”

Other Age UK Wiltshire services

- In Q2, the Information & Advice service advised or supported 51 people living in Melksham (Q1 – 65).
- There were 62 attendances (Q1 – 68) at the Fitness & Friendship Club at Bowerhill, with an average attendance of 10.
- Five people in the Melksham area are receiving weekly calls from Age UK Wiltshire Telephone Befrienders.

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

We are very pleased to have secured funding from Wiltshire & Swindon Sport, Melksham Area Board and Melksham Without Parish Council, to enable us to run more Daytime Discos in Melksham, on the following dates:

- 20th November 2026
- 5th February 2027
- 19th March2027

Ginny Cooper and Kate Brooks
Age UK Wiltshire
October 2026

MINUTES of the Staffing Committee of Melksham Without Parish Council held on Monday 19th October 2026 at Melksham Without Parish Council Office (First Floor), Melksham Community Campus, Market Place, SN12 6ES at 7.00pm

Present: Councillors Alan Baines, Mark Blackham, John Glover (Chair of Council), David Pafford (Vice-Chair of Council) and Anne Sullivan (Chair of Staffing Committee).

Officers: Teresa Strange (Clerk).

Councillor Harris attended remotely via Zoom for part of the meeting, as an observer.

No members of the public were present.

233/26 Welcome, Announcements and Housekeeping

The Chair welcomed those present. The public part of the meeting was recorded. Councillor Hemmings was not present.

234/26 Apologies

Councillor Hemmings was not present.

235/26 Vice-Chair of Staffing Committee for 2026/27

Following Councillor Griffiths stepping down as a councillor, members discussed potential nominees, including Councillors Hemmings and Pafford. The election of Vice-Chair was deferred. Councillor Pafford could deputise for the Chair for this meeting if required.

Resolved: To defer the election of Vice-Chair until the next Staffing Committee meeting.

236/26 Declarations of Interest

The Clerk declared an interest in staffing matters affecting her employment and advised that she would leave the room for consideration of her own appraisal under agenda item 10. No other declarations were recorded.

237/26 To consider holding items in Closed Session

The Committee agreed that agenda items 9 to 12 would be considered in closed session because of the confidential staffing information involved. Members also agreed to take agenda item 10 last, allowing the Clerk to remain for the Health and Safety and Staff Wellbeing discussions before leaving the meeting for her appraisal discussion.

The public minutes would record confidential items in summary only, with any sensitive supporting detail retained in accordance with Standing Order 11(e).

Resolved: That the public and press be excluded during consideration of agenda items 9 to 12 under the Public Bodies (Admission to Meetings) Act 1960, owing to the confidential nature of the business.

238/26 Public Participation

. There were no members of the public wishing to speak.

239/26 HR Support

a) Feedback following introductory meeting with CHRGS (Council HR and Governance Support)

The Clerk reported on the introductory meeting with the Council's external HR adviser, CHRGS. The adviser had raised no immediate concerns regarding the Council's existing approach to annual leave recorded in hours, HMRC mileage rates, recruitment timing or use of the existing employment contract pending a wider review.

The adviser recommended expressly documenting the arrangements for officers deputising within their respective areas of responsibility during the Clerk's absence. Members noted that the Parish Officer and Finance & Amenities Officer already had deputising responsibilities within their job descriptions, but that the associated authority should also be set out clearly in the Scheme of Delegation. There was no requirement to appoint a formal Deputy Clerk.

Recommendation: That Full Council approve an amendment to the Council's Scheme of Delegation to authorise the Parish Officer and Finance & Amenities Officer to undertake routine Proper Officer and administrative functions during the Clerk's absence, within their respective areas of responsibility and specialism, subject to their job descriptions, the Council's Standing Orders, Financial Regulations, adopted policies and existing limits on delegated authority.

b) HR policies, procedures, appraisal documentation and model contract

Members considered the suite of model policies supplied by CHRGS and the Clerk's proposed phased review programme. Members questioned whether some standalone policies could be grouped into broader documents, whether duplication or inconsistency could arise, and whether the policies would accurately reflect the Council's working practices. Other members recognised the value of having suitable policies in place in advance of individual staffing situations, supported by updates and advice from the specialist HR provider.

The Committee supported reviewing the policies in manageable groups and considering possible overlap, consolidation and practical implementation. Queries raised about the scope of the policies, responsibility for periodic reviews and CHRGS's professional indemnity arrangements would be referred to CHRGS. Documents primarily concerning IT, data protection and artificial intelligence would be referred initially to the IT Working Party, with staffing implications brought back as appropriate.

Right to Work Policy

The Committee reviewed the draft Right to Work Policy provided by CHRGS and agreed a number of amendments to reflect the Council's existing arrangements and procedures. The agreed changes are detailed in the amended policy at Appendix A.

Recommendation: That Full Council approve and adopt the Right to Work Policy, as amended by the Staffing Committee and attached at Appendix A.

Recruitment Policy

The Committee reviewed the draft Recruitment Policy provided by CHRGS and agreed amendments to ensure that the policy reflected the Council's recruitment procedures and committee arrangements. The agreed changes are detailed in the amended policy at Appendix B.

Recommendation: That Full Council approve and adopt the Recruitment Policy, as amended by the Staffing Committee and attached at Appendix B.

Equal Opportunities Policy

The Committee reviewed the draft Equal Opportunities Policy provided by CHRGS, taking into account the Council's existing Equality and Diversity Policy. Members agreed amendments to ensure that the policy was appropriate and proportionate to the Council's circumstances. The agreed changes are detailed in the amended policy at Appendix C.

Recommendation: That Full Council approve and adopt the Equal Opportunities Policy, as amended by the Staffing Committee and attached at Appendix C, to replace the Council's existing Equality and Diversity Policy.

Review timetable and employment contract

The Committee discussed a further Staffing Committee meeting on Monday 23rd November 2026 to consider the model employment contract, appraisal documentation and related performance-management policies. Further groups of staffing policies would be considered during January/February and March/April 2027, subject to the Council’s committee timetable and the Clerk’s further analysis of the policy suite.

The Committee reaffirmed its preference to use the Council’s existing 2023 employment contract for the new Allotment Warden, avoiding inconsistent terms while the wider contract review was undertaken. Detailed consideration of the new appraisal documentation was deferred to the proposed November meeting.

Resolved: That the Council’s existing 2023 employment contract continue to be used for the new Allotment Warden pending the wider contract review. Consideration of the new appraisal documentation and associated performance-management policies was deferred to the proposed November Staffing Committee meeting.

240/26 Annual Leave Calculation Policy

The Committee considered the draft policy to calculate and record annual leave in hours rather than days, following the Council's earlier decision in principle. Members noted the advantages for part-time and flexible working arrangements and the ability to record shorter periods of absence accurately. CHRGS had raised no concerns provided full contractual entitlements were preserved.

Recommendation: That Full Council approve and adopt the Annual Leave Calculation Policy considered by the Committee, following the Council's previous approval in principle of recording annual leave in hours rather than days.

241/26 Recruitment – Allotment Warden (Closed Session)

Held in closed session.

a) Appointment following recommendation of Interview Panel

The Committee considered the recommendation of the Interview Panel.

Resolved: To approve the appointment of Tim Myers as Allotment Warden under the Committee's delegated powers, subject to satisfactory pre-employment checks and contractual arrangements.

Members also considered proposed amendments to the Allotment Warden job description.

Recommendation: That Full Council approve the revised Allotment Warden job description, incorporating the amendments considered by the Staffing Committee on 19th October 2026.

b) Salary scale point and contractual particulars

The Committee considered the salary and contractual arrangements for the appointment.

Resolved: To approve the salary scale point and contractual arrangements detailed in the separate confidential supporting notes.

242/26 Health and Safety

The Clerk reported no new health and safety incidents since the previous meeting.

This item was held in Closed Session.

Members expressed concern about the timely completion and recording of remedial work arising from play-area inspections. The Committee supported closer tracking, clear reporting on outstanding tasks and an audit trail of actions requested and completed, so that inspection findings were dealt with promptly.

243/26 Staff Wellbeing

Held in closed session.

The Committee considered arrangements for officers responding to incidents outside normal working hours. The Clerk clarified that the matter had been raised for

members' awareness rather than as a complaint or request for additional remuneration.

Members expressed concern about staff wellbeing and personal safety, particularly where officers attended incidents alone.

Resolved: That options for remuneration or time off in lieu (TOIL), together with the possibility of using the Council's security contractor for out-of-hours call-outs, be investigated and reported back to the Staffing Committee for further consideration.

244/26 Clerk's Appraisal

Held in closed session.

The Clerk withdrew from the meeting for consideration of her appraisal and associated employment matters.

Recommendation: That Full Council consider the recommendation arising from the Clerk's appraisal, as detailed in the separate confidential recommendation record dated 19th October 2026.

The meeting closed at 8:55pm.

Chairman, 9th November 2026