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## MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 14 February 2023

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 20 February 2023 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>

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

Yours sincerely

Teresa Strange, Clerk

**YOU CAN ACCESS THE AGENDA HERE**



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## REVISED AGENDA

1. **Welcome, Announcements & Housekeeping**
  - a) Melksham Neighbourhood plan / Town Centre Master Plan consultation – deadline 19<sup>th</sup> March <https://www.melkshamneighbourhoodplan.org/tcmpconsultationfebmar>
  - b) Wiltshire Wildlife Community Energy Café to be held at Berryfield Village Hall on Tuesday 21<sup>st</sup> March (early afternoon)
  - c) Melksham Area Board to be held on Wednesday 8<sup>th</sup> March at 7pm at the Campus
  - d) Bowerhill Bomber 10k race at Bowerhill Sports Field on Sunday 26<sup>th</sup> February
2. To receive **apologies** and consider approval of reasons given.
3. **Invited Guests:**
  - a) Wiltshire Councillor **Nick Holder** (Bowerhill)
  - b) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold)
  - c) Wiltshire Councillor **Jonathon Seed** (Melksham Without West & Rural). Report received
4.
  - a) To receive **Declarations of Interests**
  - b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
5. To consider holding items in **Closed Session** due to confidential nature  
*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required (**Agenda item 7b, 11b, 11d, 11f)ii), 12**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7.
  - a) To approve the **Minutes of the Full Council** Meeting held on 23 January 2023.
8. **Planning**
  - a) To approve the **Minutes of the Planning** Committee meeting held on 16th January & 6th February
  - b) To formally approve **Planning Committee recommendations** of 16th January & 6th February

9. **Highways**
- a) To note update on funding of the Local Highway & Footway Improvement Groups.
  - b) To consider roundabout sponsorship proposals by Melksham Town Council.
  - c) To note response from B&NES on advisory signage approaching a change of speed limit and consider next steps.
10. **Finance:**
- a) To note **Receipts & Payments** reports for January and reimbursement of expenses incurred by the Clerk in February
  - b) To seek **cheque signatories/online authority** for February payments
  - c) To consider requests for possible Wessex Water community mitigation funding
  - d) To consider opening a Unity Trust savings account to accrue interest and agree amount to transfer if approved
11. **Asset Management:**
- a) To approve the **Asset Management Committee Minutes** of 6th February 2023
  - b) To approve the **Confidential Notes** to accompany the Asset Management Committee meeting minutes held on 6th February 2023.
  - c) To approve the **Asset Management Committee** recommendations of 6th February 2023.
  - d) Arising from Min 396(a)/22 To consider next steps with regular hirer of Bowerhill Sports Field.
  - e) Arising from Min 396(b)/22 To approve quotation for electrician and plumber for installation of the drinking water fountain
  - f) **Play Areas**
    - i) Arising from Min 395(b)/22 To approve quotation of £1,802.46 + VAT to undertake edging repairs to Kestrel Court Play area.
    - ii) Arising from Min 395(f)/22 To approve and sign the legal transfer of the Whitworth Play Area (if received)
    - iii) To note outcome of Site Inspection of Davey play area, Pathfinder Place - now ready for adoption
    - iv) To approve revised costs for legionella testing 2023-2024.
12. **New Berryfield Village Hall project:**  
To approve and sign the village hall lease with the Berryfield Village Hall Trust ready for letting to users from Tuesday 21<sup>st</sup> February.
13. **Policies/Procedures**
- a) To approve Standing Orders (27b) following a resolution at Full Council on 23rd January that polling cards are not issued when there is a casual vacancy election.
  - b) To consider amending Standing Order 11e(i) regarding confidential notes to reflect current practice.
  - b) To consider whether to continue holding two meetings on the same evening and to approve amended dates for 2022/23 & 2023/24
14. **King's Coronation Celebrations**
- a) To consider if the Parish Council wish to hold celebratory events for the King's Coronation in May.

- b) To approve quote for planting of Queen's 70<sup>th</sup> Jubilee trees and to consider if to rename as Coronation trees?

15. **Community projects/partnership organisations:**

- a) To note Mains Drainage event being held by Wessex Water on Tuesday 21st February at Whitley Reading Rooms for those eligible to make connection
- b) To note proposals for developing a new Whitley Store in the car park of the Pear Tree Inn by Whitley Community Hub
- c) To approve the revised Age UK Service Level Agreement and Job Description and resolution to proceed with commissioning of service. To note grant application to the Area Board (8<sup>th</sup> March) for funding for this joint project with the Town Council

16. What have we done to meet the **Climate Friendly** agenda?

- a) To consider update on Wilts & Berks Canal 'Bee Route' project on Semington Road and approve Section 96 licence
- b) To consider request for street lights to be turned off at night on this stretch of Semington Road

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 23 January 2023 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm**

**Present:** Councillors John Glover (Chair of Council), David Pafford (Vice Chair of Council), Alan Baines, John Doel, Mark Harris, Shona Holt, Stefano Patacchiola, Andy Russell, Richard Wood and Peter Richardson (following co-option)

**In attendance:** Wiltshire Councillors Phil Alford (Melksham Without North & Shurnhold), Nick Holder (Bowerhill) & Jonathan Seed (Melksham Without West & Rural), Stuart Jackson, Peter Richardson, 1 member of public and 1 Member of the press

**In attendance:** Teresa Strange, Clerk and Lorraine McRandle, Parish Officer

**363/22 Welcome, Announcements & Housekeeping**

Councillor Glover welcomed everyone to the meeting and went through fire evacuation procedures for the building.

Following the successful Berryfield Village opening event on Saturday, Councillor Glover explained the Air Vice Marshal Deputy Lord Lieutenant David Couzens had written to the Parish Council passing on his thanks to everyone involved.

**a) Grant applications to the parish council now open for 2023/24; deadline 31st January**

Councillor Glover reminded Members and the public that the deadline for Melksham Without parish council grant applications was 31st January.

**b) SAVE THE DATE – Melksham Neighbourhood Plan public consultation events week commencing 6th February**

The meeting was informed Neighbourhood Plan consultation events were taking place the week commencing 6th February; all welcome.

**c) Former Councillor Brian Mudge**

Councillor Glover announced former Parish, District & Wiltshire Councillor, Brian Mudge had sadly passed away on Boxing Day. It was understood his funeral was due to take place later in the week.

**364/22 To receive apologies and consider approval of reasons given**

Apologies were received from Councillor Shea-Simonds who was recuperating following an operation and Councillor Chivers who was in

hospital.

Councillor Hoyle had tendered his apologies, as due to work commitments, he would be attending the meeting via Zoom. Councillor Hoyle had been reminded whilst he could participate in the meeting, he was unable to vote and could not be considered present at the meeting.

**Resolved:** To approve and accept the reasons for absence.

**365/22 Invited Guests:**

**a) Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural). Report received**

Councillor Seed, having attended the opening of the new Berryfield Village Hall on Saturday 21<sup>st</sup> January, thanked those involved for such a wonderful opening event of what is a great community facility.

**b) Wiltshire Councillor Nick Holder (Bowerhill)**

Councillor Holder updated Members on ongoing challenges regarding the Pathfinder Place development and understood residents were meeting the following evening, with the intention to set-up a residents' association and hoped to attend the meeting himself.

With regard to speeding issues outside Melksham Oak School, Councillor Holder explained he had met with Councillor Pafford in his capacity as a Governor of Melksham Oak School in order to discuss the issue and the possibility of having a 20mph speed limit during term/school times only established. Discussions were also taking place with the Head of Service for Transport at Wiltshire and with the Leader of Wiltshire Council. Unfortunately, the situation was not helped by an out-of-date School Travel Plan.

Councillor Holder informed the meeting he had been in touch with the School Travel Plan Officer at Wiltshire Council, requesting a copy of Bowerhill Primary School's travel plan, which was last updated in 2005 and had forwarded a copy to the Clerk and noted the parish council had also discussed issues outside Shaw Primary School recently and suggested the Clerk approach Councillor Alford who could request a copy of their school travel plan.

Councillor Alford explained this had already been arranged.

Councillor Holder explained a meeting was due to take place later in the week with the Principal of Bowerhill Primary School regarding the issues of parking.

Following recent heavy rain, Councillor Holder was delighted to

inform the meeting the ditch to the rear of Kittyhawk Close, Bowerhill seemed to be working well but required litter to be cleared which the Street Scene Team were aware of.

Councillor Holder felt it was important during the Spring to remind residents adjacent to the ditch of its designation as a watercourse and the possibility of flooding into rear gardens if blocked.

**c) Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)**

Councillor Alford updated Members on recent flooding issues experienced in the parish, including Beanacre, some of which was down to residences not keeping their watercourses clear.

Councillor Alford informed the meeting that the Wiltshire Council Cabinet were meeting the following week to approve the Budget with a proposal of a 5% increase (2.99% general budget and 2% on social care), which would go to Full Council for approval.

With regard to the Housing Register and Housing Allocation Policy, Councillor Alford explained the Housing Policy was currently being tweaked with a hope those looking to downsize would be moved into the highest band to ensure a higher priority to free up large properties for others.

Councillor Jonathon Seed left the meeting at 7.15pm.

**366/22 a) To receive Declarations of Interests**

Councillor Holt as Chair of Berryfield Village Hall Committee declared an interest in item 13 relating to Berryfield Village Hall. As a member of Berryfield Village Hall Committee, Councillor Wood also declared an interest in agenda item 13.

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

Councillor Glover reminded Members all Councillors that live in the parish had an agreed dispensation to set the Council's precept.

**367/22** To consider holding items in Closed Session due to confidential nature *under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required (Agenda item 8b, 11b, 12c, 12d, 12e) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

It was recommended by the Clerk the following agenda items be held in closed session as they related to contractual or legal matters:

- 8b: Approval of Confidential Notes to accompany the Full Council minutes of 5 December 2022.
- 11b: Approval of Confidential Notes to accompany the Finance Committee minutes of 9 January 2023.
- 12c: To consider next steps for future office/meeting accommodation on expiry of the Campus lease.
- 12d: To approve the Legal Transfer documents for the Whitworth Play area at Bowood View, Semington Road.
- 12e: To approve the play area template leases for Wiltshire Council play areas in the parish – Kestrel Court, Bowerhill and Berryfield Park.

**Resolved:** Items, 8b, 11b, 12c, 12d and 12e be held in closed session for the reasons given by the Clerk.

**368/22** **Public Participation**

Candidates who had come forward for co-operation were invited by Councillor Glover to speak to the Council.

Standing Orders were therefore suspended.

Stuart Jackson explained he had lived in Beanacre since 2013 and was Chair of Beanacre Community Group and the Beanacre Community Speedwatch Team and often got involved with local issues relating to Beanacre, such as flooding.

Peter Richardson explained he had been a resident of Whitley for some time and was Chair of the local community group, Community Action Whitley & Shaw (CAWS) and was keen to contribute a bit more and had a strong personal interest in various items which would come before the council in due course.

Mr Richardson explained if he were successful there would be synergies with his role as Chair of CAWS.

Councillor Glover explained Ellie Ramsey had also come forward for co-option but unfortunately was unable to attend the meeting.



**369/22 Co-option of new Member - Beanacre, Shaw, Whitley & Blackmore Ward Casual Vacancy**

**a) To note National Association of Local Councils (NALC) Legal Topic Paper on Elections & Co-option & Extract from Standing Orders**

Members noted the topic paper from NALC regarding Elections & Co-option, as well as information contained within Standing Orders regarding co-option.

**b) To consider applications for co-option of new councillor and appoint**

Councillor Glover informed the meeting that two of the candidates lived in the ward where co-option was sought, with the other candidate living just outside the parish boundary in the town.

Councillor Glover invited questions from Members to the candidates.

Councillor Baines asked what each candidate knew about the parish, as although the vacancy existed in the Beanacre, Shaw, Whitley & Blackmore ward, councillors were members of the council as a whole and dealt with issues throughout the whole parish.

Peter Richardson explained whilst he had only been a resident of the parish since 2015 and therefore did not know the area as much as some, was however very familiar with the parish boundary, particularly the Northern boundary. He also kept abreast of parish activities via the minutes.

Whilst familiar with issues relating to Shaw & Whitley he felt the issues were core issues which were reflected in other parts of the parish on varying scales.

Stuart Jackson mirrored what was said by Peter Richardson and explained he was aware of the parish boundaries and attended council meetings in the past, particularly when it related to development in Beanacre but wished to get a better understanding and get involved in issues in the parish as a whole.

Councillor Patacchiola informed that as well as full council meetings there were a lot of committees, working parties and events that councillors were invited to join as well as representing the council on other groups and asked how any conflict would be prioritised and whether consideration had been given to the time involved.

Stuart Jackson explained he had spoken to the Clerk earlier in the evening on the level of commitment involved, alongside full time employment and having a family. Whilst being the Chairman of

Beanacre Community Group there were others on the group who could fulfil activities when not available.

Peter Richardson explained he was also aware of the level of commitment and responsibility involved in being a parish councillor and whilst technically retired had a few part-time trustee roles and quite a bit of spare capacity. As Chair of CAWS there were also other committee members who could help.

Councillor Wood explained that Melksham Town Council had previously mooted boundary changes which would have meant the parish council being subsumed into a greater Melksham Council and asked if this proposal were to come up again what would be the candidates' reaction.

Peter Richardson explained there would be local connectivity lost through such a process, however, there could be economic benefits of one council but overall, this would risk losing contact with some of the smaller parts of the parish and areas being less represented.

Stuart Jackson explained whilst it was assumed there would be cost savings to be made, if there was one council, the benefits of this would be outweighed by having two separate councils and therefore, would prefer to keep two separate councils.

Standing Orders were reinstated.

Councillor Glover reminded members there were 3 candidates for co-option and invited members to vote via a show of hands as per Standing Orders:

Stuart Jackson:	4 votes
Peter Richardson:	5 votes
Ellie Ramsey:	0 votes

Councillor Glover thanked those for standing and to consider standing again when vacancies arose.

**Resolved:** To duly appoint Peter Richardson as Councillor for the Beanacre, Shaw, Whitley & Blackmore Ward.

**c) The newly appointed councillor to sign declaration of office and join the meeting**

Peter Richardson duly signed the declaration of office, which was countersigned by the Clerk.

Stuart Jackson and Councillor Alford left the meeting at 7.32pm

**d) To appoint councillors to vacancies on committees, working parties and representatives to outside organisations**

Following the resignation of former Councillor Mary Pile, vacancies were available on the Planning Committee, Community Resilience Working Party, as well as representative vacancies on Community Action: Whitley & Shaw (CAWS) and Whitley Reading Rooms.

The Parish Council had in recent years had a Health & Safety representative for the Council, in its role as an employer, and a volunteer Councillor was sought for this role.

**Resolved:** To appoint Councillor Richardson to the Planning Committee, Community Resilience Working Party and to be the Council representative on Community Action: Whitley & Shaw (CAWS).

To appoint Councillor Patacchiola as the Council's Health & Safety representative.

A vacancy remained for Whitley Reading Rooms and as a footpath representative for Bowerhill, Redstocks and The Spa.

Melksham News left the meeting at 7.43pm

**370/22 a) To approve the Minutes of the Full Council Meeting held on 5th December 2022**

**Resolved:** To approve and for the Chair to sign the minutes of the Full Council meeting held on 5th December 2022.

**b) To approve the Confidential Notes to accompany the Full Council Minutes on 5 December.**

**Resolved:** To approve and for the Chair to sign the Confidential Notes to accompany the Full Council Meeting held on 5th December 2022.

**371/22 Planning**

**a) To approve the Minutes of the Planning Committee meeting held on 19th December & 16<sup>th</sup> January**

The Clerk informed the meeting that the Planning minutes of 19th December had included the meeting notes from the meeting with Terra Strategic regarding their site to the rear of Townsend Farm in error, rather than the notes of the meeting regarding Whitley Farm or

Corsham Road, with the corrected minutes being subsequently circulated and available for signature by the Chair.

Unfortunately, the Planning minutes of 16th January had not been circulated to members and therefore, would be approved at the Full Council meeting on 23rd January 2023.

**Resolved:** To approve and for the Chair to sign the minutes of the Planning Committee meeting held on 19th December 2022.

**b) To formally approve Planning Committee recommendations of 19th December & 16th January**

As the minutes of the meeting held on 16th January had not been circulated to Members, the Clerk wished to check if there were any time sensitive recommendations which needed approval.

Whilst it was noted there was a recommendation (Min 346(d)/22) to ask Wiltshire Council how they came to the decision the schools listed in their report were on a 2-mile safe walking route, despite difficulties of crossing major roads on these routes, this was not felt to be time sensitive.

**Resolved:** To approve the recommendations of the Planning Committee meeting of 19th December 2022.

**c) To note additional comments submitted by officers for planning applications PL/2022/09253 Land adjacent to National Grid Station for installation of underground cable & PL/2022/08155 Land West of Semington Road (Terra Strategic) for 53 dwellings**

Members noted the additional comments sent by officers regarding planning application PL/2022/09253: Land adjacent to National Grid Station, in relation to traffic not accessing Westlands Lane from Beanacre, as raised in commenting on previous applications requiring large vehicles having to access a site on Westlands Lane.

Members also noted the additional comments sent to Wiltshire Council Planning in relation to planning application PL/2022/08155 for 53 dwellings on Semington Road.

The Clerk explained comments relating to the application had to be submitted to Wiltshire Council by the 9th December. However, the developers had subsequently requested a meeting with the Council the following week on 13th December. Therefore, comments raised at that meeting had been submitted to Wiltshire Council prior to Christmas, which included a request for a new footpath along Western Way, in order to access the proposed new school at the Pathfinder Place development. Comments also included suggestions for rights of way improvements, a request for funding for additional allotment land and

additional fencing to stop people crossing the A350 from Berryfield Lane.

The Clerk explained whilst this was against normal procedure, she felt it was important to get any additional comments to Wiltshire Council as the deadline for comments had passed, prior to the note from the developer meeting being approved by Members and any additional comments being made.

**Resolved:** The additional comments for both applications were approved.

Councillor Holder left the meeting at 7.55pm.

### **372/22 Highways**

#### **a) To approve the Minutes of the Highways Committee meeting held on 16th January 2023**

Councillor Baines sought an amendment as follows:

- Min 365(b)/22: Speed Enforcement – To note concerns of speeding on Pathfinder Way:

Recommendation 3:

‘...to submit a request to the Local Highways & Footpath Improvement Group (LHFIG) for the installation of ‘No Right Turn’

signage on the exits of Newall Road and Maitland Place and exit from the proposed Pathfinder Place School onto Pathfinder Way.

This is to direct vehicles to the roundabouts and back down rather than crossing fast oncoming traffic to the other carriageway.'

- 356/22(c) To note concerns of the speed limit on Redstocks Lane and to consider requesting a Traffic Survey to support a reduction in the speed limit.

'...condition of the road in Redstocks requires attention, **copying** in local Wiltshire Council member ....'

**Resolved:** To approve with the above amendments and for the Chair to sign the Highway Committee minutes of 16th January 2023.

**b) To formally approve Highway Committee recommendations of 16th January 2023**

**Resolved:** To formally approve the Highway Committee recommendations of 16th January 2023.

**373/22 Finance:**

**a) To approve the Minutes of the Finance Committee Meeting held on 9th January 2023**

Councillor Glover explained that following the Finance Meeting on 9th January, the figures quoted in the budget working spreadsheet had been double checked by officers, with any changes reflected in the spreadsheet and minutes sent to councillors.

The Clerk explained any differences to the calculations made at the meeting with regard to budget setting figures, once double checked, were highlighted in green in the minutes; this was for slight changes in amounts. This was so that they directly correlated to the budget working papers that would feed into the precept setting.

The Clerk explained there had been a £50,000 Community Infrastructure Levy (CIL) payment expected as income this financial year and this was now expected to be the next financial year and had not been moved across to the correct column in error, with it being shown as spent but not shown as income for the next financial year.

Councillor Glover reminded the meeting the £50,000 will make a difference with the precept. At the Finance Committee meeting when discussing the budget members decided not take some items forward as the committee did not want to increase the precept too

much and therefore it was up to Members to decide what they wanted to do later on in the meeting.

The Clerk reminded Members the recommendations regarding the budget and precept were to be approved as separate agenda items, and not as recommendations of the Finance Committee so all members were clear what and when they were voting for the Budget and Precept.

In terms of the other recommendations from the Finance Committee for review tonight, they can all be approved as listed, with the option to agree further expenditure and transfers to reserves, if required, at the separate budget approval agenda item to follow.

The Clerk explained that the Precept requirement is Expenditure less Income (with adjustments of spending from and transfers to Reserves).

**Resolved:** To approve and for the Chair to sign the Finance Committee minutes of 9th January 2023.

**b) To approve the Confidential Notes to accompany the Finance Committee minutes**

**Resolved:** To approve and for the Chair to sign the Confidential Notes accompanying the Finance Committee minutes of 9th January 2023.

**c) To formally approve the recommendations contained within the Minutes of 9th January 2023 (except for the Budget and Precept)**

Min 324(c)/22: To approve payment of start-up fund £4,500 to the new Berryfield Village Hall charitable trust.

To note Councillors Holt and Wood having previously declared an interest in this item did not vote.

With regard to Min 327(a)/22: Reserves: To consider contribution to Reserves and spending from Reserves for current and next financial year:

**Recommendation 1:**

'Full Council to consider whether they should provide polling cards for elections or whether alternative cost-effective solutions could be used; such as advertising in the Melksham News.'

The Clerk explained she had been contacted by two residents of Beanacre stating they did not receive the Melksham News; having

seen this agenda item published. Melksham News had stated it was difficult to get deliverers in Beanacre for a variety of reasons, but had confirmed they now deliver to Pathfinder Place (left hand side) from their next issue. Melksham News was also now delivered to Bowood View and Sandridge Common, but not Sandridge Lane. It was not delivered to Redstocks, farms in the parish and some isolated properties.

The Clerk confirmed people were able to pick up a paper at the Melksham News offices, the Town Hall, Melksham Without Parish Council offices, as well as other locations such as Sainsburys and the Tourist Information Centre, with a suggestion that Whitley Reading Rooms could also provide now the Whitley Hub were providing a newspaper selling service following the closure of Whitley Stores on Top Lane.

It was confirmed the costs associated with having a full-page advert in Melksham News were £495 (excluding VAT). Elections/vacancies were also advertised on the Council's website and social media pages, noticeboards, as well as other locations throughout the parish (e.g. Tesco, Spindles Café).

Councillor Glover left the meeting briefly during approval of recommendations 331/22c) & 333/22 with Councillor Pafford chairing the meeting during these items.

The Clerk reminded Members the recommendation regarding the approval of the Risk Register was a separate agenda item for approval.

**Resolved:** To formally approve the recommendations contained within the Finance Committee minutes of 9 January 2023 (except for the Budget Min 329/22 c), Precept Min 330/22c) and Risk Register Min. 332/22).

**d) To formally approve the Budget for 2023/24**

As there had been an omission of £50,000 income from Community Infrastructure (CIL) in the spreadsheet calculations reviewed by the Finance Committee. Councillor Glover sought a steer from Members if they wished to allocate the additional £50,000 for a particular project or put in a reserve for a future project. At present without the allocation of further expenditure, there would be a decrease of 14.3% on the Precept from last year, and 17.64% decrease for a Band D average household.

Members asked the Clerk for the items that had not been included in the Budget for the next financial year as they did not have enough income to cover without raising the Precept significantly.



The Clerk explained there was outstanding work to fill gaps around play equipment surfacing at Kestrel Court and Beanacre with concrete with a quote of c£2000 received earlier in the today to undertake this work, which would go to the Asset Management Committee for consideration on 6<sup>th</sup> February and this funding could come from play area reserves or from this £50,000.

The council had previously discussed putting in gym equipment at Bowerhill Sports field, however, due to budget constraints for this financial year and last year, funding for this project had deferred for a and therefore consideration could be given to allocating some of the £50,000 funding towards this.

The other project which money had not been allocated to, other than the small amount of funding set aside in the Community Infrastructure (CIL) sharing pot with the Town Council was for Real Time Information on bus shelters.

Councillor Baines proposed a pilot scheme of Real Time Information on the bus shelter at Mitchell Drive, Bowerhill to check the feasibility of Wiltshire Council's new system and also how much it might cost for installation, so the parish council are ready when there is sufficient funding in the joint pot with the town council, to consider extending the scheme to other bus stops.

Councillor Glover stated if the parish council waited until there was enough funding in the CIL sharing pot, it would take some time for enough funding to be available for a feasible scheme and therefore the council should not be hampered by this to have it installed in some of the parish's bus shelters, as there may be economies of scale in installing several at one time, rather than individually.

Councillor Wood sought clarification on how much installing Real Time Information in bus shelters would cost.

Councillor Baines noted the costs of providing real time information was approximately £6,000 per shelter and therefore suggested allocated £7,000 to the Mitchell Drive shelter as a trial, as it had an electricity supply and was one of the busiest bus stops in Bowerhill, if not the parish, and therefore would give a good indication of whether the parish council wanted to proceed further and whether the system is what the parish council were hoping for. At present, there was no indication how the new Wiltshire Council system worked.

It was noted that there were additional houses in the parish contributing to the Precept next year, and so for a zero rise to Band D residents that an additional £43,273 expenditure or transfers to reserves for projects could be made. For the precept recommendation that the Finance Committee had made of a precept increase of 6.9% with a rise of 2.74% to Band D households then an

additional £50,000 expenditure or transfers to reserves for projects could be made.

It was clarified by the Clerk funds could be put in reserves and vired over to a budget heading at a later date, if necessary, therefore, Councillor Glover sought suggestions where the funding should go. Members discussed that some items of the wooden play equipment at Beanacre will require replacement relatively soon, and it would be prudent to replace all the equipment in one area of safety surfacing.

Councillor Richardson explained that CAWS (Community Action: Whitley & Shaw) were looking at speed enforcement initiatives with the parish council and some initial funding for these projects would be useful.

It was agreed that some funding in a reserve for Real Time Information would be prudent, so that if the trial proved successful then there were funds available for more bus shelters to have the equipment installed rather than wait for the joint CIL pot to receive more funding.

**Unanimously Resolved:**

1. To include the additional amounts of expenditure and transfers to Reserves, in addition to those detailed in the Budget recommendations of the Finance Committee on 9<sup>th</sup> January:

£15,000.00	Additional expenditure for contributions to LHFIG projects (Local Highways & Footpath Improvement Group) budget heading for speed enforcement and other projects
£10,000.00	Additional expenditure for Play Areas budget heading for play equipment and safety surfacing replacement at Beanacre play area
£2,200.00	Additional expenditure for Play Areas budget heading for filling gaps that are potential trip hazards at Beanacre and Kestrel Court play areas
£7,000.00	Additional expenditure for Real Time Information in bus shelters (potential trial at Mitchell Drive in Bowerhill)
<u>£9,073.03</u>	To transfer into new Reserve for Real Time Information in bus shelters
<b>£43,273.03</b>	<b>TOTAL</b>

2. To approve the Budget for 2023/24 as set out in the annotated Finance Working Group minutes of 9th January 2023 and spreadsheets circulated with the agenda.

**e) To formally approve the Precept for 2023/24**

**Unanimously Resolved:**

The Parish Council set the precept for 2023/24 at £245,271.03 against a tax base of 2895.42. An increase of £9,581.98 (4.1%) on last year's Precept. However, due to the additional number of houses that have been built and occupied in the parish, there are more residents contributing to the Precept, meaning the average Band D household will contribute £84.71 to Melksham Without Parish Council, a zero rise on last year's figure.

**f) To consider Press Release on Precept and Budget Proposals**

Members felt it was important to include the following in any press release:

The Council are maintaining services at minimal cost and without increasing the burden on residents of the parish, against a backdrop of some of the highest rates of inflation seen in recent years.

**Resolved:** The Clerk draw up a press release highlighting the points raised by Members on the Council's precept request, for approval by the Chair before publication.

**g) To note information to be provided for Council Tax leaflet**

Members noted the information to be provided for the Council Tax leaflet delivered with bills to residents and detailed on Wiltshire Council's website.

The Clerk explained following the changes proposed to the budget earlier in the meeting, the figures would be amended to reflect the changes. It was noted that compared to last year, the expenditure for Parish Amenities was vastly reduced. This reflected the cost of the building of the new village hall at Berryfield.

**h) To consider the Internal Auditor report (visit 1 of 2) Wednesday 21 December**

**Resolved:** Members noted the Internal Auditor report of 21st December 2022 and that the Finance Committee had reviewed its content and actions required.

**i) To approve the Risk Register**

The Clerk explained the Council needed to review the risk register each financial year, with it last being looked at in January 2022.

Each risk had been rated depending on the level of risk, with the main change being the office move from the Pavilion at Bowerhill Sports Field to The Campus, therefore the relevant changes to each item had been made. The office was now in a less isolated building with much closer access to regular banking. The document had been reviewed by the Finance Committee on 9th January 2023 who felt no further changes were required. Only one high risk “red” item had been identified, which the Finance Committee examined.

**Resolved:** To approve the Risk Register.

**j) To note Receipts & Payments reports for December**

The Clerk informed Members the circa £315,000 Community Infrastructure Levy (CIL) had been transferred to the Town Council for the East of Melksham community centre, but only £150,000 showed on the statement in December. The Clerk explained the funds were transferred in tranches, which was probably down to fraud protection in having a limit on the amount of funds which could be transferred in one day, with two further tranches paid after Christmas.

**Resolved:** To note the Receipts & Payments reports for December.

**k) Quarterly Reports for Quarter 3 (Oct, Nov, Dec)**

**i) To note Budget vs Actual**

**Resolved:** To note the Budget vs Actual Report as provided by the Finance & Amenities Officer.

**ii) To note Bank Reconciliation**

**Resolved:** To note the Bank Reconciliation.

**iii) To note VAT reclaim submitted**

**Resolved:** To note a quarterly VAT claim of £9,587.52 had been submitted to HMRC.

**l) To seek cheque signatories/online authority for January payment**

**Resolved:** Councillors Glover and Pafford be cheque signatories and online authority for January Payments. Councillor Holt to be the second signatory, along with Councillor Pafford for a payment to Councillor Glover for the Chair’s allowance.

**m) To approve Reserves break down for 2022/23**

The Clerk went through the report and figures circulated to Members and stated the figures would change slightly given earlier decisions made with regard to the budget.

**Resolved:** To approve the Reserves break down for 2022/23 with amendments given decisions made earlier in the meeting.

**n) To approve Fixed Term Deposit/s and Bank Account Transfer**

Information on fixed term deposit/s and bank account transfers had been circulated to Members.

The Clerk explained as the Council had just paid out for Berryfield Village Hall there was £645,658.26 in the Lloyds current account and £266,541.76 in the Unity Account and as council had previously agreed to spread the risk across the two banks, suggested the Council move £250,000 from the Lloyds account to Unity. It was also noted a public loan repayment and interest of circa £50,000 for the new village hall at Berryfield was due in March from the Unity account.

Therefore, the new revised amounts would be as follows if the transfer was made.:

Lloyds Account: £395,658.26  
Unity Account: £516,541.76

Some of the monies in the Lloyds Account were not to be spent for at least 3 years, as this funding had been set aside for particular projects or were ringfenced for maintenance in perpetuity, as detailed in the reserves breakdown. The Clerk suggested an amount could be put into longer fixed term deposits. She reminded members that the Investment Policy stated that money could not be tied up for longer than one year. Examples of interest rates and amounts for 1 year, 6 months or 1 month deposits were shared and the Clerk sought a steer from Members. It had been noted by the Finance Committee when they met that the interest rate different between 6 months and 1 year was negligible.

**Resolved:** To approve a bank transfer of £250,000 from Lloyds Bank to Unity Bank.

To approve £300,000 from the Lloyds account to be put into a 6-month fixed term deposit at Lloyds Bank at an interest rate of 2.70%.

To approve putting £89,000 from the Lloyds account into a 1-month fixed term deposit at Lloyds Bank an interest rate of 0.75%.

### 374/22 Asset Management:

**a) To consider parish council owned green spaces that have been nominated for designation in the Melksham Neighbourhood Plan review**

Councillor Glover explained some of the green spaces nominated for inclusion in the Neighbourhood for designation as Local Green Spaces, which would give them status in planning terms, were either owned or leased by the parish council and therefore, the council were being asked to comment.

Sites nominated included, Shurnhold Fields (jointly owned by the Town Council), Shaw Playing Fields, Bowerhill Sports Field, Hornchurch Road Play Area & MUGA (Multi Use Games Area), Briansfield and Berryfield allotments.

It was noted whilst Hornchurch Public Open Space had been nominated and was owned and maintained by Wiltshire Council the play area and MUGA was owned and maintained by the parish council was technically not a green space and therefore, did not meet with designation criteria.

**Resolved:** The Parish Council had no comment or concerns on the nominations, however, noted the play area and MUGA at Hornchurch Road, Bowerhill were not technically green spaces for consideration.

**b) To consider submitting any parish heritage assets for designation in the Melksham Neighbourhood Plan review**

Councillor Glover stated the Clerk had identified heritage assets in the Parish which had not been nominated for designation in the Neighbourhood Plan i.e. The Turbine, RAF commemorative stone and Pathfinder Way welcome public art all on Bowerhill and sought a steer from Members if they wished these to be included.

Councillor Richardson noted Spindles Cafe on Top Lane had been nominated, however, the information provided as part of the evidence for the nomination was incorrect and therefore queried whether it met the designation. The Clerk explained the history of this building was currently being looked, as the reason for the designation was that it was the former Whitley Rooms, but it was felt that this was incorrect and related to a building nearby.

**Resolved:** To put forward the Bowerhill Turbine, RAF commemorative stone and Pathfinder Way public art sign on the Heritage Asset List for designation in the Neighbourhood Plan.

**c) To consider next steps for future office/meeting accommodation on expiry of Campus lease**

Members reviewed potential costs at the end of the lease for the parish council's office and meeting accommodation at the Campus in 10 years' time. It was noted that there were potential options such as the council building their own premises and whilst the potential lease costs would be increased by that time in comparison, so would building costs, and likely Precept increases to meet with any inflationary rises. There would also be costs involved for the purchase of any land, and operating costs moving forward for a parish council owned building.

**Resolved:** For the Office Accommodation Working Group (formerly Office Relocation Working Group) to look at office accommodation options for after the expiration of the current lease period at the Campus.

Members of the Working Group to include Councillors Glover, Harris, Pafford, Patacchiola, Russell, Shea-Simonds and Wood.

**d) To approve the Legal Transfer documents for the Whitworth play area at Bowood View, Semington Road**

**Resolved:** To defer this item to the Asset Management Committee Meeting on 6 February 2023 to look at in more detail.

**e) To approve the Play Area template leases for Wiltshire Council play areas in the parish – Kestrel Court in Bowerhill, and Berryfield Park**

**Resolved:** Defer to this item to the Asset Management Committee Meeting on 6 February 2023 for consideration.

**375/22 New Berryfield Village Hall project:**

**a) To receive feedback from the grand opening event on Saturday 21st January**

Councillor Glover felt the opening event was a great success and thanked everyone who was involved.

**b) To note formation of Berryfield Village Hall Charitable Trust Charity Number 120153 and its Constitution**

Members noted a Berryfield Village Hall Charitable Trust had been formed and a constitution drawn up. Members were able to view the details on the Charities Commission website. The trust's charity registration number is 1201530.

Members also noted the recommendation of the Finance Committee of 9th January in passing on £4,500 for startup costs to the Trust once a constitution had been formed; and this was in their agenda packs and so the payment could now be made.

**c) To approve terms of draft lease and arrangements/timescale for approval and signature**

The Clerk explained the lease would be on the Asset Management Committee agenda on 6th February (if received) and if everyone were happy, the Village Hall Committee would start letting out the facility straight away on Tuesday 21<sup>st</sup> February after its planned approval and signature at the Full Council meeting the night before on Monday 20<sup>th</sup> February.

Councillor Glover sought delegated powers for himself, the Clerk and Vice Chair to negotiate on the lease in the meantime.

**Resolved:** To give delegated powers to the Clerk, Chair and Vice Chair to review the lease and sign once received.

**d) To note old village hall demolished 6th December 2022.**

Members noted the old village hall had been demolished on 6th December.

**376/22 Policies/Procedures**

**a) To consider change to Standing Orders to not issue polling cards for elections but to advertise in the Melksham Independent News instead**

Councillor Glover explained this had been raised earlier in the meeting as a recommendation from the Finance Committee and highlighted those residents of the parish who may have difficulty in knowing there was an election, as they did not receive the Melksham



News. However, as noted earlier in the meeting, there were alternative ways they could be notified of elections, such as via the parish council's website, social media and noticeboards and notices in prominent locations. If a casual vacancy arose, it was suggested letters could be hand delivered to those areas that did not receive a Melksham News.

The Clerk reminded Members if a change was made to the Standing Orders they still stood until they were approved at a future meeting.

Bearing in mind the costs associated with issuing polling cards against an advert in the Melksham News, which would be significantly cheaper, it was:

**Resolved:** To not proceed with polling cards for elections but to advertise in Melksham News.

**b) To approve amended dates for 2022/23 due to Coronation Bank Holiday and new dates for 2023/24**

**Resolved:** To approve the amended meeting dates for 2022/23 due to the Coronation Bank Holiday in May and new meeting dates for 2023/24.

**377/22 Community Resilience:**

**a) To note flood events in the parish w/c 9th January and response by volunteers, local businesses and partner agencies and agree any actions as a result**

Members noted the response of volunteers during recent flooding in the parish and thanked those involved, particularly those who helped in the early hours of the morning. There were four properties that suffered internal flooding.

Thanks was also expressed towards Wiltshire Council's Drainage Engineer and their team for their response, noting they had been assisting with flooding in Beanacre for 2 days.

It was noted a local business had assisted and provided vehicles, equipment and labour to pump out areas of flooding in Beanacre.

**Resolved:** To formally write to the Drainage Team at Wiltshire Council and the local business thanking them for their response to recent flooding in Beanacre.

**b) To consider draft Service Level Agreement and draft Job Description for joint working project to support vulnerable residents in the town and parish with volunteers (with Age UK and Melksham Town Council) and agree Next Steps**

Members had been circulated a draft Service Level Agreement and draft job description for consideration, ahead of a meeting with the Town and Parish Clerk with Age UK the following day.

Councillor Richardson felt the values of Age UK it should also include those of the parish and town councils, as well as the health & safety policies of both councils in the job description.

With regard to the Service Level Agreement, it was noted it referred to both parties, but should refer to all 3 parties i.e., Age UK, Melksham Without and Melksham Town Council.

**Resolved:** To approve the draft Service Level Agreement and draft job description with the above amendments.

**c) To clarify Emergency Response using Melksham Community Support infrastructure and SEN Community Resilience funding is separate from Age UK project**

Following a previous meeting where there appeared to be some confusion on the support provided by Melksham Community Support during an Emergency, it was clarified Melksham Community Support infrastructure would be used in an emergency with SEN Community Resilience funding being separate to the Age UK project. The line management and staff to run Melksham Community Support in an emergency event would come from the Town and Parish Council officers.

**d) To receive feedback from defibrillator awareness training session**

Councillor Glover explained he understood the defibrillator awareness training on Saturday 14th January went well.

**378/22 Community projects/partnership organisations:**

**a) To note update on Beanacre Mains Drainage project by Wessex Water**

Councillor Glover explained proposals for mains drainage in Beanacre seemed to be going ahead but was awaiting formal approval by Wessex Water. A drop-in session would be taking place in February, with residents being written to with an invitation to attend. It was asked if the parish council were happy to facilitate a way of residents joining together to get economies of scale with builders quoting for several in one go. This was not for the parish council to arrange, but just to facilitate via a signup sheet, WhatsApp group for example.

It was explained Wessex Water have been contacted by both Corsham Cricket Club, who use a pitch to the rear of St Barnabas Church and the Church itself asking how to access the community

benefit funding Wessex Water were offering. Therefore, Wessex Water had been in touch to ask if the Parish Council were aware of these requests.

Members stated they had not been aware of these organisations intention to approach Wessex Water seeking a share of the Community Fund associated with the mains drainage scheme in Beanacre.

The Clerk confirmed the Parish Council had put forward various projects, with the following projects the ones that Wessex Water were currently considering.

1. Contributing to village gates on the Lacock side of Beanacre, given speeding along the A350 had been raised as a concern several times by residents of Beanacre; this was currently a live project with Wiltshire Council through LHFIG (Local Highways Footpath Improvement Group).
2. The other project put forward was to replace a gate with a disabled access/user friendly gate between Beanacre play area and the church's community field and boules court.

**Resolved:** To approve the parish council facilitating a way of residents joining together i.e. through a signup sheet on the evening or via a WhatsApp Group.

To inform Wessex Water the council were unaware of the approaches by St Barnabas Church and Corsham Cricket Club and that the Council had already put forward projects for consideration for funding with two being currently evaluated.

**b) To consider any feedback from attendance at the WALC (Wiltshire Association of Local Councils) AGM (18th January)**

The Clerk informed the meeting Councillor Hoyle was due to attend the meeting.

Councillor Hoyle explained that unfortunately he was unable to attend the meeting due to work commitments, but would share information via email.

**c) To consider any requests for local police priorities**

It was noted at a recent Highways meeting that Members had put forward requests for police speed enforcement support in areas of the parish where speeding was known to take place.

Councillor Harris stated the issue of lorries parking overnight on Bowerhill Industrial was still a concern and nothing seemed to have

been done to resolve the matter with vehicle lighting regulations being flouted and causing a hazard.

Councillor Wood expressed sympathy for lorry drivers, as there were no lorry park facilities in the area.

Councillor Glover noted there were lorry park facilities in Chippenham near the M4 junction.

Councillor Holt noted there was a similar issue with lorries parking overnight on Hampton Park West outside the Police Station.

**Resolved:** To add these concerns to the list for the Police to investigate.

**379/22 What have we done to meet the Climate Friendly agenda?**

**a) Support of the Wilts & Berks Canal Trust “Bee Route” project in the parish**

To note the Council support the proposals for a Bee Route project in the parish and that Melksham News would be running a story on this.

**b) To note Wiltshire Council’s Climate Strategy Delivery Plans**

Members noted Wiltshire Council’s Climate Strategy Delivery Plans and that Councillor Holder was now the Cabinet Member for Environment.

Meeting closed at 10.03pm

Signed:.....  
Chair, Full Council, 20 February 2023

Date: 05/01/2023

Melksham without Parish Council Current Year

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Time: 17:06

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>642,647.37</b>					<b>642,647.37</b>	
V3089-BS 8	Banked: 02/12/2022	60.00						
V3089-BS 8	Allotment Holder	60.00			1320	310	60.00	Briansfield plot 8 rent
V3090-BSF5	Banked: 06/12/2022	30.00						
V3090-BSF5	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 5 rent
V3091-VAT	Banked: 09/12/2022	2,386.80						
V3091-VAT	HM Revenue & Customs	2,386.80			105		2,386.80	VAT Refund- November 22
V3094-BACS	Banked: 20/12/2022	2.46						
V3094-BACS	John Glover (British Girlguidi	2.46			1130	110	2.46	Winter Newsletter photocopying
V3095-FOF	Banked: 28/12/2022	500.00						
V3095-FOF	FoF FC	500.00			1210	210	400.00	Pitch hire Nov-Inv.308
					1210	210	100.00	Pitch hire Dec- Inv.314
<b>Total Receipts for Month</b>		<b>2,979.26</b>	<b>0.00</b>	<b>0.00</b>			<b>2,979.26</b>	
<b>Cashbook Totals</b>		<b>645,626.63</b>	<b>0.00</b>	<b>0.00</b>			<b>645,626.63</b>	

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Payments for Month 9				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
17/11/2022	HM Land Registry	V3032-6101	-4.00			4680	170	-4.00	CANCELLED CHQ-SIM App NHP
01/12/2022	Grist Environmental	V3088-DD	128.17		21.37	4770	220	106.80	Inv.P90225-Waste away Oct
19/12/2022	HM Land Registry	V3082-6104	16.00			4250	120	4.00	Land Search- Ashley Close ditc
						4680	170	4.00	Land Search-Abattoire Site
						4680	170	4.00	Land Search- New Rd Farm
						4680	170	4.00	Land Search-South New Rd Farm
19/12/2022	Plusnet	V3092-DD	36.60		6.10	4190	120	30.50	006- Line & Broadband-Campus
20/12/2022	Sirus Telecom	V3093-DD	3.80		0.63	4190	120	3.17	Inv.64660-Office phone charges
<b>Total Payments for Month</b>			180.57	0.00	28.10			152.47	
<b>Balance Carried Fwd</b>			645,446.06						
<b>Cashbook Totals</b>			645,626.63	0.00	28.10			645,598.53	

Date: 05/01/2023

Melksham without Parish Council Current Year

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Time: 17:06

Cashbook 2

User: MR

Unity Bank

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		606,729.94					606,729.94	
V3087-SIRU	Banked:19/12/2022	30.56						
V3087-SIRU	Sirus Telecom	30.56			4190	120	30.56	Part of deposit returned
<b>Total Receipts for Month</b>		30.56	0.00	0.00			30.56	
<b>Cashbook Totals</b>		<u>606,760.50</u>	<u>0.00</u>	<u>0.00</u>			<u>606,760.50</u>	

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Date: 05/01/2023

## Melksham without Parish Council Current Year

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Time: 17:06

## Cashbook 2

User: MR

## Unity Bank

For Month No: 9

Payments for Month 9				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/12/2022	Mike Harding	V3013-BACS	100.00			4575	142	100.00	Inv.0922- Welding repair Beana
15/12/2022	EDF Energy	V3085-DD	294.00		14.00	4302	220	280.00	Pavilion Electricity
16/12/2022	Unity Trust Bank	V3086-DD	920.46		59.60	4120	120	2.05	Planning Committee Agenda pack
						4120	120	4.70	Full Council agenda pack
						4680	170	6.00	Land Registry Search NHP
						4680	170	3.00	Land Registry Search NHP
						4680	170	6.00	Land Registry Search NHP
						4680	170	6.00	Land Registry Search NHP
						4680	170	3.00	Land Registry Search NHP
						4680	170	6.00	Land Registry Search NHP
						4680	170	3.00	Land Registry Search NHP
						4680	170	6.00	Land Registry Search NHP
						4680	170	6.00	Land Registry search for NHP
						4190	120	7.53	Phone license
						4175	120	81.00	Office 365 Subscription
						4190	120	26.99	Line & WiFi for pavilion
						4190	120	500.00	Deposit- Pavilion wifi & line
						4120	120	7.35	Planning pack & letter to hire
						4370	120	10.32	Pledge polish
						4150	120	7.99	Pens
						4370	120	13.44	Dishwasher tablets
						4155	120	13.18	Biscuits for meetings
						4150	120	14.98	Magnets
						4175	120	1.00	Website hosting
						4150	120	5.68	Charge lead for tablet & phone
						4150	120	10.68	A4 Paper
						4150	120	29.85	A4 Paper
						4150	120	29.86	A4 Paper
						4500	142	33.32	Weedkiller- Shaw P/A
						4120	120	0.95	Letter sent to hirer
						4200	120	11.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
22/12/2022	Roy Dobson	V3060-BACS	33.52		5.58	4820	142	27.94	Reimburse for mower petrol
						347	0	-27.94	Reimburse for mower petrol
						6000	142	27.94	Reimburse for mower petrol
22/12/2022	Radcliffe Fire Protection Ltd	V3061-BACS	116.52		19.42	4212	220	97.10	Inv.7367-6 monthly fire alarm
22/12/2022	Andy Strange Property & Garden	V3059-BACS	400.00			4352	120	400.00	Inv.01706-Office relocation ta
22/12/2022	JH Jones & Sons	V3062-BACS	1,604.65		267.44	4402	320	60.15	Inv.3177- Allotment grass cut
						4400	142	221.90	Inv.3177- Play Area grass cut
						4780	142	52.50	Inv.3177- Play Area bin emptyi
						4781	220	79.58	Inv.3177- JSF Bin emptying

Continued on Page 161



## Payments for Month 9

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4401	220	692.17	Inv.3177- JSF Grass cutting
						4400	142	34.66	Inv.3177- Kestrel Shrub Mainte
						4409	142	163.33	Inv.3177- Hornchurch Grass cut
						4820	142	32.92	Inv.3177- SHF Grass cut
						347	0	-32.92	Inv.3177- SHF Grass cut
						6000	142	32.92	Inv.3177- SHF Grass cut
22/12/2022	JH Jones & Sons	V3063-BACS	264.00		44.00	4490	142	220.00	Inv.3181- Carson R'about Maint
22/12/2022	Agilico	V3064-BACS	254.91		42.48	4130	120	212.43	Inv.264- Office photocopying
22/12/2022	Radcliffe Fire Protection Ltd	V3065-BACS	68.64		11.44	4210	120	57.20	Inv.7386- PAT testing- Office
22/12/2022	Trade UK	V3066-BACS	36.95		6.14	4490	142	30.81	Inv.383-Safety surfacing repai
22/12/2022	Aquasafe Environmental Ltd	V3067-BACS	138.00		23.00	4212	220	115.00	Inv.221203-PPM Visit- Pavilion
22/12/2022	Rigg Construction	V3068-BACS	8,422.47		1,403.75	4582	142	7,018.72	Demolition of BYF Village Hall
22/12/2022	Melksham Town Council	V3069-BACS	150,000.00			4585	142	150,000.00	1st Install of CIL- East of Me
22/12/2022	Avon IT Systems	V3070-BACS	438.00		73.00	4352	120	225.00	Inv.1796-IT Assistance- Move
						4180	120	140.00	Inv.1796-IT call outs & Websit
22/12/2022	St Barnabas Church	V3071-BACS	10.00			4420	142	10.00	Annual rent- Beanacre Play Are
22/12/2022	Bowerhill Village Hall	V3072-BACS	25.00			4200	120	25.00	Pathfinder Residents Room hire
22/12/2022	Wiltshire Pension Fund	V3073-BACS	1,974.04			4045	130	1,486.56	Period 9- December 2022
						4000	130	245.27	Period 9- December 2022
						4020	130	122.53	Period 9- December 2022
						4010	130	119.68	Period 9- December 2022
22/12/2022	HM Revenue & Customs	V3074-BACS	2,425.41			4041	130	792.35	Period 9- December 2022
						4000	130	327.05	Period 9- December 2022-NI
						4000	130	496.00	Period 9- December 2022-T
						4020	130	127.75	Period 9- December 2022-NI
						4020	130	188.40	Period 9- December 2022-T
						4010	130	121.86	Period 9- December 2022-NI
						4010	130	179.00	Period 9- December 2022-T
						4460	142	164.80	Period 9- December 2022-T
						4800	320	12.00	Period 9- December 2022-T
						4070	120	16.20	Period 9- December 2022
22/12/2022	David Pafford	V3080-BACS	65.40			4070	120	65.40	December Chairs allowance
22/12/2022	Kerry Lemon	V3081-BACS	657.46		109.58	4582	142	547.88	Inv.590-BYF V Hall- Artwork
28/12/2022	Teresa Strange	V3075-BACS			1.00	4000	130		December 2022 Salary
						4155	120	5.50	Refreshments for events
						4155	120	4.40	Refreshments for events
						4155	120	5.80	Refreshments for meetings

Continued on Page 162

Payments for Month 9				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4370	120	2.75	Carpet Stain remover
						4070	120	31.26	Refreshments- Dec Full Council
28/12/2022	Lorraine McRandle	V3076-BACS	██████		0.42	4020	130	██████	December 2022 Salary
						4370	120	2.08	Bin bags for office
28/12/2022	Marianne Rossi	V3077-BACS	██████			4010	130	██████	December 2022 Salary
						4048	130	6.30	Mileage x14
28/12/2022	Terry Cole	V3078-BACS	██████			4460	142	██████	December 2022 Salary
						4050	142	47.50	December Travel Allowance
						4051	142	56.25	Mileage x125
28/12/2022	David Cole	V3079-BACS	██████			4800	320	██████	December 2022 Salary
30/12/2022	Unity Trust Bank	V3083-	0.60			4140	120	0.60	Manual Handling Charge
31/12/2022	Unity Trust Bank	V3084	31.80			4140	120	31.80	Service Charge
<b>Total Payments for Month</b>			175,126.80	0.00	2,080.85			173,045.95	
<b>Balance Carried Fwd</b>			431,633.70						
<b>Cashbook Totals</b>			606,760.50	0.00	2,080.85			604,679.65	

Date: 05/01/2023

Melksham without Parish Council Current Year

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Time: 17:06

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

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

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Date: 05/01/2023

**Melksham without Parish Council Current Year**

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Time: 17:06

**Cashbook 3**

User: MR

**Fixed Term Deposit**

For Month No: 9

**Payments for Month 9**

**Nominal Ledger Analysis**

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

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 02027655	28/12/2022		645,462.06
			<u>645,462.06</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
19/12/2022 V3082-6104 HM Land Registry		16.00	
			<u>16.00</u>
			645,446.06
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			645,446.06
		<b>Balance per Cash Book is :-</b>	<b>645,446.06</b>
		<b>Difference is :-</b>	<b>0.00</b>

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 02027655	28/12/2022		645,462.06
			<u>645,462.06</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
19/12/2022 V3082-6104 HM Land Registry		16.00	
			<u>16.00</u>
			645,446.06
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			645,446.06
		<b>Balance per Cash Book is :-</b>	<b>645,446.06</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 05/01/2023  
Time: 16:30

Melksham without Parish Council Current Year  
Bank Reconciliation Statement as at 31/12/2022  
for Cashbook 3 - Fixed Term Deposit

Page 1  
User: MR

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Fixed Term Deposit	31/03/2022		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**MINUTES of the Planning Committee of Melksham Without Parish Council  
held on Monday 16 January 2023 at Melksham Without Parish Council Offices  
(First Floor), Melksham Community Campus, Market Place,  
Melksham, SN12 6ES at 7.00pm**

**Present:** Councillors Richard Wood (Chair of Planning), Alan Baines (Vice Chair of Planning), John Glover (Chair of Council), David Pafford (Vice Chair of Council) and Mark Harris

**Officers:** Teresa Strange, Clerk and Lorraine McRandle, Parish Officer

**In attendance:** Wiltshire Councillor Nick Holder (Bowerhill) and two members of public.

**337/22 Welcome, Announcements & Housekeeping**

Councillor Wood welcomed everyone to the meeting and reminded those present of the fire safety procedures for the building and.

**338/22 To receive Apologies and approval of reasons given**

Apologies for absence had been received from Councillor Chivers who was attending an appointment in Southampton.

**Resolved:** To accept and approve the reasons for absence.

**339/22 Declarations of Interest**

**a) To receive Declarations of Interest**

There were no declarations of interest.

The Clerk for transparency, reminded Members, Wessex Water who had an application or consideration on the agenda, had, as part of mitigation for their scheme for a pumping station on Westlands Lane, Beanacre had offered to plant a wildflower meadow at Shurnhold Fields, which was jointly owned by the Parish and Melksham Town Council.

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

None received.

**c) To note standing Dispensations relating to planning applications.**

To note the Parish Council have a dispensation lodged with



Wiltshire Council dealing with Section 106 agreements relating to planning applications within the parish.

- 340/22** **To consider holding items in Closed Session due to confidential Nature** *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk note there were no items for discussion in closed session.

**341/22** **Public Participation**

Standing Orders were suspended to enable members of public to speak to this item.

Councillor Holder explained he had no issues with planning applications listed for his Ward and would await to hear responses from the Parish Council.

With regards to the Pathfinder Place development, Councillor Holder explained some lighting was not working and had received an update earlier in the day from Taylor Wimpey, which stated the remaining street lighting was made operational on 13 January, unfortunately, there were still 4 street lights not working, however, the remedial works to fix these were booked in.

With regard to the proposed footpath from Tedder Gardens to Birch Grove, Taylor Wimpey had instructed a contractor to undertake this work but were awaiting a start date.

With regard to proposals for grit bins, as raised before Christmas, Councillor Holder stated he was still awaiting a response from Taylor Wimpey on this matter.

Councillor Wood sought clarification when the planting behind the piece of artwork on Pathfinder Way would be undertaken.

The Clerk clarified Taylor Wimpey were happy to undertake this work, as well as plant a Jubilee tree but would follow when the planting was due to take place.

Councillor Holder informed the meeting Taylor Wimpey had a planting plan for the whole site, which stated work would be undertaken later in the year, which may include the planting behind the artwork and planting of the Jubilee tree.

Councillor Glover sought an update from Councillor Holder on proposals

for a new Primary School on Pathfinder Place, as well as an update on proposals for a 70 bed care home and 210 dwellings, (Planning application PL/2022/08504) on an adjacent site, leading through from the Pathfinder estate through the narrow road and a difficult T junction.

Councillor Holder explained he had received an update from the Schools Team the previous week, stating the matter is progressing, with a hope, to appoint a consultant by the end of January and bring forward the planning application in the next couple of months. It was anticipated the school would be operational from September 2025.

With regards to planning application PL/2022/0804, Councillor Holder explained he had 'called in' this application to be considered at a Wiltshire Council Planning Committee and was awaiting a date for the meeting, which he would attend and object strongly to proposals.

Councillor Holder stated he understood the Primary Care Trust had raised objections to previous proposals for this site and understood the Clerk had contacted them regarding the latest application to see if they had any additional comments they wished to make.

Having spoken to the Planning Officer at Wiltshire Council understood they were inclined to refuse the application.

Standing Orders were reinstated.

**342/22 To consider the following Planning Applications:**

**PL/2022/09253**: Land adjacent to Melksham National Grid Substation, Melksham. Installation of underground cable.

**Comments:** No Objection.

**PL/2022/09581**: 67 Barnes Wallis Close, Bowerhill. Proposed First Floor Side Extension.

**Comment:** No Objection.

**PL/2022/09301**: Land at the junction of Westland Road and A350 Beanacre. Change of use of agricultural land to Wessex Water operational land, comprising installation of a Sewage Pumping Station (SPS), palisade fencing, gates, and widening of an existing access from Westlands Lane. Applicant Wessex Water.

**Comments:** No objection and welcome.

**POST MEETING:** Given previous experience of construction vehicles accessing a site on Westlands

Lane via the A350, the following was also submitted as part of the Parish Council's comments:

The parish council feels strongly there should be a condition on construction traffic, that they should access the site via Whitley and not via the A350 at Beanacre. Thus avoiding the narrow lane with residential housing and the weight limit Network Rail bridge. See condition 8 of 17/04110/FUL for the battery storage facility adjacent. The parish council note Planning Enforcement had to be contacted numerous times for this application, as it was not adhered to, and therefore wish to see a condition imposed for this and/or sight of a construction management plan.

**PL/2022/09814**: Land rear of 23-24 Beanacre. Variation of condition 2 of 21/01535/FUL - to enable the roof space to have habitable rooms built into loft space as part of the development.

**Comments:** No Objection.

**343/22 Revised Plans To comment on any revised plans received within the required timeframe (14 days).**

None for consideration.

**344/22 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.**

The Parish Officer explained recent Planning Enforcement queries the Parish Council had raised had been submitted to Planning Enforcement for investigation.

**345/22 Call in Request: PL/2022/09196: Proposed 2 storey, 4 bedroomed House on School Lane. To consider requesting 'calling in' the application for consideration at a Planning Committee.**

The Clerk apologised, explaining this should have been raised with Members, when the application was discussed at the Planning Committee meeting on 19 December, given the concerns of Members to proposals and sought a steer if Members wished to 'Called In' the application for consideration at a Wiltshire Council Planning Committee meeting.

**Resolved:** To request Councillor Phil Alford, Melksham Without North & Shurnhold 'call in' this application for consideration at a Wiltshire Council Planning Committee.

## 346/22 Planning Policy

### a) Neighbourhood Planning

#### i) **To note Locality have agreed funding for Green Gap/Landscape Buffer Policy work.**

Members welcomed the news Locality had agreed funding for work to be undertaken on a Green Gap/Landscape Buffer Policy for inclusion in the Neighbourhood Plan.

#### ii) **Update on the Neighbourhood Plan Review and to consider any time critical requests before next Steering Group meeting.**

The Clerk explained the Steering Group were due to meet the following week to approve communications on the Neighbourhood Plan consultation. As Melksham News would be issued a few days after this meeting, earlier that day a press release had been designed with Members being provided with a copy for their information and noting.

The Clerk explained public consultation would be taking place on 9, 10 & 11 February at the Campus and Town Hall at various times. Display boards would be available, as well as Members of the Steering Group and officers being on hand to answer questions. A separate consultation on the town centre master plan would take place on 7 February, for businesses in the town. The display boards would then be in place for 6 weeks, but unmanned, in order for people to make comments on proposals.

It was noted the Steering Group would signing off on the press release at their meeting the following week.

### b) **5 Year Land Supply Target and Impact on Communities. To note response from Michelle Donelan MP**

Members noted the response from Michelle Donelan MP to the Council's concerns regarding the impact the 5 Year Land Supply Target was having on communities.

The Clerk explained with regard to the 5 Year Land Supply Target, a Government consultation was currently underway, with a deadline of 2 March. As there were 50-60 questions to answer, felt it was appropriate to put this on the Planning agenda for 27 February, as there were no other meetings that evening, therefore there would be more time to consider the Council's response to the consultation.

It was also hoped professional bodies would have responded by then and therefore, would be able gauge their responses.

The Clerk explained, as highlighted in Michelle Donelan MP's letter, there were proposals to end the obligation on local authorities to maintain a rolling 5 year supply of land for housing, where the plans were up to date. However, authorities with a Local Plan or where authorities benefitting from transitional arrangements, the presumption in favour of sustainable development and the 'titled balance' would typically not apply in relation to issues affecting land supply. Therefore, there was pressure on Wiltshire Council to make sure their Local Plan Review was still within the timetable to be a transitional arrangement.

**Resolved:** To send a copy of the consultation to Members now in order they could consider how the Council should respond to the various questions posed.

**c) To note update proposals for 2,500 dwellings near Trowbridge**

Members noted with concern a recent article in the local press regarding proposals for 2,500 dwellings near Trowbridge, with the developer requesting more time to complete legal formalities (Section 106 Agreement).

The scheme was given permission in 2018, subject to completion of a Section 106 Agreement with Wiltshire Council, which should have been completed by the end of January 2023. The developer stated due to concerns around the housing market and economy this was not a viable option and therefore, had sought an extension to the deadline to September 2023.

Councillor Baines noted at a recent Wiltshire Council Planning Committee meeting, an extension on signing the Section 106 Agreement had been agreed until the end of March 2023 and if this were not to happen the £8m grant offered by the Government would be lost.

Concern was expressed if the development were not to go ahead, 2,500 dwellings would have to be found elsewhere in Wiltshire.

**d) Education Provision. To note Education Response to Planning Application PL/2022/08155 – Land to rear of Townsend Farm (Phase 2)**

It was noted within the Education response to proposals for 53 dwellings on land to the rear of Townsend Farm they had stated primary school places were available within local schools to accommodate any children who would move into the development. As there were spaces available, there was no request for developer contributions towards the cost of the 11 places this site would generate.

They had also listed a number of schools they felt were within a 2 mile safe walking route from the site, ie Aloeric, Bowerhill, Forest & Sandridge CE, Rivermead, The Manor and St George's, Semington. Members noted ironically whilst being the furthest away St George's Primary School, Semington had the safest walking route.

With regard to early years provision, the report stated there were currently 6 nurseries and 2 childminders within a 2 mile safe walking route of the site. It was anticipated 4 places would be required for this development, with a developer contribution of £70,088 being sought from the developer.

With regard to secondary education, the report stated there were 85 places available at Melksham Oak, with an estimated 8 places being required to accommodate children from this development, therefore, Wiltshire Council were not seeking a developer contribution towards secondary education.

Councillor Glover noted, previously, the Council had been led to believe there was no capacity at Melksham Oak.

The Clerk reminded Members the report was written at a moment in time and things may have changed ie another planning application for additional houses for instance being submitted and highlighted the concerns of the Parish Council educational provision was always considered chronologically and not holistically, which was a frustration.

Councillor Pafford expressed concern particularly for those with buggies and walking with small children a 2 mile walk to a school/nursery was not a reasonable expectation, particularly on unsafe routes.

Councillor Wood highlighted as far as Wiltshire Council were concerned there was a safe walking route to Pathfinder Place School and Bowerhill Primary, however, this was not the case.

**Recommendation:** To ask Wiltshire Council how they came to the decision the schools listed in their report were on a 2 mile safe walking route, despite difficulties of crossing major roads on these routes.

**e) New Government legislation for faster broadband in [new homes](#)**

Members welcomed having previously requested it, that new laws were to be introduced to ensure new homes in England were built with gigabit broadband connections, as part of the wider mission to ensure better digital transformation across the Country.

**347/22 S106 Agreements and Developer meetings: (Standing Item)**

**a) To note update on ongoing and new S106 Agreements**

**i) Hunters Wood/The Acorns:**

- To note update on Footpath to rear of Melksham Oak School

Following a request from the Parish Council for some lighting during the hours of darkness to enable people to walk safely to and from Melksham Oak School, the Senior Transport Planner had responded, confirming the proposed footpath would be lit and that Wiltshire Council were currently in discussions with their lighting developer on options and awaiting a quotation.

**ii) Bowood View:**

- To receive update on village hall, play area.

The Clerk explained the legal agreement for the adoption of the play area had been received and would put on the Full Council agenda for approval and signing.

Councillor Glove sought clarification on whether Bellway would be installing the tarmac footpath in the play area as promised.

The Clerk clarified the Parish Council had discussed whether to adopt the play area prior to the tarmacked path being installed, however, the Council had agreed to go ahead with adopting the play area for the good of parishioners.

The Clerk agreed to include correspondence regarding Bellway's stance on this matter for Members information for the Full Council meeting on 23 January.

Councillor Wood reminded Members the official opening of the new village hall was on Saturday, 21 January from 12-3.00pm.

The Clerk explained the Village Hall Management Committee were now a charity and this information would be conveyed to Full Council on 23 January.

- To note letter to residents from the parish council

Councillor Wood noted the comprehensive letter which had been circulated to residents of Bowood View in relation to a potential footbridge connecting Bowood View to the adjacent site for 144 dwellings (Planning Application PL/2022/02749), information on Berryfield Village Hall, such as defibrillator training on Saturday 14 January, the grand opening on Saturday, 21 January, and an area of green space on Bowood View being nominated for inclusion as a Local Green Space in Melksham's Neighbourhood Plan.

The Clerk highlighted the deadline for any comments to questions posed in the letter was Sunday, 15 January.

**iii) Pathfinder Way:**

- To receive update from Taylor Wimpey on issues eg lights, grit bins

An update regarding lighting on Pathfinder Way had been provided by Councillor Holder earlier in the meeting.

The Clerk explained with regard to grit bins, this was on the Highway agenda after this meeting for discussions,

- To receive update on Play Area

The Clerk explained she had not received an update on this from the Solicitors and therefore would chase this up.

**b) To note any S106 decisions made under delegated powers**

None to report.

**c) Contact with developers.**

**i) To receive notes on meeting held on 13 December with Terra Strategic regarding proposals for 53 dwellings on land West of Semington Road (PL/2022/08155).**

As per the Parish Council's policy on Pre App meetings, the notes of the meeting held with Terra Strategic on 13 December 2022 are included in the minutes as follows:

Those present, Councillor Richard Wood (Chair of Planning Committee), Councillor Alan Baines (Vice Chair of Planning Committee), Councillor John Glover (Chair of Council), Councillor Mark Harris, Teresa Strange, Clerk, Lorraine McRandle, Parish Officer, Linda Roberts, Town Clerk (Melksham Town Council), Tamsin Almeida, Planning Manager, Terra Strategic, Mark Gay, Planning Director, Terra Strategic

Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural) had tendered his apologies due to a prior engagement.

Councillor Wood chaired the meeting and reminded those present the site was adjacent to the 'Appeal' site to the rear of Townsend Farm, Semington Road for 50 affordable homes which was refused by both the parish council and Wiltshire Council but approved at Appeal.



Tamsin explained once planning approval had been given for Phase 1, there was an obligation to put in a planning application for the wider parcel of land. It had always been the intention to come forward collectively with an application for an additional 53 units, which would also be affordable, as it was very clear from the Appeal decision there was a fundamental need for affordable housing in the area.

Mark from Terra Strategic explained in normal circumstances they would have met the Parish Council prior to submitting the planning application to Wiltshire Council. However, as the contractual position was always envisaged at the time the site was optioned up, that it would come forward as one site, it meant it had to be submitted fairly quickly. The land contract with the landowner stated, if the site was brought forward in more than one parcel, on grant of consent of an initial phase, the second parcel had to be submitted within two weeks of the first phase being approved. Therefore, if this site had not been brought forward by Terra, they would have been in breach of contract with the landowner and therefore had to protect their contractual position with regard to the site.

Mark clarified it was not originally anticipated the site would come forward as two sites, but one site, as per previous planning applications for the site. With current proposals for the site for 100% affordable housing. The need for affordable housing had not changed, despite the granting of planning permission for 100% affordable homes on the adjacent site. Also, the constraints of the site were comparable to the first phase of the site, which received planning permission.

It was explained this application would be accompanied by a Section 106 Agreement, with comparable financial contributions towards existing services, as with the Section 106 Agreement for the adjacent Appeal site.

It was stated, the Parish Council had found proposals for this application, just as objectionable, as with Phase 1 for the same reasons, such as:

- Unsustainability of the site due to its isolated location and difficulty in accessing facilities such as schools and shops.
- Outside of the settlement boundary.
- Lack of both primary school and secondary school places.
- Number of dead-ends proposed.
- Erosion of the buffer between the village and the town.
- Loss of higher grade agricultural land

Mark explained if there were elements of the scheme the Parish Council were not happy with, Terra would be happy to work with the Parish Council on these and whilst it would not remove the Parish Council's objections, if planning was granted, it would make it a more acceptable scheme within the realms of the Parish Council still objecting in principle.

Councillor Wood stated in was unfortunate at the Appeal, there had been a missed opportunity for Wiltshire Council to bring forward other issues which may have been germane and contrary to their clearly stated policy of having solely affordable housing sites, rather than mixed sites. Having had conversations with Sovereign, who were building Phase 1, they had been clear they would not be happy to go above 50 dwellings for an affordable housing site, however, this application would make the whole site over 100 affordable homes.

Mark explained he was aware of the conversations with Sovereign and believed their preference for smaller sites was because of their personal opinion of how many affordable homes could be built in one location, but due to the way they managed their stock they did not usually take on schemes with more than 50 dwellings in one locality. However, Conversations had been taking place with others who would be willing to take on the site.

Several Members noted having 100% affordable sites was contrary to Wiltshire Council's Core Strategy policy to build solely affordable housing schemes and could lead to a stigma being attached to the site.

Members noted the Planning Inspector had identified an affordable housing need in Melksham, however this need was for Wiltshire in general, due to a shortage and not specific to Melksham. Ironically because Melksham had already exceeded its housing requirement figure up to 2026, it already had significant affordable housing compared to other areas of Wiltshire, given the 30% requirement for affordable housing on new developments.

Mark explained he appreciated the Neighbourhood Plan had allocated a site and therefore Melksham was afforded the protection of a 3 year housing land supply, as opposed to a 5 year housing land supply, however currently in Wiltshire, there is greater than 3 year land supply, but less than a 5 year land supply, which has been upheld through decision making via the Planning Inspectorate and Wiltshire Council have accepted they do not have a 5 year land supply at this point in time. When there is no 5 year land supply, some policies in the Local Plan are afforded either less weight, or if material considerations that suggested that planning should be granted contrary to those policies some of the benefits are afforded greater weight.

The Parish Clerk stated the Planning Inspector had stated in summing up on proposals for the appeal site, it met all the requirements of Paragraph 14 protection of the National Planning Policy Framework.

It was noted the nearest primary school was Aloeric, however, it was understood it was currently full. The proposed new school at Pathfinder Place, Bowerhill, once built, would be inaccessible, other than by vehicle, therefore a footway needed to be provided along the A350 (Western Way), particularly as unaccompanied children would be tempted to walk along Western Way, where in parts there is no footway.

A safety concern was raised that residents, particularly children unaccompanied would be tempted to cross the A350 on its Western Arm, which has no pedestrian crossing and therefore dangerous, in order to access Aloeric School and the nearest shop (ie petrol station on Semington Road). It was suggested a bridge over the A350 or a subway was required to provide a safer walking route to school.

It was noted the only secondary school for Melksham was also some distance away from the site.

The Parish Clerk sought clarification where it was envisaged children from the development would access early years provision, as none was available at the nearest school ie Aloeric.

Councillor Wood sought clarification from Terra how they felt the site was sustainable and not as cut off from accessing facilities, as the parish council did and what funding they could contribute to building a new footpath to the proposed new primary school at Pathfinder Way.

Mark explained he was aware with previous planning applications for the site, there had been engagement with Highways and in the past, with Terra putting forward infrastructure ideas in order to bring the site forward. Wiltshire Council Highways had always wanted to provide the mitigation rather than being told by Terra what the suitable mitigation should be. Therefore, it would be interesting to see what Highway's response to proposals were and if they came forward with requirements for mitigation, in order for the scheme to come forward. This would then be something to look at with regard to financial contributions in order to make it happen. Highway improvements were not within the gift to bring forward without Wiltshire Council's suggestion.

Councillor Glover stated as more houses were proposed, the Parish Council would expect a Local Equipped Area of Play (LEAP) to be included in proposals.

Tamsin explained proposals were only at outline at present, therefore, the layout would be different at Reserved Matters stage, with conversation still to be had on where play space would be provided ie within Phase 1 or Phase 2 of the proposals.

Mark explained with regard to play provision, in the original permission it was either to contribute to off site provision or provide on site. Colleagues at Living Spaces were in conversations with Sovereign on the provision of play space, as they would ultimately take on management for a play area, if they wanted the play space to come forward in Phase 1, if not would look at providing some provision as part of Phase 2. Tamsin explained if a play area was to be provided on Phase 1, there may be a requirement for Phase 2 to contribute to Phase 1, rather than two separate play areas.

Members raised concern at the difficulty of providing off site provision, due to access, particularly for young children.

The Parish Clerk explained at the meeting with Sovereign they had talked about providing play space in the North of Phase 1, adjacent to this site, therefore, a bigger park could essentially be provided.

Councillor Wood raised a concern as it was two sites of roughly 50 dwellings each coming forward, rather than one larger site, less play provision/space would be provided against the triggers set against each size of development.

Members asked for play provision for all ages, including teenagers, such as a teen shelter with wifi connectivity and somewhere for children to kick a ball.

Councillor Glover noted Sovereign may want to take on the management of the play area, however, the Parish Council had said in the past they would like to take on play areas in the parish and be involved in discussions on the design, in order that the same standard of play equipment was provided and they were maintained to the same standard ie rather than safety surfacing stop at the edge of the play area it continued beyond fencing to stop grass growing into it, with a maintenance contribution being made by the developers.

Mark explained he could put something into a contract stating whoever the play area delivery partner was, to encourage discussions with the Parish Council over the design of the play space, with an intention to take on management responsibility going forward.

Councillor Wood sought confirmation if trees and hedging would need to be removed in order to facilitate the site and if hedging left would be tidied up, which could lead to the loss of any biodiversity.

Mark confirmed it was not anticipated there would be a need to remove hedging and trees, a good landscape buffer would be provided around the site.

It was noted there was provision for a footpath out on to Berryfield Lane at the Western end, with concerns raised this may become an informal route for those wishing to access the town via the A350.

Mark explained the pedestrian access onto Berryfield Lane had been positioned on the South Western corner in order to deter people trying to access the A350 from the development.

Councillor Glover asked if any fencing could be installed on the Northern side of the site to stop people trying to access the A350 from this part of the development.

Mark explained discussions had been held with Highways regarding safety and fencing was one option which could be used with another being the planting of additional hedgerow.

Whilst members welcomed the planting of additional hedging, a concern was raised this could be penetrated, as experienced in other areas of the parish.

Mark suggested a solution could be planting hedging either side of a fence in order to stop people trying to access the A350.

Councillor Baines sought clarification how surface water drainage would be incorporated into the scheme, as it had previously been mentioned a surface water pump may be required with a concern if this failed it would cause issues for residents.

Tamsin explained swales would be featured round the edge, with water discharge via what would be provided on Phase 1. There would be a two phased solution ie permeable paving and SUBs and believed with the 1<sup>st</sup> phase a pumping station was required in order to provide foul drainage.

Mark confirmed a surface water pump was not proposed, surface water drainage would be via swales/ponds, in order to provide run off and would usually be dry features and have capacity for a 1:100 year event and a 40% capacity uplift to allow for climate change. There would be wetter parts due to the topography of the site during wet weather.

Mark suggested where there were proposals for a swale on the Northern part of the site, this could be a continuous feature in order to stop people accessing the A350.

It was queried whether the amount of swales proposed was too much.

Tamsin confirmed the same Drainage Engineer had been used for both Phase 1 and 2 and therefore was aware of what was necessary for both sites.

Mark confirmed from a Planning Authority point of view they always sought as much as possible with regard to drainage.

Councillor Glover sought clarification if the developers would be making a contribution towards education and health.

Tamsin confirmed there would be contributions towards primary and early years provision for Phase 1 and would be guided by Wiltshire Council on the level of contribution for Phase 2 and understood there was a £300,000 contribution for 1<sup>st</sup> phase therefore the phase 2 contribution would be similar or larger, however, it was not clear if this development would trigger a request for a contribution towards secondary education. Contributions would also be subject to indexation.

Councillor Glover sought a contribution towards the new Berryfield Village Hall maintenance costs, which the Clerk confirmed had been included in the Council's comments to Wiltshire Council on the planning application.

The Parish Clerk confirmed the parish council had requested circular paths and the provision of bins in their comments and sought clarification how people would be able to walk around this site and if it would link to the 1<sup>st</sup> phase of the site.

Mark confirmed at reserved matters provision could be made to provide walking routes which linked both phases.

Mark explained they had provided trim trails on other developments and asked if this was something the parish council would like to see included on the site, as well as confirming the footpath would most likely be hoggin.

Councillor Wood, confirmed whilst this had been something which had been discussed previously, most people preferred to see a circular walk provided on developments, particularly dog walkers. Members also expressed concern there would not be enough footfall and the levels of ongoing maintenance required depending on what type of trim trail was provided.

It was pointed out and Terra took onboard, there was a potential area for children to kick a ball around at the Southern part of the site which was overlooked from a safety point of view by houses and was bordered by roadways rather than peoples' gardens.

The Parish Clerk explained there was a lot of development taking place along Semington Road with bus shelters being provided as part of the respective Section 106 Agreements, with suitable locations being located. Both the Town and Parish Council as a joint project were looking at putting in real-time information in bus shelters and therefore any bus shelters provided needed for this site needed to be tall enough and have an electricity supply. With a suggestion the Section 106 Agreement for this development needed to be flexible enough, that if the other developments along Semington Road provided bus shelters via their respective Section 106 Agreement, that real time information (RTI) be provided for these shelters. The Parish Clerk agreed to forward the estimated costs associated with providing RTI.

Mark agreed to explore this, once the response from Wiltshire Council Highways had been received.

The Parish Clerk felt a contribution towards improving the X34 bus service, which used Semington Road, would be useful, particularly as it only ran during the day and not on a Sunday.

Mark explained if the Parish Council had already raised this in their comments, this would usually trigger a response from Highways.

It was asked if there would be any Community Infrastructure (CIL) payments for this development, Tamsin confirmed there would be no CIL contributions from this application.

The Parish Clerk stated in recent times the parish council had been made aware of requests for the provision of bird, bat and bee bricks and reptile refugia and hibernacula in new developments and sought clarification if these would be provided in this development.

The Parish Clerk also sought confirmation if the developers were contributing to the canal scheme. Tamsin confirmed this had not been requested.

Mark confirmed a contribution had not been requested by Wiltshire Council, they would usually ask for a contribution relevant to the stage a particular scheme was at and as the Wilts & Berks Link Scheme was not sufficiently progressed at present, this was probably why a request had not been made. However, in principle, Terra were not opposed to contributing to the canal scheme, if

requested by Wiltshire Council, but obviously this would have to be borne against other commitments.

The Parish Clerk explained the parish council had concerns at any proposals for shared surfaces, having experienced this in other developments within the parish, whereby there was no delineation between the footpath and road surface, therefore causing safety issues for residents, but understood this type of road construction may be less popular now.

Mark confirmed this type of construction for road layouts to a large extent had gone away with changes in legislation and something which could be controlled more through Reserved Matters if the application were successful.

The Parish Clerk explained the current Melksham Neighbourhood Plan was under review but evidence documents were coming through all the time, such as design guides and the Housing Needs Assessment which could feed through to the developers for information.

It was noted that any Reserved Matters application would probably be after all the various evidence documents had been completed and signed off and therefore would have to be borne in mind.

The Parish Clerk stated the Parish Council had asked for practical art contributions in their comments back to Wiltshire Council and given experience of other art projects in new developments asked that the parish council be involved, along with members of the community in deciding what the art should look like and create something practical.

Mark explained if the planning application were successful, something could be included in the Section 106 Agreement that required engagement with the parish council on any art project.

Councillor Wood explained if the planning application were approved, he would prefer to see the same affordable housing providers as the adjacent site ie Sovereign build the site, having heard their proposals for more sustainable affordable homes and felt it was important any housing was affordable for the lifetime of the home.

Mark explained sustainability was very much at the forefront of affordable housing providers minds, particularly as they were currently having to spent a lot of money having to retro fit some of their poorer quality housing stock.

Tamsin stated she understood building regulations with regard to sustainability were due to change in July 2023.



The Town Clerk stated both phase 1 & 2 sites were self-constrained, community cohesion would be important, especially as people would have difficulty accessing facilities, particularly if they did not have access to a car. Therefore, it was important there was safe walking access to the village hall for instance, there was also a need to make sure, as both sites were for 100% affordable housing residents did not feel stigmatised and the residents feel part of the community.

The Parish Clerk asked Members if it was appropriate to ask for a financial contribution towards allotments, to enable the parish council to purchase additional land adjacent to existing allotments in Berryfield, close to this site, particularly as there was no available allotments plots which could be offered to any residents of this development if they requested one.

It was explained there was potential for some Rights of Way improvements, particular as there were several rights of way in the Berryfield Lane area and working with Wiltshire Council's Rights of Way Officer some improvements had already been made in Berryfield, such as the upgrading of stiles to kissing gates, but there were opportunities for more improvements, particularly to MELW07 with the provision of a bridge in order people could better access the river.

Mark explained if there was a request for a financial contribution from the Rights of Way Officer, would make sure the wording in the Section 106 Agreement was flexible enough to enable improvements to rights of way in the vicinity of the development following conversations between the Rights of Way Officer and the Council.

Councillor Wood felt the Parish Council's main priority was for contributions towards education and health provision.

It was noted with the planning application documentation submitted, it showed the nearest doctor's surgery as being only a few metres away, however, this was a hypnotherapy centre and not a doctor's surgery. Currently there were only two doctor surgeries in the town in the same vicinity.

The Parish Clerk explained access to Semington by vehicle was via Hampton Park West and then onto the A350 and back in again, rather than straight down Semington Road, therefore, access to St Georges School was quite difficult via a vehicle and was quite some distance to walk.

Mark explained the Education Department would inform the developers where they saw any children from the development attending. It was noted Pathfinder Way School was some way off being built.

It was explained the Parish Council had previously expressed concern for safety of pedestrians, particularly children crossing the A350. Whilst it had a safe crossing on the Eastern side, albeit people had to subsequently cross several busy roads to access Aloeric School for instance, most people used the Eastern side crossing, which is the desire line route for most people.

Whilst Mark noted the Parish Council were not keen on this application, stated if and where to come forward, would be more akin to what is acceptable to the Parish Council and was happy to come back to discuss any changes to the proposals following feedback from other consultees.

The Parish Clerk explained the Parish Council were due to have a Planning meeting the following week with notes from this meeting being included in the minutes and possibly sent to the Planning Officer for context, along with anything else which came forward at the meeting and agreed to forward these on to Terra as well.

Meeting closed at 7.38pm

Signed .....  
Chair, Full Council, 23 January 2023

**MINUTES of the Planning Committee of Melksham Without Parish Council  
held on Monday 6 February 2023 at Melksham Without Parish Council Offices  
(First Floor), Melksham Community Campus, Market Place,  
Melksham, SN12 6ES at 7.00pm**

**Present:** Councillors Richard Wood (Chair of Planning), Alan Baines (Vice Chair of Planning), John Glover (Chair of Council), David Pafford (Vice Chair of Council), Terry Chivers, Mark Harris and Peter Richardson

**Officers:** Teresa Strange, Clerk and Lorraine McRandle, Parish Officer

**In attendance:** Wiltshire Councillor Nick Holder (Bowerhill) and two members of public.

**Via Zoom:** 1 Member of Public.

**380/22 Welcome, Announcements & Housekeeping**

Councillor Wood welcomed everyone to the meeting.

The Clerk reminded those present of the Neighbourhood Plan consultation events taking place later in the week at The Campus:

Thursday, 9 February	4pm-7pm
Friday, 10 February	11am-5pm
Saturday, 11 February	10am-12 noon

Consultation boards would also be on display in the Town Hall and The Campus until mid March.

Consultations would also be available online in the next few days.

**381/22 To receive Apologies and approval of reasons given**

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

**382/22 Declarations of Interest**

**a) To receive Declarations of Interest**

Councillor Peter Richardson declared a non pecuniary interest in planning application PL/2023/00549: 1 The Laurels, as the applicant was known to him personally and professionally.

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

None received.

**c) To note standing Dispensations relating to planning applications.**

To note the Parish Council have a dispensation lodged with Wiltshire Council dealing with Section 106 agreements relating to planning applications within the parish.

**383/22 To consider holding items in Closed Session due to confidential Nature** *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk note there were no items for discussion in closed session.

**384/22 Public Participation**

Standing Orders were suspended to allow Members of public to speak.

Councillor Nick Holder stated he had concerns with regard to planning application PL/2023/00734 and the removal of part of an established hedgerow in the grounds of Melksham Football and Rugby Club to create another access and therefore would defer to this committee and take guidance.

Regarding the footpath to the rear of Melksham Oak School, Councillor Holder explained he had been in contact with the Highways Officer for the scheme and in terms of lighting, the overall cost of the scheme was considerably more than the Section 106 funding available and understood this was notified to the council a few years ago. Therefore, discussions were taking place regarding alternative external funding to enable the work to be undertaken.

It was understood Melksham News were seeking an update of this matter and a response had been received from Councillor Richard Clewer, Leader of Wiltshire Council stating work would not progress until sufficient funds were available to progress the scheme.

In terms of Pathfinder Place play area, Councillor Holder stated he understood the Clerk had received an update from Taylor Wimpey regarding the adoption of the play area. The Clerk explained she had a

meeting arranged with the Wiltshire Council Play Area Officer later in the week and invited Members to join her if they wished.

With regard to the lights and refuge island, associated works and cycle way it was anticipated these would be completed by the end of the week.

Councillor Holder informed the meeting following a recent residents' meeting, a Residents' Association had been formally constituted with an invite being extended to him to attend the next couple of meetings in order to assist the group in moving forward.

Standing Orders were reinstated.

Councillor Wood asked permission from the committee to bring item 7 regarding revised plans for 144 dwellings on Semington Road forward, which Members agreed.

**385/22 Revised Plans:** To comment on any revised plans received within the required timeframe (14 days)

[PL/2022/02749](#): Land at Semington Road. Reserved matters (Following Outline Permission 20/01938/OUT) for development comprising the erection of 144 dwellings with informal and formal open space, associated landscaping and vehicular and pedestrian accesses off Semington Road. Applicant David Wilson Homes

Members noted proposals for a new gate and fence to the Southern boundary onto Shails Lane, which was different to previous proposals and contrary to previous comments made by the Council for the installation of a non permeable fence, to be shielded by hedging treatment, between the development and Shails Lane, in order to discourage residents trespassing onto the lane, which is a private road.

The Clerk wondered if there had been a misunderstanding of a previous comment made by the Council for consideration of some form of barrier/gate to be installed, once past the entrance to 514d Shails Lane, in order to discourage residents from the development and those who use the lane for fly tipping and dog walking from accessing the lane.

Councillor Glover felt whilst this may have been mentioned previously, the developer could not be forced to install it, as it was a private road and therefore, it would be something the residents would have to investigate themselves and pay for. Unfortunately, there was nothing

the council could do about stopping access to a private road, all that the council could do was point out that it should not be used.

It was unclear what the legal aspect of installing such a gate/barrier would be for the residents.

A resident of Shails Lane stated construction vehicles were already using the lane.

The Clerk confirmed this issue had been raised with the developers in the last week.

A resident of Shails Lane felt it was unfair for the residents of Shails Lane to be responsible for installing a gate at the end of the lane and felt any gate needed to be quite high in order to discourage people from climbing over it.

Councillor Wood informed the resident as it was a private road, Wiltshire Council would not be able to fund it nor the parish council and the developers would not fund it as it did not form part of the legal agreement (Section 106).

Councillor Wood pointed out it would be difficult to stop people accessing the lane, as people currently use it, there was also easy access from the Ashville Centre to the lane, if people wanted to access it.

**Comments:** Whilst noting the small changes made, the Council wished to reiterate their previous comments made, particularly the need for an impermeable fence to the Southern boundary in order to stop residents of the development from accessing Shails Lane from the site.

Members noted proposals for a new gate to the Southern boundary, allowing access onto Shails Lane but were unclear as to why this has been included.

Therefore, Members requested the Clerk contact David Wilson Homes to discuss the revised plans and to reiterate there should be no access to Shails Lane, as it is a private road and to ask as a gesture of good will, they might like to fund a suitable gate across Shails Lane, in order to discourage people accessing the lane, with a suggestion a suitable location would be near the canal bridge.

Members confirmed they still wished the 'call in' on the application to remain as there are still areas of the

application that they were not happy with that have not been addressed, in order for a decision to be made by a Planning Committee of Wiltshire Council.

**POST MEETING NOTE:** Having contacted David Wilson Homes, they confirmed the gate was required in order to allow access for services easement on the site, however, the style, height and design of the gate was still to be confirmed.

**Recommendation:** The Council write to residents of Shails Lane to update them on the response of the parish council to the latest plans and inform them, whilst it was previously suggested there be a barrier across the lane, the developer is under no obligation to install it and therefore as a private road, suggest they look into providing some form of barrier themselves which can only be installed once alternative access to the sewerage works has been arranged via the site.

**386/22 To consider the following Planning Applications:**

**PL/2023/00549:** 1 The Laurels, Beanacre. Single storey rear extension.

**Comments:** No objection.

**PL/2023/00490:** 49 Westlands Lane, Beanacre. Construction of single-storey side and rear extensions, complete with internal alterations and associated external works.

**Comments:** No objection, however the parish council are aware this area is prone to regular flooding, including as recently as January 2023, and note that the plans (existing site plan) detail that there is not a plan yet for foul and surface water drainage and an assumption on where the surface water drains.

From looking at the application form and list of consultees contacted, the Wiltshire Council drainage team does not appear to have been asked for comments on this application, therefore, Members felt that this should take place.

**PL/2022/09608:** Hanger 8, Lancaster Road, Bowerhill. Retrospective permission for the erection of a metal and plastic sheeting 'tent like' structure, to provide improved storage for stone and tiles.

**Comments:** No Objection.

**PL/2023/00188:** 178a Brow Cottage, Top Lane, Whitley. Proposed single

storey extension, front porch & roof alterations.

**Comments:** No Objection.

**PL/2023/00625**: Land adjacent to 1 Eden Grove, Whitley. Reserved Matters application following outline approval PL/2022/05361 (scale, layout, appearance & landscaping only).

Comments: No Objection.

**PL/2023/00734**: Melksham Football and Rugby Club, Eastern Way. Hedgerow removal.

**Comment:** Whilst noting the current gap in the hedgerow was prone to getting muddy, Members expressed a concern at destroying a section of mature hedgerow and felt a more appropriate solution rather than opening up another gap, would be to improve the current access by filling the gap with some form of grating/gravel surface.

Concern was raised that there was not enough information in the application, therefore, it was assumed whilst the current gap would remain to enable machinery to use it in order to maintain the pitches the new gap would provide pedestrian access only and therefore if just for pedestrian access, the gap would not need to be so big.

If Wiltshire Council were minded to approve this application Members asked the current gap be closed and planted with native planning.

Councillor Holder asked if the Parish Council wished the application to be called in for consideration by a Wiltshire Council Planning Committee.

Members agreed if the Planning Officer were minded to approve the application, that the application be 'called in'.

Councillor Nick Holder left the meeting at 7.40pm.

**387/22 Planning Decisions:** To note planning application PL/2022/06389: erection of 3 dwellings on land to rear of 52E Beanacre, Chapel Lane has been withdrawn by the applicant.

The Clerk explained whilst this application had been withdrawn by the applicant, it was understood this was to enable an ecology report and more highway information to be obtained and submitted to Wiltshire Council, which would likely be in the Spring.



The Clerk reported that the planning application for a Certificate of Lawfulness, relating to the annex at Kays Cottage, 489 Semington Road had been refused. Members welcomed this information.

**388/22 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.**

**a) To note response from Technical Planning Support Officer regarding replacement fence at 12 Tangmere Close, Bowerhill.**

Members noted the response from the Technical Planning Support Officer.

Councillor Harris in noting the officer response in stating the parish could raise their concerns with Highways, asked that the parish council contact Highways as suggested, as access to services were not accessible at present, as they were located behind the fence.

**Recommendation:** To ask Wiltshire Council Highways to investigate and comment.

**b) To note response from Building Control in relation to planning application: PL/2022/07374: Construction of new lounge area (retrospective) at New Inn, Semington Road**

Members noted the applicant was in the process of submitting a retrospective building regulation application for the new lounge area at the New Inn.

**389/22 Planning Policy**

**a) Neighbourhood Planning**

**i) To note Minutes of Steering Group meeting held on 25 January 2023 (if received).**

The Clerk explained the notes of the Steering Group meeting held on 25 January 2023 had not yet been received.

**ii) Update on the Neighbourhood Plan Review & upcoming consultation events and to consider any time critical requests before the next Steering Group meeting**

As well as the upcoming consultations, the Clerk explained she had been on various sites visits the previous week with AECOM regarding green gap/landscape buffer policy work and housing site assessment work.

The Clerk explained some of the gaps requested were between Melksham and Semington, and Melksham and Seend, with the informal advice of the AECOM consultants that there can only be a gap between two settlements or two edges of housing. As these two areas are in different neighbourhood plan areas it would effectively mean that the Melksham Plan would only be designating a gap up to the edge of the plan area, and so not between settlements. It was therefore suggested to request Wiltshire Council to designate gaps between settlements at a strategic level, as this could not be done as part of Melksham Neighbourhood Plan.

The Clerk explained she had spoken to the Neighbourhood Plan consultants on the best way forward with this and, with the committee's blessing stated she would contact the Strategic Planning Officer to ask if this was something which was being undertaken as part of the Local Plan Review and if it could be looked at.

The Clerk stated if the Strategic Planning Officer were to come back and say no, the Neighbourhood Plan could perhaps have the evidence as to why they wished to designate landscape gaps in the neighbourhood plan. Seend's Neighbourhood Plan had been made recently, there was still the opportunity to ask Semington Parish Council if they were happy to share the landscape gap analysis work they had recently commissioned and vice versa.

The Clerk explained that during the site visits, it was explained by AECOM that some gaps might be better designated as local green space or green infrastructure, as some did not meet the planning term of a 'buffer' as not visual from the ground, but the gap/green space had a community value.

The Clerk informed the meeting that AECOM had also undertaken housing site assessments the previous week, as well as looking at regeneration opportunities in the town centre.

**Recommendation:** For the Clerk to contact Wiltshire Council to ask if something was being undertaken as part of the Local Plan Review in allocating landscape/green gaps between settlements, if not, to seek allocations for landscape gaps in the Neighbourhood Plan and to approach Semington Parish Council for a copy of the work undertaken by their consultants on green gaps in their neighbourhood plan.

- b) Local Plan Review: To note latest update on consultation/adoption timeframe for the Local Development Scheme**  
<https://www.wiltshire.gov.uk/planning-policy-lds>

The Clerk explained the revised timetable for the Local Plan Review and the timeframe had changed. The timeframe for the Local Plan had been extended up to 2038.

With regard to consulting on the Local Plan, the Regulation 19 consultation timeframe had slipped to Quarter 3, 2023 (July, August, September).

The Clerk explained it was understood this information had been released in December 2022 as part of a Wiltshire Council meeting and expressed frustration of not having been made aware of this change by local Wiltshire Councillors or the Spatial Planning team.

The advice from both Mike Kilmister, Neighbourhood Planning Officer, Wiltshire Council and the Neighbourhood Planning consultants was to keep going with Melksham's Neighbourhood Plan Review, noting once the plan had gone to Regulation 14 consultation, it would start gaining more weight in the planning process.

Councillor Harris explained Councillor Botterill, Cabinet Member for Finance, Development Management and Strategic Planning at a recent Cabinet meeting had indicated the Local Plan Review was not coming out until late 2023.

**c) National Planning Policy Framework (NPPF) Consultation. To note summary of consultation from Locality with regard to Neighbourhood Plans**

Members noted the summary provided by Locality in relation to the National Planning Policy Framework (NPPF) consultation.

**d) To note CPRE January 2023 Newsletter including NPPF consultation and update on Future Chippenham Project**

Members noted the article on the National Planning Policy Framework (NPPF) consultation and update on the Future of Chippenham Project within the CPRE January Newsletter.

**390/22 S106 Agreements and Developer meetings: (Standing Item)**

**a) To note update on ongoing and new S106 Agreements**

**i) Hunters Wood/The Acorns:**

- To note any updates on footpath to rear of Melksham Oak School

An update on progress of the footpath had been received from the Senior Transport Planner, including information on the initial funding estimations for the project having risen significantly, which had been raised by Councillor Nick Holder earlier in the

meeting.

The Clerk explained she had spoken to the Town Mayor, regarding the issues relating to the footpath and they had offered their support stating the matter would be raised at a Town Council meeting the following week.

The Clerk highlighted that it was understood that Wiltshire Council had missed including the pedestrian crossing in the Section 106 Agreement; which would have impacted on the costs.

With regard to the installation of lighting along the footpath, the Clerk noted the Town Council had a good deal on lighting for a footpath to the rear of Forest of Sandridge School and maybe this information could be forwarded to Wiltshire Council for their information.

Councillor Glover felt the installation of a footpath should still go ahead even without the pedestrian crossing.

**Recommendation:** To propose to Wiltshire Council they move forward with the installation of the footpath without the pedestrian crossing and the lighting at this stage if that caused further delays; and could be installed at a later date.

**ii) Bowood View:**

- To receive update on village hall, play area.

Members noted the hall was now due to open shortly with the draft lease included on the Asset Management agenda to follow, for consideration.

The Clerk explained various questions had been raised with regard to the play area lease, with an item on the Asset Management agenda to follow.

- To note feedback from residents on proposals for a footbridge to the proposed adjacent David Wilson development.

The Clerk explained following letters being hand delivered to 150 dwellings on Bowood View, only 2 or 3 responses and been received against the installation of a footbridge with several supporting it. Therefore, with the blessing of the Council suggested approaching the Directors of Bowood View Management Company stating that out the 150 hand delivered letters, approx. 135 dwellings had not responded and therefore assumed they were happy with proposals for a footbridge to the adjacent site.

**Recommendation:** For the Clerk to contact Bowood View Management Company informing them of the responses received and that it is assumed as 135 dwellings had not responded, they were happy with the proposal for a footbridge from Bowood View to the adjacent site. This was in addition to the handful that had written to support the proposal.

- To approve location for Wilts & Berks Canal Interpretation Boards.

Information was provided on the suggested locations of the interpretation board. Approval of Bowood View Management Company would now be sought on the suggested locations.

- To note update from Julie Cleave re 20mph Speed Limit

Julie Cleave, Highway Development Control Engineer, Wiltshire Council confirmed Bowood View would be subject to a 20mph speed limit once the estate roads had been adopted.

- Refuge Lorries

The Council had been copied into correspondence to Wiltshire Council from a concerned resident at refuge lorries churning up verges on the corner of Telford Drive. The Clerk stated she understood something would be installed to try and stop this from happening in the future.

The Clerk explained this highlighted why the council in responding to planning application always requested road layouts on new developments were to enable easy access for large vehicles, such as refuge lorries.

### iii) Pathfinder Place:

- To receive update from Taylor Wimpey on issues eg lights and blocking off of Tedder Gardens.

Members noted the update from Taylor Wimpey, as well as the update from Councillor Nick Holder earlier in the meeting.

It was noted progress regarding the blocking off of Tedder Gardens was being made.

- To receive update on Play Area including repositioning of benches

The Clerk explained the previously agreed positioning of the benches had been changed. The contractors on installing the benches the previous week had noted there was not enough gap for one of the benches therefore, as they were on site, a decision

had been made to reposition them with enough gap between them, around the attenuation pond and away from housing.

- iv) **Land East of Semington Road [PL/2022/02749](#)**: To note response from Planning Officer on this Council's suggested alternative use of highways s106 funding as A350 pedestrian crossing already improved by Government Active Travel funding and consider a way forward.

Members noted the Planning Officer response to the Council's suggestion for alternative use of the highways Section 106 funding which stated the owner of the site would have to agree to enter into a legal agreement with the parish council and amend the existing Agreement in order to use the unspent highways contribution on another relevant project and advised contacting Wiltshire Council's legal manager on how to proceed and to liaise with Julie Cleave, Highway Development Control Engineer who was currently looking into related highways projects that unspent highways contributions could be spent on.

The Clerk expressed frustration it was up to the parish council to progress this further and bear any potential legal costs. She had made contact with Julie Cleave, Highway Development Control Engineer who explained they were actively discussing the £200k highway contribution with the developer as they would need to be on-board with any decisions involving a variation to the Section 106 Agreement. Highways were investigating alternative schemes that were directly related to the Semington Road development and were realistic / relate to an identified scheme.

It was also explained the footpath scheme suggested by the parish could would form part of the discussions, but may not be the most favoured scheme for the funding opportunity, given that the land to the South of Western Way and just East of the A350 was currently unallocated for development in the Local Plan and the position regarding its future development was not therefore entirely clear. With planning application 22/08504 for this area of land currently undetermined.

**b) To note any S106 decisions made under delegated powers**

None to note.

**c) Contact with developers.**

None to note.

Meeting closed at 8.00pm

Signed.....  
Chair, Full Council, 20 February 2023

## Teresa Strange

---

**From:** Stansby, Mark <mark.stansby@wiltshire.gov.uk>  
**Sent:** 01 February 2023 09:10  
**To:** Rose, Martin; Alan Baines; Alford, Phil; Cadwallader, Andy; Carol Burch ([REDACTED]); Colin Goodhind (colin.goodhind@melksham-tc.gov.uk); Colin Wade (Semington); Georgina Berry (clerk@bgpc.org.uk); Holder, Nick; Hubbard, Jon; Jon Hubbard 4Youth (jon.hubbard@4youth.org.uk); Seed, Jonathon; Linda Roberts (linda.roberts@melksham-tc.gov.uk); Malcome Jones (Steeple Ashton); Stansby, Mark; Mary Winterburn ([REDACTED]); Oatley, Jack; Pat Tucker (pat@keevilpc.com); Rogers, Richard; Sankey, Mike; Drinkwater, Spencer; Renfrew, Stuart; Teresa Strange  
**Subject:** FW: Update for LHFIG Chairs

All,

Jonathon Seed has asked me to share this communication from the Cabinet Member with you, for information.

Regards,

Mark.

**Mark Stansby**  
**Senior Traffic Engineer**  
Highways

**Wiltshire Council**

Tel: 01225 713367  
Email: [mark.stansby@wiltshire.gov.uk](mailto:mark.stansby@wiltshire.gov.uk)  
Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)  
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**From:** Rogers, Gareth <Gareth.Rogers@wiltshire.gov.uk>  
**Sent:** 23 January 2023 15:09  
**To:** Rose, Kirsty <Kirsty.Rose@wiltshire.gov.uk>; Mundy, Jamie <Jamie.Mundy@wiltshire.gov.uk>; Surgenor, Rhiann <Rhiann.Surgenor@wiltshire.gov.uk>; Dearden, Sarah <Sarah.Dearden@wiltshire.gov.uk>; Shaddock, Paul <Paul.Shaddock@wiltshire.gov.uk>; Hind, Steve <Steve.Hind@wiltshire.gov.uk>; Stansby, Mark <mark.stansby@wiltshire.gov.uk>  
**Subject:** FW: Update for LHFIG Chairs

For info...

---

**From:** Baldwin, Kate <[Kate.Baldwin@wiltshire.gov.uk](mailto:Kate.Baldwin@wiltshire.gov.uk)>  
**Sent:** 20 January 2023 16:13

Cc: Thomas, Caroline <[Caroline.Thomas@wiltshire.gov.uk](mailto:Caroline.Thomas@wiltshire.gov.uk)>

Subject: Update for LHFIG Chairs

**Please see below message sent of behalf of Caroline Thomas.**

Dear LHFIG Chair,

I have recently received feedback setting out some concerns around the level of service being achieved in supporting the work of our Local Highway and Footway Improvement Groups.

You may recall that alongside the increase in funding made available to the LHFIGs, funding was also made available to allow the recruitment of additional highway staff to assist with project delivery. Unfortunately, despite our best efforts three additional roles working on this programme remain unfilled. We have recently launched a high-profile recruitment campaign across all Highways and Transport disciplines in an attempt to fill the considerable number of vacancies that exist across the Directorate at this time. In the meantime, we are working with our term consultant, Atkins, to provide additional support and prioritising resource in line with our Business Plan priorities.

As a Council we recognised that the first year of LHFIG operation would be challenging given the changes made and the wider remit given to the groups. In this context, a commitment was given to formally review operation after 12 months, and I would like to confirm this is a priority of mine and a report will be presented to the Environmental Select Committee in due course.

As you will be aware, it was intended that at the end of the financial year any uncommitted funds held by the LHFIGs would be returned to the overall Highways Integrated Transport Block. However, considering the concerns raised I am pleased to advise this will not be the case this year - uncommitted funds will stay with the Groups and roll into 2023/24.

I have asked officers in the team to provide an update in terms of short- and medium-term deliverables.

I hope this goes some way in addressing the concerns raised.

Kind regards,

Cllr Caroline Thomas  
Wiltshire Councillor for Marlborough East  
Cabinet Member for Highways and Transport, Street Scene and Flooding  
07525 934626

The logo for Wiltshire Council, featuring the text "Wiltshire Council" in a green, sans-serif font with a green underline.

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## Lorraine McRandle

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**Subject:** FW: Roundabout Sponsorship  
**Attachments:** Melksham Town Council Roundabout Responsibilities.docx

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**From:** Patsy Clover <Patsy.Clover@melksham-tc.gov.uk>  
**Sent:** 03 February 2023 16:18  
**To:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Cc:** Lorraine McRandle <office@melkshamwithout-pc.gov.uk>  
**Subject:** Roundabout Sponsorship

Hello Teresa

MTC's Roundabout, Gardens and Planters Sponsorship Policy was approved by Full Council on 4 April 2022. Last April, you told me that per a gentleman's agreement, we had the Refa one and you had the ex Carsons Tyres one – which one is that? The Bowerhill one?

I attach a really rough infographic showing the town's roundabouts and who is responsible for what % on each roundabout, based on the boundaries.

MTC would like to start offering some of the roundabouts for sponsorship. Regarding those in the east of Melksham, Cranesbill (3 exits) and Skylark (3 exits) are owned 50/50 and Sandridge/ Eastern Way (3 exits) is owned 85% MWPC and 15% MTC approx. Thoughts:

1. We let the roundabouts separately in accordance with the ownership – not ideal as there are three exits on each roundabout potentially available for sponsorship which doesn't tie in well with the ownership %
2. We take one each of Cranesbill and Skylark and you keep Sandridge/ Eastern Way – could work but we would probably need to be consistent with planting schemes and it would be a faff administratively if one business wants to sponsor all three roundabouts, for example.
3. We take all three roundabouts, split the sponsorship income in line with the ownership % and bill you for maintenance in line with the ownership % - preferable for us
4. We take them all.

What do you think?

Kind regards  
Patsy

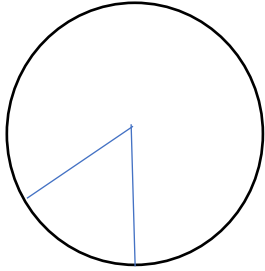
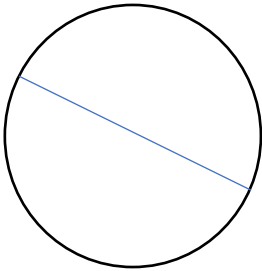
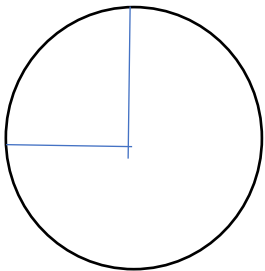
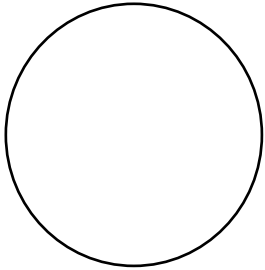


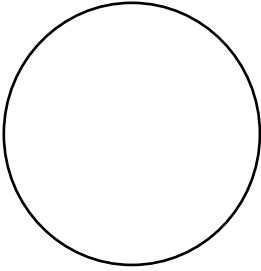
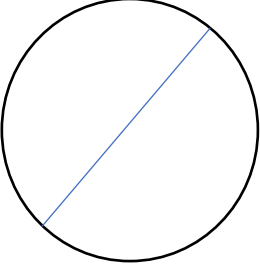
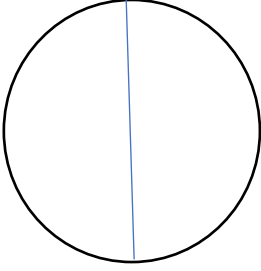
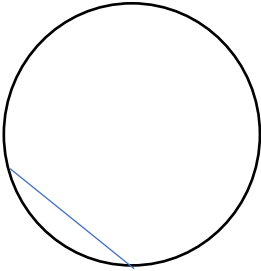
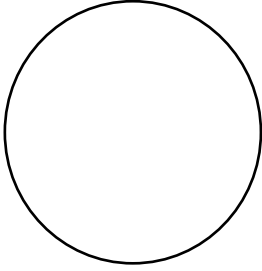
Patsy Clover  
**Deputy Town Clerk**

T: (01225) 704187  
E: [patsy.clover@melksham-tc.gov.uk](mailto:patsy.clover@melksham-tc.gov.uk)  
I: [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)

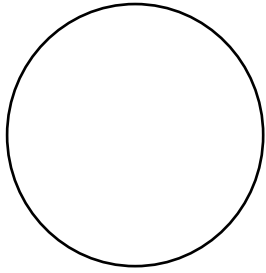
Disclaimer and Confidentiality Notice

## Melksham Town Council Roundabout Responsibilities

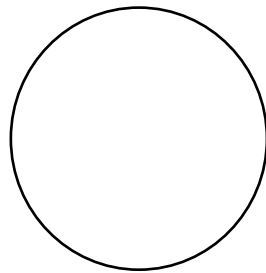
Name	Description
<p>Farmers</p> 	<p>80% MTC 20% MWPC</p>
<p>Semington Road</p> 	<p>50/50</p>
<p>Bowerhill</p> 	<p>25% MTC 75% MWPC</p>
<p>Spa Road</p> 	<p>100% MTC</p>

<p>Rosemary Drive</p> 	<p>100% MTC</p>
<p>Cranesbill Road</p> 	<p>50/50</p>
<p>Skylark Road</p> 	<p>50/50</p>
<p>Eastern Way/ Sandridge Road</p> 	<p>15% MTC 85% MWPC</p>
<p>Splinter Island</p> 	<p>100% MTC</p>

Avon Road/ Leekes



Foundry Close



## Lorraine McRandle

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**Subject:** FW: Installation of Highway Signage Advice  
**Attachments:** SIGNAGE IN BATHFORD.docx

---

**From:** Neil Terry <Neil\_Terry@BATHNES.GOV.UK>  
**Sent:** 01 February 2023 09:23  
**To:** Lorraine McRandle <office@melkshamwithout-pc.gov.uk>  
**Subject:** Installation of Highway Signage Advice

Dear Lorraine,

Thank you for your email below, and please accept my sincere apology for the delay in replying.

I understand that the signing shown on the attached picture has been in place for many years, and was possibly introduced with insufficient reference to the signing regulations in place at that time. I regret that we do not hold any background information relating to their introduction, so I cannot confirm the exact circumstances.

If signing of this nature was to be introduced today, it's unlikely that we would want to follow the authorisation route that you have described below, simply due to resource pressures. However, we might consider using advisory signing, possibly black on yellow, although I'm not aware of any existing examples within our authority. If an example does come to light, I will contact you again.

In the meantime, I am sorry that I cannot be more helpful or informative and, once again, I apologise for the delay in replying.

Regards,

Neil

**Neil Terry** | Principal Traffic Management Engineer | Highways & Traffic | Bath and North East Somerset Council

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**Bath & North East  
Somerset Council**

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**Improving People's Lives**



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**From:** Lorraine McRandle <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)>  
**Sent:** 12 January 2023 13:40  
**To:** Chris Major <[Chris\\_major@bathnes.gov.uk](mailto:Chris_major@bathnes.gov.uk)>

**Cc:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>

**Subject:** FW: Installation of Highway Signage Advice

Dear Mr Major

Please see email below which was sent just before Christmas and which may have been passed to you already.

As you can see from the email, this Council are very keen to install signage on the A350 Beanacre similar to signage installed in Bathford.

We have a Highways Meeting Monday evening and therefore I wonder if you could provide us with a copy of your authorisation to permit the use of such signage to put before Members at the meeting, in order we can forward on to our Highways Department in support of our request for similar signage.

Look forward to hearing from you.

Best Regards

Lorraine McRandle  
Parish Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
01225 705700  
[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

Want to keep in touch?

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

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**From:** Lorraine McRandle  
**Sent:** 22 December 2022 10:10  
**To:** [council\\_connect@bathnes.gov.uk](mailto:council_connect@bathnes.gov.uk)

Cc: Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>

**Subject:** Installation of Highway Signage Advice

## FOR THE ATTENTION OF DIRECTOR OF HIGHWAYS AND TRANSPORT

Dear Director of Highways & Transport

Whilst we are a large parish in Wiltshire, I am hoping you will be able to advise on an issue we have with a request for signage warning drivers to slow down, similar to signage installed by BaNES in Bathford.

We made a request to our Local Highways & Footpath Improvement Group (LHFIG) for warning signage on the entrance to the village of Beanacre on the A350 warning drivers they are about to come into a 30mph speed zone.

Our request was refused, with a statement, such signage was not permitted for use on the Highway. However, we subsequently provided an example of similar signage as noted in Bathford (attached) and reiterated our request, which was again refused with the Highways Engineer citing the following from Chapter 1 of the Traffic Signs Manual Published by the Department of Transport:

'I draw your attention to Section 3 which covers legal aspects and responsibilities which Traffic Authorities must abide by. You will see that Traffic Authorities are able to submit requests for Special Authorisations for non-prescribed signs to be displayed but we are of the opinion that no such authorisation has been sought, or indeed granted for these particular signs.

Chapter 3 of the Traffic Signs Manual, Section 8 Speed Limits, Paragraph 8.2.6 states:

**“Countdown” signs giving advance indication of a change in the speed limit are not prescribed and must not be used, unless they have been authorised by the national authority. In England, there is a clear policy not to authorise these signs.**

Please can you provide us with a copy of your authorisation to permit the use of such signage, in order we can forward on to our Highways Department in support of our request for similar signage.

Thank you for your help and look forward to hearing from you.

Best regards

Lorraine McRandle  
Parish Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
01225 705700  
[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

Want to keep in touch?

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>645,446.06</b>					<b>645,446.06</b>	
V3126-BACS	Banked: <b>05/01/2023</b>	<b>10.00</b>						
V3126-BACS	The Whitehorse Federation	10.00			1130	110	10.00	Inv.312- Hire of Meeting MO
V3128-BACS	Banked: <b>11/01/2023</b>	<b>60.00</b>						
V3128-BACS	Allotment Holder	60.00			1310	310	60.00	Plot 10A & B BYF Rent
V3129-BACS	Banked: <b>12/01/2023</b>	<b>25.00</b>						
V3129-BACS	Wiltshire Council	25.00			1130	110	25.00	Inv.312- Meeting room hire
500171-CAS	Banked: <b>19/01/2023</b>	<b>30.00</b>						
V3130 (46)	Allotment Holder	30.00			1320	310	30.00	Allotment Plot 12 BSF
500170-BAC	Banked: <b>19/01/2023</b>	<b>298.93</b>						
V3131-BACS	HM Land Registry	16.00			4680	170	16.00	Reimburse for NHP land search
V3132-BACS	Arthur J Gallagher	192.93			4282	220	192.93	Reduction in Pav insurance
V3133	AFC Melksham	60.00			1210	210	60.00	Inv.313- 8th January match
V3134	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 15 rent
500169-CHQ	Banked: <b>19/01/2023</b>	<b>24.00</b>						
V3135	HM Land Registry	4.00			4680	170	4.00	Refund NHP Land searches
V3136	HM Land Registry	4.00			4680	170	4.00	Refund for NHJP Land search
V3137	HM Land Registry	4.00			4680	170	4.00	Refund for NHP search
V3138	HM Land Registry	4.00			4680	170	4.00	Refund NHP Land search
V3139	HM Land Registry	4.00			4680	170	4.00	Refund NHP Land search
V3140	HM Land Registry	4.00			4680	170	4.00	Refund for NHP search
V3127-BACS	Banked: <b>24/01/2023</b>	<b>2,108.95</b>						
V3127-BACS	HM Revenue & Customs	2,108.95			105		2,108.95	December 22 VAT return
V3141-BACS	Banked: <b>30/01/2023</b>	<b>60.00</b>						
V3141-BACS	Staverton Rangers	60.00			1210	210	60.00	Inv.316- Pitch hire
<b>Total Receipts for Month</b>		<b>2,616.88</b>	<b>0.00</b>	<b>0.00</b>			<b>2,616.88</b>	
<b>Cashbook Totals</b>		<b>648,062.94</b>	<b>0.00</b>	<b>0.00</b>			<b>648,062.94</b>	



## Payments for Month 10

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/01/2023	Grist Environmental	V3116-DD	161.97		27.01	4770	220	134.96	Inv.P94916- B'hill Waste Nov
03/01/2023	Water 2 Business	V3117-DD	37.16			4323	320	37.16	Briansfield allotments water
18/01/2023	Plusnet	V3114-DD	36.60		6.10	4190	120	30.50	Inv.007-Office Line & WiFi
24/01/2023	Unity Bank	V3119-6105	250,000.00				220	250,000.00	Top up CHQ to Unity
30/01/2023	Fixed Term Deposit	20485401	300,000.00				210	300,000.00	V3122- Transfer to fixed term
30/01/2023	Fixed Term Deposit	20485402	89,000.00				210	89,000.00	V3123-Transfer to fixed term
31/01/2023	Suez	V3113-DD	42.56		7.09	4770	220	35.47	Inv.579-JSF Waste away
<b>Total Payments for Month</b>			639,278.29	0.00	40.20			639,238.09	
<b>Balance Carried Fwd</b>			8,784.65						
<b>Cashbook Totals</b>			648,062.94	0.00	40.20			648,022.74	

**Receipts for Month 10****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>431,633.70</b>					<b>431,633.70</b>	
V3125-BACS	Banked: <b>13/01/2023</b>	<b>503.80</b>						
V3125-BACS	Sirus Telecom	503.80			4190	120	503.80	Deposit returned
Banked: <b>24/01/2023</b>		<b>250,000.00</b>						
V3119-6105	Current Account & Instant Acc	250,000.00			200		250,000.00	Top up CHQ to Unity
<b>Total Receipts for Month</b>		250,503.80	0.00	0.00			250,503.80	
<b>Cashbook Totals</b>		<u>682,137.50</u>	<u>0.00</u>	<u>0.00</u>			<u>682,137.50</u>	

## Payments for Month 10

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/01/2023	Teresa Strange	V3124- S/O	5.30		0.88	4190	120	4.42	Out of hours Mob reimburse
10/01/2023	Melksham Town Council	V3096-BACS	150,000.00			4582	142	150,000.00	2OF3 CIL Payment-East Spa Rd
11/01/2023	EDF Energy	V3118-DD	294.00		14.00	4302	220	280.00	Pavilion electricity
13/01/2023	Melksham Town Council	V3097-BACS	15,029.94			4582	142	15,029.94	3 of 3- CIL Payment-East Spa R
13/01/2023	SLCC	V3098-BACS	30.00			4055	130	30.00	CiLCA- Parish Officer
13/01/2023	Plusnet	V3115-DD	24.92		4.15	4384	220	20.77	Inv.002-Pavilion Line & WiFi
17/01/2023	UnityTrust Bank	V3112-DD	211.56		27.08	4120	120	4.70	Postage- signed for letters
						4680	170	6.00	NHP Heritage & Green space sea
						4680	170	3.00	NHP Heritage & Green space sea
						4680	170	3.00	NHP Heritage & Green space sea
						4680	170	3.00	NHP Heritage & Green space sea
						4680	170	3.00	NHP Heritage & Green space sea
						4680	170	3.00	NHP Heritage & Green space sea
						4680	170	6.00	NHP Heritage & Green space sea
						4175	120	81.00	Office 365 Subscription
						4190	120	41.44	Office phone subscription
						4175	120	1.00	Web hosting
						4120	120	14.35	Postage budget papers
						4200	120	11.99	Online meeting subscription
						4140	120	3.00	Monthly fee
27/01/2023	Wiltshire Council	V3099-BACS	2,593.25			4270	140	2,593.25	961 Office rent-1.1.23-31.3.23
27/01/2023	IAC Audit & Consultancy Ltd	V3100-BACS	474.00		79.00	4100	120	395.00	Inv.1570- Internal Audit 22-23
27/01/2023	Agilico	V3101-BACS	54.75		9.12	4130	120	45.63	Inv.792- Office photocopying
27/01/2023	Jens Cleaning	V3102-BACS	282.00			4381	220	282.00	Inv.1070-Pavilion cleaning
27/01/2023	JH Jones & Sons	V3103-BACS	1,604.65		267.44	4402	320	60.15	Inv.3207-Allotment Grass cutti
						4400	142	221.90	Inv.3207-Play Area grass cutti
						4780	142	52.50	Inv.3207-Play Area bin emptyin
						4781	220	79.58	Inv.3207-JSF Bin emptying
						4401	220	692.17	Inv.3207-JSF Grass cutting
						4400	142	34.66	Inv.3207-Kestrel Shrub
						4409	142	163.33	Inv.3207-Hornchurch Grass
						4820	142	32.92	Inv.3207-SHF Grass cut
						347	0	-32.92	Inv.3207-SHF Grass cut
						6000	142	32.92	Inv.3207-SHF Grass cut

Continued on Page 165

## Payments for Month 10

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/01/2023	HM Revenue & Customs	V3104-BACS	2,440.63			4041	130	793.74	Period 10- January 2023
						4000	130	301.38	Period 10- January 2023-NI
						4000	130	456.00	Period 10- January 2023-T
						4020	130	131.07	Period 10- January 2023-NI
						4020	130	193.60	Period 10- January 2023-T
						4010	130	145.44	Period 10- January 2023-NI
						4010	130	216.20	Period 10- January 2023-T
						4460	142	165.00	Period 10- January 2023-T
						4800	320	18.20	Period 10- January 2023-T
						4070	120	20.00	Period 10- January 2023-T
27/01/2023	Wiltshire Pension Fund	V3105-BACS	1,975.05			4045	130	1,488.47	Period 10 January 2023
						4000	130	231.37	Period 10 January 2023
						4020	130	124.13	Period 10 January 2023
						4010	130	131.08	Period 10 January 2023
27/01/2023	Teresa Strange	V3106-BACS	████████		4.53	4000	130	████████	January 2023 Salary
						4680	170	488.00	NHP Mini Newsletter print
						4680	170	28.75	Refreshments for NHP consultat
						4582	142	61.77	Refreshments BYF V Hall Openin
						4130	120	199.30	Bowood View/ defib printing
						4155	120	13.45	Refreshments for Defib trainin
27/01/2023	Lorraine McRandle	V3107-BACS	████████			4020	130	████████	January 2023 Salary
						4120	120	11.35	Postage for Planning & Highway
						4120	120	0.95	Postage for notices to Noticeb
						4120	120	47.50	First Class Stamps
27/01/2023	Marianne Rossi	V3108-BACS	████████		1.08	4010	130	████████	Januray 2023 Salary
						4150	120	13.91	Pens & Pencils- BYF opening ev
27/01/2023	Terry Cole	V3109-BACS	████████			4460	142	████████	January 2023 Salary
						4050	142	47.50	Travel Allowance
						4051	142	38.70	Mileage x86
27/01/2023	David Cole	V3110-BACS	████████			4800	320	████████	January 2023 Salary
						4051	142	4.05	Mileage
27/01/2023	Community Heartbeat Trust	V3120-BACS	210.00		35.00	1190	142	175.00	Inv.15512- Community defib tra
27/01/2023	Wiltshire Publication	V3121-BACS	55.68		9.28	4230	120	46.40	Inv.137- Grant advert
30/01/2023	John Glover	V3111-BACS	30.00			4070	120	30.00	January 2023 Chairs Allowance
31/01/2023	Teresa Strange	V3126-S/O	5.30		0.88	4190	120	4.42	Jan Out of Hours mobile
<b>Total Payments for Month</b>			182,996.03	0.00	452.44			182,543.59	
<b>Balance Carried Fwd</b>			499,141.47						
<b>Cashbook Totals</b>			682,137.50	0.00	452.44			681,685.06	

Total Salaries  
for January 2023

£6,714.16

**Receipts for Month 10****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: <b>30/01/2023</b>	<b>300,000.00</b>						
20485401	Current Account & Instant Acc	300,000.00			200		300,000.00	V3122- Transfer to fixed term
	Banked: <b>30/01/2023</b>	<b>89,000.00</b>						
20485402	Current Account & Instant Acc	89,000.00			200		89,000.00	V3123-Transfer to fixed term
<b>Total Receipts for Month</b>		389,000.00	0.00	0.00			389,000.00	
<b>Cashbook Totals</b>		<u>389,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>389,000.00</u>	

## Payments for Month 10

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		389,000.00						
	<b>Cashbook Totals</b>		<u>389,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>389,000.00</u>	

## Teresa Strange

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**From:** Neville Dennett [REDACTED]  
**Sent:** 08 February 2023 13:47  
**To:** Teresa Strange  
**Subject:** Re: Beanacre Sports Field - Possible Grant Application

Teresa

Thank You, undoubtedly we will speak again

Neville Dennett

Sent from [Outlook for Android](#)

---

**From:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Sent:** Wednesday, February 8, 2023 1:43:01 PM  
**To:** Neville Dennett [REDACTED]  
**Subject:** RE: Beanacre Sports Field - Possible Grant Application

Hi Neville

It was good to catch up.....

Have a look on the attached, and regarding the Biffa one, you are in an eligible area.

Here is the Tesco one <https://tescocommunitygrants.org.uk/apply-for-a-grant/>

There is a brand new Greggs in the old Subway building just down the road. It looks like their grants are for the north east, but you can apply for a donation of food for a fundraising event  
<https://www.greggsfoundation.org.uk/fundraising-donation-request>

Hope that helps, will talk to Wessex Water to see if we can find out more about how much they have available.  
Kind regards, Teresa

---

**From:** Neville Dennett [REDACTED]  
**Sent:** 08 February 2023 12:47  
**To:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** Beanacre Sports Field - Possible Grant Application

Teresa

I have been given your name by Wessex Water who I emailed about the Community Fund that I understood they were setting up when they commenced work in Westlands Lane.

In their response (Below) Wessex Water said that they had not yet decided on how they were going to proceed with such a fund and that I contact you in the interim.

As you will be aware Corsham CC have signed a Lease with ST Barnabas to use the Cricket Field adjacent to the Church. Thus far as well as starting to improve the Cricketing facility the Cricket Club have also helped with the rewilding project around the ground and provided manpower and expertise to start improving

the Dog Walking area. The next stage will be to improve the fencing around the perimeter, this will have several advantages:

1. To improve the security of the dog walk and stop Dogs gaining access to the adjacent Farmers Fields
2. Likewise stop Farm Animals from accessing the Cricket Field
3. Help to stop Rabbits gaining access to both the Cemetery and the Cricket pitch (They are currently causing a lot of problems)
4. Provide an additional level of protection to the surrounding dwellings in stopping cricket balls from leaving the field.

Corsham CC have committed to providing some funding and we are now looking to find other sources of income to commence the project.

The purpose of this preliminary e-mail is to establish if this is the sort of project that we could seek funding for and if so how do we commence the application process.

Neville Dennett

Corsham CC (Sent with the understanding of St Barnabas Church)

**From:** Joo Foo <[Joo.Foo@wessexwater.co.uk](mailto:Joo.Foo@wessexwater.co.uk)>  
**Sent:** Wednesday, 1 February 2023, 10:29  
**To:** [REDACTED]  
**Cc:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** RE: Community Fund

Dear Mr Dennett,  
Thank you for your interest in our scheme and apologies for the delay in my response. I am the project manager for the scheme at Beanacre, and we are liaising directly with the Parish Council to offer to leave a “positive footprint” in Beanacre as a goodwill gesture for the disruption that our scheme has caused. We are yet to confirm what we will do for this, but you could contact Teresa Strange on [clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk) if you’d like to register your ideas with her. The Community Fund is another possibility for you, but this is not connected to Wessex Water schemes and is currently closed to new applications. More details can be found on the link [The Community Fund](#).

Thanks  
Regards,  
**Joo Foo**  
**Project Manager** CEng MICE  
**Wessex Water**  
Claverton Down Bath BA2 7WW  
Mobile number 07825 657 860  
[wessexwater.co.uk](http://wessexwater.co.uk)





## Teresa Strange

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**From:** Beanacre Community Group <bcg.beanacre@gmail.com>  
**Sent:** 10 February 2023 00:00  
**Cc:** Teresa Strange; Alan Baines; Lorraine McRandle;  
michelle.donelan.mp@parliament.uk; westernhighways@wiltshire.gov.uk  
**Subject:** Re: Wessex Water Sewer Works, Westlands Lane, Beanacre

Just to add our views

Totally agree with Stanford.

With the increased traffic on the A350, Westlands Lane is being used as a rat run and most traffic now speed along the lane. As stated before, the metro count was positioned in the wrong place and the wrong time of year.

Irrespective of what the actual metro count was, it's a constant battle to get our elected to support our local community. Everyone is aware of the increased traffic, but money is being spent on the wrong things.

Gates at the entrance to the village will look nice, but won't do anything to slow drivers down. We need reduction measure like chicane, speed bumps etc .. with Wessex Water offering financial support and Westlands Lane being dug up, this would be a perfect time to do something in support of traffic reduction.

Why is it so difficult to get support for the local residents, we are the ones who live in the area and support the local economy. Traffic only passes through at great speed yet no one dares to take any measures to regulate it and make it bearable and safe. Bath seems to be able to get measures implemented and improve the resident's life?

What exactly has been done to Beanacre's infrastructure in the last 20yrs? All our signs are rusty, broken and dirty. We also share the Parish Steward with other villages so getting things done takes time.

So all that said, let's hope our local MP will actually do something this time instead of just paying us lip service. We might even get a response in a timely manner and not 7 months later.

Regards

Stuart and the wider Beanacre Community..

Sent from my iPhone

On 8 Feb 2023, at 15:55, [REDACTED] wrote:

Teresa,

Final comments from me, no point in email ping pong so no need for you to respond.

- My next door neighbour and I are at the very start of the new sewer installation and I intend to connect to it. Nothing received from WW by either of us regarding an upcoming meeting.

- I have been suggesting that MWPC, as a publicly responsible body, should set an example and make your access disabled friendly which it currently is not and never has been since the play area was constructed. Leave it as it is if that is so controversial, it's your access and your responsibility, not the Church's.

Regards,

Stanford

----- Original Message -----

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

To: [REDACTED]

Cc: "Alan Baines" <alan.baines@melkshamwithout-pc.gov.uk>; "Beanacre Community Group" <bcg.beanacre@gmail.com>; "Lorraine McRandle" <office@melkshamwithout-pc.gov.uk>; "michelle.donelan.mp@parliament.uk" <michelle.donelan.mp@parliament.uk>; "westernhighways@wiltshire.gov.uk" <westernhighways@wiltshire.gov.uk>

Sent: Wednesday, 8 Feb, 23 At 15:40

Subject: RE: Wessex Water Sewer Works, Westlands Lane, Beanacre

Hi Stanford

Replies below.....in red.

All the best, Teresa

---

From: [REDACTED]

Sent: 08 February 2023 15:17

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

Cc: Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; Beanacre Community Group <bcg.beanacre@gmail.com>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; michelle.donelan.mp@parliament.uk; westernhighways@wiltshire.gov.uk

Subject: RE: Wessex Water Sewer Works, Westlands Lane, Beanacre

Teresa,

Blimey, didn't expect an Epistle by return **You are asking for money to be spent by a public body, there is a process! We have had another request from Corsham Cricket Club today for the same Wessex Water pot of money, for improving the community field to the rear of the church.**

Comment:

- I am completely unaware of any upcoming meeting on 21st February. Where is it and what time? **Invitations have been sent by Wessex Water to the properties that will be connecting to the mains drainage route – if you are not on that route then you would not be invited? So just for Westlands Lane residents?**
- Making MWPC's gate access from the play area to the boules court disabled friendly is NOT something requested by the church. It has been SUGGESTED by the church for MWPC to take forward if they wish. **OK.,Its not related to the parish council's leased land though, you are suggesting that the parish council improve the access to your land?**

- There's really no link between Beanacre and Shurnold Fields, but as that's Wessex Water's choice so be it **Yes, their choice. There is an official right of way from Beanacre through Shurnold Fields' giving direct access. They presumably felt it was close enough from an ecology point of view.**
- Traffic wise, things have changed a lot in Westlands Lane in 6 years. A speed check located by numbers 45E and 45F will give a low reading due to the pinch point proximity. Place that check 150 yards further back towards the railway bridge will give a clear picture of the majority of vehicles travelling at an excessive speed in either direction. **Taken on board for the consideration of the parish council as to a future request.**

Regards,

Stanford

----- Original Message -----

From: "Teresa Strange" <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>

To: [REDACTED]

Cc: "Beanacre Community Group" <[bcg.beanacre@gmail.com](mailto:bcg.beanacre@gmail.com)>;  
 "michelle.donelan.mp@parliament.uk" <[michelle.donelan.mp@parliament.uk](mailto:michelle.donelan.mp@parliament.uk)>;  
 "westernhighways@wiltshire.gov.uk" <[westernhighways@wiltshire.gov.uk](mailto:westernhighways@wiltshire.gov.uk)>; "Alan Baines"  
 <[alan.baines@melkshamwithout-pc.gov.uk](mailto:alan.baines@melkshamwithout-pc.gov.uk)>; "Lorraine McRandle" <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)>

Sent: Wednesday, 8 Feb, 23 At 11:56

Subject: RE: Wessex Water Sewer Works, Westlands Lane, Beanacre

Dear Stanford

Thank you for your email.

As you will be aware, this is something we discussed last year when we held the Wessex Water information session at St Barnabas Church (incidentally next one booked for Tues 21<sup>st</sup> Feb, hopefully you received an invite direct, the parish council will be there too).

A variety of suggestions were put forward by the parish council, including those that we discussed (improving the car park for the church/community space).

Wessex Water are actively considering two schemes from those suggestions put forward.

1. To contribute to the funding of village gates on the A350 as you enter Beanacre from Lacock on the A350, when it goes from 60mph to 30mph – a whole host of suggested options have been investigated, and this is the one going forward at present with Wiltshire Council and the parish council contributing 50% (thorough the LHFIFG <https://www.wiltshire.gov.uk/article/6632/Local-highway-and-footway-improvement-groups> this is a live project currently estimated to cost £8-10k.
2. To move the large heavy gate to access the community field behind the church and replace with a user friendly, disabled access gate and relocate the gate to the rear of the play area for maintenance access – the project that you/the church have requested.

Wessex Water are also putting in a wildflower meadow area at Shurnold Fields (we also suggested your community field behind the church but their ecology person chose Shurnold Fields which is

the mini country park on the site of the ex George Ward School playing fields) as biology offset for their pumping station that will be built.

With regards to Westlands Lane, when the speed survey was undertaken, the speed of traffic on Westlands Lane did not meet any eligibility criteria for intervention measures such as the use of Community Speed Watch, or the Speed Indicator Device, and so I presume does not provide the evidence for speed calming measures either? Report attached, the 85<sup>th</sup> percentile of traffic was travelling at 29.8mph in a 30mph limit. The 85<sup>th</sup> percentile is the speed at which 85% of the traffic is travelling at or below. This was undertaken in July 2016 and the traffic was very slightly slower than the survey in 2010 which had the 85<sup>th</sup> percentile travelling at 30.6mph.

They were some time ago, and it may be worth the parish council considering if another survey should be undertaken, and I will put that on the agenda for when the Highways Committee next meet; along with this request for Wessex Water funding.

In terms of the eligibility criteria following speed surveys, please be aware of the following intervention levels:

**In a 30mph speed limit the following criteria will be applied;**

30 to 35mph 85<sup>th</sup> percentile = No Further Action (NFA)

35.1 to 42 mph 85<sup>th</sup> percentile = eligible for Community Speed Watch

Over 42 mph 85<sup>th</sup> percentile = Subject to Police enforcement

With kind regards, Teresa

Teresa Strange

Clerk

**PLEASE NOTE THE NEW ADDRESS:**

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES

01225 705700

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**From:** [REDACTED]

**Sent:** 08 February 2023 11:14

**To:** [westernhighways@wiltshire.gov.uk](mailto:westernhighways@wiltshire.gov.uk)

**Cc:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>; Beanacre Community Group

<[bcg.beanacre@gmail.com](mailto:bcg.beanacre@gmail.com)>; [michelle.donelan.mp@parliament.uk](mailto:michelle.donelan.mp@parliament.uk)

**Subject:** Wessex Water Sewer Works, Westlands Lane, Beanacre

I understand that Wessex Water are setting up a fund for the benefit of local projects as a result of the upcoming sewer works in Westlands Lane, Beanacre. May I suggest that they are asked to fund, in full or part, traffic calming measures in Westlands Lane as the speed of traffic has increased exponentially in recent years. No one does 30mph except when they reach the pin point near the A350, and the volume of traffic is far more today than what it used to be. Done in conjunction with the sewer works would be the ideal time.

Regards,

Stanford Cole

Westlands Lane, SN12 7QE

**MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 6<sup>th</sup> February 2023 at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES at 8:00pm**

**Present:** Councillors Terry Chivers (Chair of Committee), John Glover (Council Chair), David Pafford (Council Vice- Chair), Alan Baines (Committee Vice-Chair), Shona Holt, Andy Russell and Rob Hoyle.

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

**391/22 Welcome, Housekeeping and Apologies:**

Councillor Chivers welcomed all to the meeting. It was noted that all members of the Asset Management Committee were present at the meeting.

**392/22 To receive Declarations of Interest:**

Councillor Glover subsequently declared an interest in agenda item 6a, as his grandson worked for the organisation who was being discussed under this item.

**393/22 To consider holding items in Closed Session due to confidential nature:**

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (Item **5f, 5g, 6a, 9 & 10a**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Clerk recommended that the following agenda items should be held in closed session due to their legal nature:

Agenda item 5f- Legal transfer for Whitworth Play Area.

Agenda item 5g- Template leases for Berryfield and Kestrel Court Play Areas

Agenda item 6a- Regarding a hirer which may be the start of legal action being required in the future

Agenda item 9- Update on lease negotiations for Shaw Village Hall

Agenda item 10a- Draft lease for Berryfield Village Hall

**Resolved:** Items 5f, 5g, 6a, 9 & 10a be held in closed session for the reasons provided above.

### **394/22 Public Participation:**

There was one member present at the meeting, who did not wish to speak and was there as an observer. There were no members of the public on Zoom.

### **395/22 Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:**

#### **a) To review latest quarterly play area inspection report and consider any actions required:**

Members reviewed the latest quarterly inspection reports and were pleased to note that most items were either deemed very low or low risk. The Clerk reported that the maintenance items highlighted in the report have been reported to the Caretaker to action.

#### **b) To approve quotation from contractors to resolve shrinkage/separation around play equipment edging at Beanacre and Kestrel Court Play Areas. (Arising from asset meeting 10th Oct 22 min.200/22a)**

The Clerk explained that there was an action from the last Asset Management meeting to obtain some quotations to resolve the shrinkage/ separation around the play equipment edging, as this was something that was a trip hazard and was highlighted in play area inspection reports. She advised for background information, that the council had previously undertook a trial at the Bowerhill Sports Field by installing concrete around the edging to see whether this resolved the issue, which it did successfully. The Caretaker had previously used top soil to try and resolve the issue, however this was not suitable due to it being washed away during winter months. As the trial had worked at the Bowerhill Sports Field, a quotation had been received by JH Jones to undertake this at the play areas where it was required. Following an inspection of all of the play areas by JH Jones, it was felt that this work was only required at Kestrel Court and Beanacre, as these were the worst areas. The cost quoted to do this work was £2,112.00 + VAT.

The Clerk queried with members whether they wished to stall the work proposed for Beanacre, as there was an item later on in the agenda (item 5b) to discuss replacing some wooden equipment at this play area. If members were minded to replace the play equipment, the safety surfacing would also need to be replaced, therefore, it would not be wise to get this work done before a decision was made on the equipment. Once a decision was made with regards to whether the equipment needed replacing, this would then inform the council as to whether the edging work was required at this play area.

Members felt that, although they were uncertain at this stage whether the work was required at Beanacre Play Area, this work should be done at Kestrel Court. As the quotation received was not broken down between each play area, a separate quotation should be sought for the element of work required at Kestrel Court.

**Recommendation 1:** The council approve the edging work required at Kestrel Court Play Area in principle, pending officers obtaining a separate quotation for this element of the work. Officers to bring back the quotation to the next Full Council meeting for approval.

**Recommendation 2:** The council delay the work proposed at Beanacre Play Area until a decision has been made regarding whether any wooden play equipment needed to be replaced.

**c) To consider undertaking safety surfacing clean on play areas and MUGAs in spring:**

In previous years the council have undertaken two safety surfacing cleans, one in the spring to clear all of the debris from the winter months, ready for summer usage and one in the autumn to make sure that all of the algae have been removed from the surfacing to get ready for the winter months. The MUGAs (Multi Use Games Areas) are cleaned once a year, typically in the spring time. The council opted against undertaking the autumn surfacing clean in this financial year, as no concerns were highlighted in the ROSPA reports at the time. As a result, the council recommended that the surfacing was reviewed again before spring to see whether it needed to be done then. Members acknowledged that following the review of the recent play area quarterly inspections reports, moss and algae had been identified on the surfacing at some play areas. It was felt by members that as this had been drawn to their attention in the quarterly report the surfacing should be cleaned in spring.

The Clerk advised members that they had previously agreed to undertake a trial on the two new play areas in the parish with regards to only cleaning one of them and leaving the other. Both of them would be reviewed in a few years' time to compare their condition. She explained that during budget setting Whitworth Play Area (in Berryfield) was chosen to be cleaned, as it was near to the village hall where water could be accessed, whereas the closest water to the Davey Play Area (Bowerhill) was from the pavilion. It was noted that there would of course need to be an agreement in place with the Berryfield Village Hall Trust to allow the parish council's contractors to access the hall for water. Members agreed that this would be the best way forward.

**Recommendation 1:** The council undertake safety surfacing cleaning on the play areas and MUGAs in the spring. Officers to obtain quotations for this to bring back to a future meeting for approval.

**Recommendation 2:** The council clean as part of a trial the Whitworth Play Area and leave the Davey Play Area and review both of their conditions in a few years' time.



**d) To consider adding weedspraying inside of play areas to the main contract**

Unfortunately, this agenda item had been missed during the meeting and therefore, will be put on a future agenda for discussion.

**e) To consider replacing some wooden equipment at Beanacre Play Area:**

The Clerk explained that for some time now the council have been keeping a watch on the wooden equipment at Beanacre Play Area. Officers had included in the agenda pack the latest ROSPA report for this play area, for members to review each piece of equipment to see whether it needed to be replaced. The Clerk explained that in particular the overhead climber had been on the watch list for a few years now, as it was rated as a medium risk. It was noted that in the ROSPA report, it highlighted that this particular piece of equipment relied on one post for its stability. The guidance suggested that the council should consult with the manufacturer to determine suitable maintenance options.

Councillor Baines highlighted the fact that the ROSPA report did not advise that the overhead climber needed urgently replacing, but the manufacturer should be contacted for maintenance advice. He felt that it would be worthwhile obtaining a quotation for the equipment in the island of this piece of equipment. It may also be prudent to contact the manufacturer to enquire whether there was any maintenance the council could undertake to prolong its life. The Clerk explained that it had previously been very difficult to get a response from the original manufacturer on other queries the council have had, despite them previously being a local company.

The Clerk wished to make members aware that if they did wish to replace some equipment, they needed to be mindful of the fact that the whole safety surfacing in that island of equipment would also need to be replaced. It was noted that there was money put in the budget for the next financial year to replace some equipment, as it was anticipated that it may need replacing, however without any quotations, it was unknown how much any new equipment would cost.

The Clerk queried whether members wished for officers to acquire a quotation from one manufacturer to get an idea on cost. Councillor Pafford felt that there needed to be a list of equipment put together specifying the items that officers were most concerned about, so a quote could be sought for those pieces of equipment. It was noted that included in any quotation needed to be disposal of the old equipment and surfacing. This could then be brought back to a future meeting for members to consider. Members agreed that this would be the most appropriate way forward.

**Recommendation:** Officers to put together a list of what items they feel are most in need of replacing and obtain a quotation for replacement for a budget cost to bring back to a future meeting for consideration.

**f) To review and approve the Legal Transfer documents for the Whitworth play area at Bowood View, Semington Road**

Held in closed session.

The Clerk explained that the transfer legal document for the Whitworth Play Area was deferred from the Full Council meeting. Councillor Glover had raised questions, which the Clerk had sought clarification on from the solicitor prior to the meeting. These questions were as follows:

Firstly, would the council be able to have access at the back of the play area fence to cut the grass from inside of the fence line? To do this the parish council would need to access the management company's land to access on a regular basis, so permission needed to be clarified to allow the council to do this.

Secondly, at the Davey Play Area (Pathfinder Place) the safety surfacing extended to a margin outside of the play area, which the parish council asked to happen at the Whitworth Play Area. Unfortunately, even though this had been agreed by both parties this did not happen. In the future the council may wish to resurface the safety surfacing and would want to extend the surfacing margin to outside of the play area. It has been queried whether the council would be allowed to have the extra piece of land to do this should they wish to in the future.

Unfortunately, the solicitor had not got back to the Clerk on these queries yet. She queried with members whether they were happy that she continued to pursue the answers before the council signed the legal transfer documents. She acknowledged that these queries had only been made by Councillor Glover, so wanted to ensure that it was the wish of the committee as well. Members were in agreement with the queries made by Councillor Glover and the Clerk should continue to pursue the answers before any documents are signed.

**Recommendation:** The Clerk to pursue the answers to the above queries raised before the council approve and sign the legal transfer of the Whitworth Play Area.

**g) To review the Play Area template lease options for Wiltshire Council play areas in the parish**

Held in closed session

The Clerk explained that the council already resolved to ask Wiltshire Council for a 125-year lease on Kestrel Court and Berryfield Play Area, as the current leases for these areas run out in October 2023. When she had gone back to the Wiltshire Council Officer to advise on the council's decision, they came back to say that the parish council had two options with regards to these play areas. One being the 125-year lease that had been agreed by the parish council and the other being a freehold option and sent over the documentation for both options for the council to consider. Wiltshire Council have suggested that the freehold may be the most cost-effective option for both parties. It was noted that each play area would need a public open space notice, which would be merged into one

and the cost of these was around £500 and this cost must be met by the parish council. Any other costs would be met by both parties. The Clerk queried what members thoughts were on this and if they would like their solicitors to look through these documents as they were quite lengthy.

It was acknowledged that with regards to Berryfield Play Area, there was a protected corridor for the Wilts & Berks Canal route to go through the middle of it. Councillor Pafford felt that the council needed to look at the balance of advantage when looking at this and freehold would mean that the council owned

the play area and had all of the responsibilities, whereas if the council leased it for 125 years, they would not have all of the responsibilities associated with a freehold. He also felt that with a lease the council would have more control over expenditure, therefore this option may be better. Councillor Chivers disagreed with this stance, as he explained that it depended on what was detailed in the lease and what aspects the council would be responsible for. Councillor Glover echoed the thoughts of Councillor Chivers, in the fact that it's also about the land and other restrictions imposed. He explained that if the council went for the freehold option, it would be in perpetuity and as far as he could see between the two options there was no benefit to the council to lease the play areas from Wiltshire Council.

The Clerk queried whether members wished to take on a different approach for the Berryfield Play Area, as the council has always been cautious with the fact that it has the route of the proposed canal going through the middle. Councillor Baines felt that the advantage of having freehold was that if the Canal Trust proceeded with their plans for the canal, the council could seek compensation for relocating the play equipment or asking for the play area to be replaced at an alternative location. He explained that looking at the obligations of the lease, they appeared to be just as much onerous as the obligations the council would have if they owned the play areas. Furthermore, he felt that the council should follow the advice from the Wiltshire Council Officer with regards to it being more cost effective if the parish council took over the freehold of these areas.

Councillor Baines advised that with regards to Kestrel Court Play Area the parish council had already spent money on this area during the current lease period. It was noted that unlike the uncertainty with Berryfield Play Area, there was no such issues associated with this play area, so freehold would also be appropriate. Members felt that bearing in mind all of the pros and cons associated with both of these options, the council should take on the freehold as this would mean that they would own the play areas and be able to budget accordingly.

**Recommendation:** The council contact Wiltshire Council to advise that they would like to take over the freehold of both Kestrel Court Play Area and Berryfield Play Area. The cost of the public open space notices to be met by the parish council with the other cost being met by both parties.

**396/22 QEII Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):**

**a) To receive update on current bookings and review current charges**

Held in closed session

Members reviewed the report put together by the Finance & Amenities Officer. It was noted that the sports field was home to two adult football teams and one youth organisation. It was noted that for the adult team bookings all was going well with these teams.

The discussion on hiring charges for the next financial year was deferred to a future meeting as the meeting needed to finish by 22:15pm.

**Recommendation 1:** Officers to set up a meeting with the sports field hirer before the next Full Council meeting to discuss ongoing issues with them and this to be attended by Councillors Chivers, Baines, Glover and Pafford.

**Recommendation 2:** The review of hire charges for next season to be discussed at a future meeting.

**b) To approve quotations for installing drinking water fountain**

The Clerk explained that the installation of the drinking water fountain was an ongoing issue due to there being a requirement for an internal drain. The council subsequently arranged for the manufacturer to come out and undertake a site survey to determine what the best course of action would be. Following this, it was understood that as well as plumbing works, an electrician was required to install a single socket to power the pump that is required. A quotation has been received from the manufacturer for the plumbing element of the works, but officers have been struggling to find an electrician to provide a quotation for this part of the work.

Councillor Glover queried what worked needed to be undertaken first. The Clerk advised that officers were not sure and would go back to the manufacturer for clarification. It was also detailed in the email received from the manufacturer that the fountain was unable to be located where the council wished it to be. The Clerk explained that the council originally wished for it to be located between changing rooms 2&3 where there was already a drain, however when the original plumber came into the pavilion to access the work required it appeared that they would need to drill through a number of fire walls to access the mains water. There was also no walk through in the ceiling for the plumber, therefore, this would not be a suitable location. It was then felt that it could be located centrally between changing room 4 and the pump room, however due to the water waste needing to be pumped into the pump room this would expose piping externally, therefore it will need to be installed next to the louvre pump room door.

Councillor Holt enquired as to whether the drinking water fountain could be installed at another location in the parish. The Clerk explained that the council was also going to purchase a fountain at Shaw Village Hall, however there needed to be a water supply, so similar issues would occur there as well. As it needed a water supply to function, the parish play areas would also not be a suitable location. In addition, the idea for the fountain to be located at the Bowerhill Sports Field was so that it was at a place where it would be inspected on a weekly basis, as well as encouraging hirers and members of the public to not bring plastic bottles to the field. This was to help with the parish council environmentally friendly work and also to reduce the number of bottles left at the sports field, as when the contractors come in with their tractor to cut the grass, the plastic from the bottles get shredded. Members felt that as it was unknown as to whether the plumbing work or the electrical work was required first, this item should be deferred to a future agenda.

**Recommendation:** The council to defer this item to a future agenda.

**c) To approve quotation for annual ventilation system service:**

The Clerk explained that the annual ventilation system service was now due at the pavilion, therefore, officers had acquired a quotation from Wiltshire Air Conditioning Services. This was to inspect and service the system in the games room as well as the fans in all of the changing rooms. The quoted amount for this service was £517.50 + VAT.

**Recommendation:** The council approve the quotation of £517.50 + VAT to undertake the ventilation service at the pavilion.

**d) To approve quotation to service water boost pumps**

A quotation had been sought from Grundfos to undertake the water boost pump service at a cost of £344.52 + VAT. It was noted that this was an annual service and was one that has been recommended to be done. The Clerk confirmed that provisions for this had been included in the budget.

**Recommendation:** The council approve the quotation of £344.52 + VAT from Grundfos to service the water boost pumps at the pavilion.

**e) To consider potential rental charges for organisations who store containers for storage in the car park:**

The Clerk explained that Future of Football already had a storage container located in the car park to store all of their match day and training items. The council had previously agreed that the ATC could store a storage container in the car park on the same basis of Future of Football pending permission from Fields in Trust. The Clerk queried whether members felt that there should be a charge or lease type agreement associated with this, in particular with regards to what happens with the container if the organisation left. It was queried whether such an agreement was in place for Future of Football, the Clerk confirmed that it wasn't.

Councillor Holt queried whether the number of storage containers in the car park would be subject to planning permission. The Clerk confirmed that local authorities are allowed to erect small things such as bus shelters etc without requiring planning permission. The Clerk explained that for Future of Football's container she had written to Wiltshire Council to confirm that planning was not required for these types of items which had been confirmed. The only permission required was from Fields in Trust. Councillor Glover queried whether this would take up a car parking space, the Clerk confirmed that it wouldn't as cars could park in front of the unit, due to the space being wide enough to do so. The Clerk made members aware that the Full Council had already approved for the ATC to store a container in the car park.

Members felt that the container needed to be the same colour as Future of Footballs, to match what was already in the car park. Discussion took place as to whether these organisations needed to be charged a bond for storing the containers, so that if they left and did not remove the container on their own accord the council had some funds to remove it. Questions were raised as to whether it was fair to impose a charge on Future of Football when their container had already been installed for some time. Equally, was it fair to charge the ATC if Future of Football were not being charged. It was felt that the council needed to be consistent, therefore did not feel that these organisations should be charged.

Members felt that there should be some type of agreement in place for both of these organisations which state that they must remove the container upon ceasing using the facility.

**Recommendation:** The council put together an agreement for both Future of Football and the ATC which states that they must remove their storage containers upon ceasing to use the pavilion facility.

## **397/22 Allotments:**

### **a) To receive report on waiting list:**

Members reviewed the report on the allotment waiting list put together by the Finance & Amenities Officer. It was noted that there were currently four vacancies with four people on the waiting list. The Allotment Warden was currently in the process of showing people around the vacant plots. As of 1<sup>st</sup> January 2023 two tenancy agreements were terminated due to unpaid rent. The Allotment Warden was keeping an eye on a few plots, but would undertake a quarterly plot inspection shortly, so any tenants with overgrown plots would be written to then.

The Clerk wished to highlight to members that she had recently seen on her Clerk's Facebook forum that some councils were taking deposits from tenants to hold in case councils have to clear tenants' plots once they have relinquished them. She explained that there were some discussions with other Clerks that a



small deposit would not cover the cost of the council having to clear out a shed full of asbestos for example. Equally would it be fair to charge tenants hundreds of pounds for a bigger deposit when the rent for the plot was at a low value. The Clerk reported that the Allotment Warden recently had to clear rubbish from a plot as the previous tenant had left it behind.

Councillor Pafford felt that with regards to charging tenants some kind of deposit for their plots this could cause issues with tenants thinking that they do not have to clear their plot, therefore the council should keep a watch on this for now.

Councillor Hoyle queried whether there was any clause in the tenancy agreement around clearing up the plot once the tenancy had ceased. Officers did not believe that there was one, so would have a look into. It was felt that there needed to be something in the agreement around this issue, so that it clearly explained the council's expectations around this.

**Recommendation:** Officers to investigate whether there was a clause in the tenancy agreement around clearing the plot once they have been relinquished. If there isn't one, a suitable clause should be put in to make clear the council's expectations around this.

**b) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds**

The Clerk has approved one shed request on plot 7 on Brainsfield under her delegated powers since the last meeting.

**c) To consider allotment rent charges for 2023/24:**

The Clerk reported that the allotment rent was currently £30 for a 5 perches plot, which was half a full plot for residents of the parish. Non-residents of the parish are charged double the residential rent. It was noted that most plots on the allotments were 5 perches with an exception on a few that were 2.5 perches and 10 perches (Full Plot).

It was difficult to estimate how much the council would receive for the allotments because it depended on a few factors, such as whether anyone would give up their plot during the year and if so, the plot would be relet which would be more income than expected. Additionally, it was difficult to determine how many non-residents there would be as a resident could give up their plot and it could be taken on by a non-resident and they would be required to pay double the rent. It was also noted that the allotment year ran into two financial years as it ran from 1<sup>st</sup> October until 30<sup>th</sup> September each year.

At budget setting officers had estimated that the total income for the 2023/24 allotment year would be £2,512.50 and the expenditure would be £2,230.00. The expenditure included things such as water, grass cutting and the Allotment Wardens salary. The Clerk explained that officers had no idea whether anything

unforeseen would happen during the year, therefore could not budget for this. The Clerk explained that the allotment rent was reviewed each year and hasn't been increased for a few years. She drew members attention to the fact that whilst the council was allowed to use allotment income to reinvest in the allotments, they are unable to make a profit.

Members acknowledge that there was an item later on in the agenda with a quotation to cut back the shrubbery on the left-hand side of Briansfield allotments. It was queried whether this had been budgeted for, as it would have an impact on the allotment account. The Clerk confirmed that it hadn't been as at the time of budgeting the council did not know how much this would cost.

Members felt that the allotment rent should be increased in the next financial year bearing in mind the quotation that was due to be discussed later on in the agenda. It was felt that from the 1<sup>st</sup> October 2023 the rent rates should be as follows:

<b>Plot sizes</b>	<b>New Rates Residents</b>	<b>New Rates Non-Residents</b>
5 perches	£35.00	£ 70.00
2.5 perches	£18.00	£ 36.00
10 perches	£70.00	£140.00
3.75 perches	£27.00	£ 54.00

**Recommendation:** The Allotment rates should be increased to the rates detailed above as of 1<sup>st</sup> October 2023.

**398/22 Trees and Grass cutting:**

**a) To approve quotation for regular tree inspection (undertaken every 27 months)**

The Clerk explained that the council's regular tree inspection routine was to undertake it every 27<sup>th</sup> months, this was so that the trees were inspected effectively every three years, but in different seasons. The Parish Caretaker and Allotment Warden would routinely visually inspect the parish trees when he was out and about at the play areas and open spaces and would specifically inspect them following stormy weather. The last parish tree inspection was undertaken in September 2020; therefore, it was now due. A quotation from Woodland & Countryside Management had been received to undertake the inspection of all parish council trees at a cost of £985 + VAT. The Clerk explained that this inspection had not been budgeted for in the current financial year, however funds have been included in the budget for 2023/24 and asked members whether they would be happy to arrange for this to be done in April. She explained that it's not necessarily just the cost of the inspection, but also any



work that may come as a result and this had all been anticipated to be done in the next financial year. Members agreed that as April time would still be in the same season, this was a suitable way forward.

**Recommendation:** The council to approve the quotation of £985 + VAT from Woodland & Countryside Management to undertake the parish tree inspection.

**b) To review grass cutting contract and consider adding the following:**

Members noted that the council had already approved the 10% increase on the current grass cutting and bin emptying contract for the next financial year. This was due to the fact that the current grass cutting contract ends on 31<sup>st</sup> March 2023, however due to the increasing rates of inflation it was felt to be fair to both parties not to enter into a long-term contract at this time and re-look at the whole contract again next year.

The following items are not currently in the grass cutting and bin emptying contract, therefore officers have asked for a quotation to be provided in case members wished for them to be included.

**• Maintenance to the hedge on side of Briansfield Allotments**

It was noted that this was a new item that had come up, therefore had not been included in the budget. The council had previously got the brambles cut back on the left-hand side of Briansfield allotments following a complaint made by a neighbouring resident regarding vegetation overgrowing on to their land. As this may be an issue that comes up each year, officers have obtained a quote in case members felt that this should be included in the contract. The quotation received from JH Jones was £300 + VAT per annum. Members considered the cost of this quotation when looking at the allotment rent charges for the next allotment year under agenda item 7c. As the new rent increase took into consideration this quotation, members felt that this should be included in the new contract.

**Recommendation 1:** The council approve the quotation of £300 + VAT per annum to maintain the hedge on the left-hand side of Briansfield Allotments.

**• Hedge to rear of Bowerhill Sports Field**

The Clerk explained that cutting back the hedge at the Bowerhill Sports Field was something that the council were now doing on an annual basis.. For clarity, this was cutting back the hedges on the western and southern sides of the field. This was for two reasons, firstly to deter rabbits away from the field by giving them less places to hide and secondly to mitigate the issues of lost balls in the hedges, which was something the council was getting complaints about from the hirers. As this was something that the council was doing recently, this had already been included in the budget for the next financial year. The quote that had been received from JH Jones to add this into the contract was £565 + VAT

per annum, which was on par with what they had charged previously for this service.

**Recommendation 2:** The council approve the quotation from JH Jones of £565 + VAT to undertake the annual hedge cutting to at the Bowerhill Sports Field.

**• Shrub Maintenance and grass cutting in Whitworth Play Area  
Serving rural communities around Melksham**

The Clerk explained that the council had made provisions in the budget for shrub maintenance and grass cutting at Whitworth Play Area. A quotation from JH Jones to undertake this was £1,476.00 + VAT per annum.

**Recommendation 3:** The council approve the quotation of £1,476.00 + VAT per annum from JH Jones to undertake the grass cutting and shrub maintenance at Whitworth Play Area.

**• Bin emptying in Whitworth Play Area**

The Clerk advised that the council had previously received a quotation from the contractors to undertake bin emptying in Whitworth Play Area following its adoption. As this was some time ago since the quote was received and to date the council haven't adopted the play area, officers asked for an updated one by the contractors, due to the current rate of inflation. The Clerk confirmed that there were funds already included in the budget for this bin emptying as the adoption of this play area was imminent. The Clerk reminded members that the current schedule was for the bins to be emptied once every fortnight and once a week during the school holidays. The cost to empty the bins on this basis was £841.80 + VAT per annum (£70.15 + VAT per month).

**Recommendation 4:** The council approve the quotation of £841.80 + VAT per annum to include bin emptying at Whitworth Play Area in the contract.

**399/22 Shaw Village Hall and Playing Field: To note current situation with lease and consider any requests for the new leases**

This item was deferred to a future agenda as this was due to be discussed at the end of the meeting in closed session, unfortunately the meeting had to be closed before this could be discussed as everyone had to be out of the building before 10:15pm.

**400/22 Berryfield Village Hall**

**a) To note the current status of draft lease and the date the new Trust are accepting bookings from**

The item was deferred to the Full Council meeting due to the draft lease being sent by the solicitors earlier in the evening which didn't give member adequate time to review.

**b) To note minutes of regular meetings currently being held and any matter arising**

Provided in the agenda pack was the latest set of minutes from the Berryfield Village Hall Trust meetings. Councillor Holt who is the Chair of the Village Hall Trust gave an update to members on the progress of the hall. She explained that the new committee are meeting on a regular basis and were making good progress with things such as bookings and the website.

The Clerk advised that the committee was in the enviable position of having lots of groups enquiring to book the hall on a regular basis. The committee has done a very good job of fitting in most of the regular groups without refusing many.

*21:10pm Councillor Baines left the meeting for a short time.*

**c) To review the results from the letter written to residents of Bowood View regarding a patio installation on the public open space adjacent to the hall.**

The Clerk explained that that the council had to seek the views of the residents of Bowood View on a number of proposals following consultation with the Bowood View Management Company Ltd. One of the proposals that the council wish to get permission for was to obtain an extra piece of land adjacent to the new Berryfield Village Hall to provide a patio area for users of the hall. It was noted that the council had surplus patio slabs from the walkway around the hall building and have planning permission from Wiltshire Council. The letter to all residents of Bowood View was hand delivered on 10<sup>th</sup> January giving the residents until 22<sup>nd</sup> January to send their comments. For the patio; out of 150 residents who received the letter, 8 residents replied in support of the proposal and no one was against it.

*21:14pm Councillor Baines returned to the meeting.*

The Clerk explained that the council still needed permission formally from the Bowood View (Melksham) Management Company, but the council had done what they had asked them to do by consulting with residents first. Members agreed that officers should go ahead and obtain some quotations to lay the patio.

**Recommendation:** Officers to obtain a quotation to lay a patio on part of the piece of land adjacent to Berryfield Village Hall.

**401/22 Defibrillators:**

- a) **To consider costs associated with refurbishing the Telephone Kiosk at Berryfield Park and re-locating the defibrillator on the side of the New Inn pub to the kiosk.**

The Clerk explained that the council currently had two defibrillators located in Berryfield, one on the side of the New Inn pub and the other on the side of the new Berryfield Village Hall, which are quite close to each other. There has also been concerns with the location of the defibrillator at the New Inn pub due to access reasons. This was because it was behind a closed gate, and the pub had been closed for a while. The Clerk explained that the idea was to not purchase a third defibrillator, but to either relocate the existing one from the New Inn to the phone box on Berryfield Lane or when the defibrillators came to the end of its life a replacement one is installed in the phone box.

Councillor Chivers highlighted that the phone box on Berryfield Lane was not in a very good condition and queried whether there was a more suitable site that had an electricity source to relocate it, such as further into the estate of the older part of Berryfield. He went on to explain that it would be a much shorter distance for those residents to access it, if it was closer to them as the phone box was further distance away. The Clerk explained that there were thermal bags that could now be purchased for locations without a power source. This was something that the council were looking at for the potential defibrillator at Pathfinder Place. She advised that the electricity source was to ensure that the gel inside of the pads did not freeze in cold conditions. Members wished to express caution to the fact that as much as people would like defibrillators to be only a very short distance away from them, they could not be located on every street corner.

The Clerk advised that if the council did wish to relocate the defibrillator, the phone box would need to be refurbished, which has been a request by residents of the area. Councillors queried how much it would cost to refurbish the phone box. The Clerk advised that officers had done some initial investigations with regards to this, by contacting Community Heartbeat Trust who supply the defibrillators. She explained that they drew officers' attention to the fact that they have had sight of a proposal from BT to no longer provide an electricity source upon adoption of the phone box. This means that if this proposal went ahead and the phone box hasn't been adopted by this time, it would be the council's responsibility to arrange for, and fund the cost of, the electricity coming into the phone kiosk. This could come at a considerable cost to the council. It is understood that this was however only a proposal at this stage and has not been put into action yet by BT. The current agreement in place with BT following an adoption of a phone box is that they will provide

the 8 Watts of electricity required for the light. If organisations wish for more electricity, they would need to obtain written permission from BT, however if organisations worked jointly with Community Heartbeat Trust, permission was granted via the charity.

Councillor Pafford expressed concerns that the council could end up in the position that they have committed to adopting the phone kiosk and during the process the proposal could come into effect, meaning that the council would have to take on these additional costs. He felt that the council needed to be very careful with this. Councillor Hoyle wished to state that from a heritage point of view the phone box was worth keeping as long as it was cost effective, if it was not the council should not proceed with any adoption.

Councillor Pafford queried whether there was any compelling reason for the council to relocate it from the New Inn to the phone box. The Clerk explained that when the council were looking at locations for the defibrillators there was always reservations about its current location, but at the time did not feel that it was appropriate to install it on the old Berryfield Village Hall, as it was known that it would be demolished in the future. She also highlighted that there was a time that the New Inn had closed down and there were concerns regarding whether the electricity for the pads was kept on. It was highlighted that the pub had now reopened and it was a place where people gathered.

Members felt that the full costs would need to be established, so that the council could make an informed decision on this. Councillor Holt suggested that the parish council work with BASRAG (Berryfield and Semington Road Action Group) to help restore the phone box.

**Recommendation:** Officers to obtain the costs associated with refurbishing the phone box on Berryfield Lane to relocate the defibrillator from the New Inn pub and bring back to a future meeting.

*21:20 Councillor Pafford left the meeting for a short time.*

**b) To consider request from community group to install a defibrillator in Whitley**

Members considered correspondence received from a member of the Shaw & Whitley Garden Club, requesting for a defibrillator to be installed on Top Lane in Whitley. In the correspondence, they explained that although there was a defibrillator located at Whitley Reading Rooms and Shaw Village Hall, with the number of activities taking place in Top Lane, they were not close enough.

*21:23pm Councillor Pafford returned to the meeting.*

Councillor Hoyle queried whether there was any legislation or guidance with regards to how far apart defibrillators should be from each other. The Clerk advised that there wasn't any and it was the ambulance service's judgement as to whether they directed someone to go and collect one. The Clerk

reported to members that the current parish defibrillators do go out on what seems to be on a regular basis and officers normally find out this information from the ambulance service. Councillor Baines reiterated that there was no legislation that defibrillators have to be installed anywhere, but it was the decision of the parish council to install them at the most suitable locations around the parish.

Councillor Chivers advised that the only suitable place for a defibrillator was at the Methodist Church, however this was only around three minutes away from the one already installed at Whitley Reading Rooms. Members acknowledged that defibrillators were good pieces of equipment to be available and accessible to the community, however they could not be installed everywhere. As there was already a defibrillator located in the village of Whitley at the Reading Rooms, the council should not take any further action on this request.

**Recommendation:** The council do not take any further action on the request to install a defibrillator in Top Lane, Whitley.

**c) To approve location of Pathfinder defibrillator**

The Clerk explained that some time ago the parish council had received a kind offer of donation from a resident of Bowerhill to purchase a defibrillator for Bowerhill. It was felt that the most suitable location was on Pathfinder Way, which was near to the new housing development at Pathfinder Place. The idea was to install the defibrillator on a column next to the bus shelter. It was noted that electricity had been installed for this and Wiltshire Council highways had approved the location.

**Recommendation:** The council approve the location of the new defibrillator at Pathfinder Way to be located on a column next to the bus shelter.

**402/22 Bus shelters: To consider how to cover/remove graffiti from Shaw bus shelter:**

The Clerk explained that the Caretaker had reported that there was some graffiti on the stone bus shelter at Shaw, this was the bus shelter on the left-hand side coming out of Melksham towards Bath. Whilst the Caretaker has tried to remove the most offensive parts of the graffiti with graffiti remover, unfortunately it still leaves the outlines. She advised that the Caretaker could continue using graffiti remover, but he would need to spend a lot of time removing it, as well as use a lot of graffiti remover. The Clerk queried with members whether they felt it was better to purchase some type of paint to paint the inside of the shelter. There was a similar issue at the bus shelter on Semington Road and the council decided to purchase paint to be used to paint over the graffiti. In addition, the Clerk had seen some type of graffiti resistant paint on Amazon, however did not know how effective it was.

Councillor Pafford felt that it would be a good idea to paint the inside of the bus shelter as even though it would give people a blank canvas to add more graffiti, it would be very easy to paint over it again if it reoccurred.

Unfortunately, the Caretaker has also reported that the children's drawing inside of the bus shelter on the other side of the road also had graffiti on. It was noted that that this graffiti wasn't as offensive as the other bus shelter, but had ruined the painting. Members felt that there wasn't much that could be done with this as the graffiti had already ruined the drawing.

**Recommendation:** Officers to purchase some suitable paint and paint over the graffiti in the bus shelter at Shaw.

**403/22 Roundabouts: To approve quotations to reseed the ex-Carson Tyre Roundabout ready to hand back to Wiltshire Council.**

There was an action from the Finance Committee meeting on 9<sup>th</sup> January for officers to obtain a quotation to reseed the ex-Carson Tyre roundabout to see whether it would be a more cost effective to do and hand back to Wiltshire Council. It was noted the cost for the council to maintain the roundabout each year was around £2,500. The quotation received from JH Jones to remove the shrub borders, level the ground and sow grass seed were £750 + VAT. Members considered this against the cost to continue to maintain the roundabout and felt that it was more cost effective to approve this quotation. This would then allow the council to be in a position to hand it back to Wiltshire Council.

**Recommendation:** The council approve the quotation of £750 + VAT to reseed the roundabout and hand it back to Wiltshire Council.

**404/22 Bins: To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers**

The Clerk explained that this was a standing item on the Asset Management agenda, as she had delegated powers to replace missing or damaged bins. She reported that she had not replaced any bins since the last meeting.

Meeting closed at 22.15 pm

Chairman, 20<sup>th</sup> February 2023

# Drinking water fountain

At the Asset Management meeting members wished for more clarification on what was required for the water fountain installation. It was also unclear as to whether the electrician was required before the plumbing work or after or if both contractors needed to be on site at the same time. Officers had also struggled to get an electrician to come out and provide a quotation for the electrical element of the work.

I have been in contact with the manufacturer to get some clarification and they have confirmed that it would be best for the electrician to come in first. Just for clarification the electrician is required to install a socket for the pump that is going to be installed to pump the waste water away (please refer to the attached site survey report for more info on this). I have now also been able to get a quotation from an electrician which is attached.

The quotations received for the installation are as follows:

Plumbing (MIW Water Cooler Experts)	£ 792.40 + VAT
Electrical (Fuseland)	£ 500.00 + VAT
<b>Total</b>	<b>£1,292.40 + VAT</b>



# Marianne Rossi

Leonard Colucci

Submission Date Nov 7, 2022 12:17 PM

Site Doc Reference C106422

### Checklist

Pipe Size Template	Checked
Tape Measure	Checked
Smartphone	Checked

Company Name Melksham without Parish Council

Address Sports Pavilion , Westinghouse way  
Melksham , SN12 6TL

Contact Name Marianne Rossi

Date Nov 7, 2022

Location and Type of unit to be fitted Sports Pavilion rear right side between boiler room and changing room 4

Any Additional Information If unit mounted in Central position ,approx 1.5 meters of External waste before taking waste into boiler room to pump.Idealy unit should be positioned on right corner next to left louvre door fir waste to go straight into boiler room

### Water



Is the water mains fed and drinking water?

Yes

Waste



Is the Electrical Point a ?

None

Wall Construction

Solid

3m Front of Installation



Rear of Unit Installation



Drawing Board

Any additional Information	Mains socket required close to tap area for pump.pump needs to pump approx 2 metres upwards and then a further 10 meters to 40mm waste
Representative Name	Leonard Colucci

---

## Marianne Rossi

---

**From:** [REDACTED]  
**Sent:** 08 February 2023 14:10  
**To:** Marianne Rossi  
**Cc:** Teresa Strange; Ian Burdett  
**Subject:** RE: Water station- Melksham Without Parish Council

Hi Marianne

Good to hear from you.

Ideally the electricians job would be best carried out first locating the socket near to the pump location. Both trades do not need to be onsite at the same time.

Thanks

Simon

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

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**From:** Marianne Rossi <admin@melkshamwithout-pc.gov.uk>  
**Sent:** 07 February 2023 17:22  
**To:** Simon Hammersley-Bowyer <Simon.Hammersley-Bowyer@miw.co.uk>  
**Cc:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Ian Burdett <Ian.Burdett@miw.co.uk>  
**Subject:** RE: Water station- Melksham Without Parish Council

Hi Simon,

Some time ago you provided us with a quotation to install our drinking water fountain at our pavilion. We have been struggling to obtain a quotation from the electrician to undertake the electrical work required that's why we haven't come back to you. Your quotation was on the agenda for yesterday evenings meeting and members queried which work would be required first. Would it be the electrician and then yourselves? Do you both need to be at site on the same day?

Many thanks



## Marianne Rossi

---

**From:** Ian Burdett <Ian.Burdett@miw.co.uk>  
**Sent:** 15 November 2022 09:41  
**To:** Simon Hammersley-Bowyer; Marianne Rossi  
**Cc:** Teresa Strange  
**Subject:** RE: Water station- Melksham Without Parish Council

Dear Marianne,

Thank you for your patience and please find below the details of the quote which supplement the previous information regarding electrics etc that you have been discussing with Simon:

Item	Qty	Cost	Total	Notes
Labour (Call out)	1	£125.00	£125.00	Covers travel and the first 60 minutes on site
Additional Labour	3.25	£89.00	£289.25	Additional 3.25 hours required
Installation Rail	1	£31.05	£31.05	
Waste Kit	2	£31.05	£62.10	2m up then 10m run away so 2 x kits required – 40mm waste clamp
Waste Pump & fittings	1	£285.00	£285.00	
<b>TOTAL</b>			<b>£792.40</b>	

Subject to VAT. Should you wish to move forwards with this quote please provide a PO for the above value. Please also note that we need to make it clear that the positioning of the unit must be closer to the louvre doors than you might ideally like. As I understand, you would like it centrally positioned between the louvre door and the nearest changing room door, but to have no services exposed on the external wall, or encroaching into the adjacent changing room, that won't be possible so the unit will need to be offset.

Thank you and we look forward to hearing from you soon.

### Ian Burdett

Head of Sales & Operations

MIW Water Cooler Experts

T: 01207 572 000

M: 07485 388 326

E: [ian.burdett@miw.co.uk](mailto:ian.burdett@miw.co.uk)

[www.miw.co.uk](http://www.miw.co.uk)

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**From:** Simon Hammersley-Bowyer <Simon.Hammersley-Bowyer@miw.co.uk>

**Sent:** 10 November 2022 14:37

**To:** Marianne Rossi <admin@melkshamwithout.co.uk>

**Marianne Rossi**

---

**From:** [REDACTED]  
**Sent:** 10 February 2023 08:42  
**To:** Marianne Rossi  
**Subject:** RE: Quotation for installation of socket

Dear Marianne

Further to my colleagues visit to site yesterday. We are pleased to provide you our quotation for the following:-

- To supply and install a socket in the plantroom to power the pump to the drinking water fountain.

Our cost will be £ 500.00 + VAT

I trust this meets with your approval.

Regards

**Rob Wilson**  
**Senior Contracts Manager**

[REDACTED]  
[REDACTED]  
[REDACTED]



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Registered Address : 4 Dragon Court , St George , Bristol , BS57XX

## Marianne Rossi

---

**From:** Tony Jones <tony.jones@jonesdevelopments.co.uk>  
**Sent:** 07 February 2023 14:09  
**To:** Marianne Rossi  
**Cc:** Teresa Strange  
**Subject:** Re: Edging at Kestrel Court Play Area

Hi Marianne

The Kestral Court element of the edging repairs is £ 1, 802.46 + VAT leaving the remainder of £ 309.54 + VAT for Beanacre.

Many thanks,

Michelle

---

**From:** Marianne Rossi <admin@melkshamwithout-pc.gov.uk>  
**Sent:** 07 February 2023 13:12:18  
**To:** Tony Jones  
**Cc:** Teresa Strange  
**Subject:** RE: Edging at Kestrel Court Play Area

Hi Michelle,

The council met last night and reviewed the quotation for the shrinkage/ separation, would you be able to provide us with a separate quotation for just Kestrel Court Play Area please?

Many thanks

Best Wishes,  
Marianne

Marianne Rossi  
Finance and Amenities Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place  
Melksham  
Wiltshire  
SN12 6ES  
01225 705700  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

Want to keep in touch?

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

On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)



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.

## 11. MANAGEMENT OF INFORMATION

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e Confidential Notes:
  - (i) A Confidential Note for a related Minute will be marked "confidential", produced on pink paper and circulated to Members AT THE MEETING. It will be signed with the public Minute of the same number. MEMBERS MUST RETURN THE CONFIDENTIAL NOTE AT THE END OF THE MEETING FOR CONFIDENTIAL DISPOSAL and included in the electronic agenda pack (councillor version) as a confidential item.
  - (ii) The Council Master Minute Book only will include the letter C next to the open Minute eg. Min. 491/14C.
  - (iii) The Confidential Note for the Minute, along with the public version of the same Minute, will be retained in a separate file marked "Confidential Notes for Minutes" in the Clerk's office, out of reach of the public.
  - (iv) A list to be kept of Confidential Notes for Minutes at the front of the file, to show the date, subject and Minute number.

## Teresa Strange

---

**From:** Miriam Zaccarelli <MiriamZaccarelli@melksham-tc.gov.uk>  
**Sent:** 09 February 2023 15:58  
**Subject:** What shall we do for the Coronation?

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon,

As we prepare for the King's Coronation in May, Melksham Town Council is looking at various options for how to celebrate with the community in Melksham.

In order for the Council to concentrate efforts around activities and events that are most preferred in Melksham, a short survey has been created to gather everyone's thoughts. If you could take a minute to fill in the survey below that would be great, and please all feel free to share it in your network.

### [Melksham Coronation Survey](#)

The survey will close at midnight on 20 February.

Lastly, if your group or organisation is planning anything for the Coronation please let us know, so that we can publicise all the Coronation events taking place around Melksham.

Many thanks,

Miriam



Miriam Zaccarelli  
**Community Development Officer**

T: (01225) 704187  
E: [miriam.zaccarelli@melksham-tc.gov.uk](mailto:miriam.zaccarelli@melksham-tc.gov.uk)  
I: [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)

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## **Teresa Strange**

---

**From:** shaw\_and\_whitley@aol.co.uk  
**Sent:** 10 February 2023 15:58  
**To:** Teresa Strange  
**Cc:** Marianne Rossi; Lorraine McRandle  
**Subject:** Re: Advance information on any Coronation Celebration events

|  
Thanks Teresa,

Word may already have reached you that CAWS has decided not to do anything specific to celebrate the Kings Coronation but to encourage our residents to support anything that is taking place in the town.

Plans are however being developed to hold a summer event focussing on Youth music, activities for children, plus refreshments. This will be held on Saturday 17th June, so as to deconflict with the Coronation events.

Thanks again,

Lesley

-----Original Message-----

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
CC: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>  
Sent: Wed, 8 Feb 2023 10:44  
Subject: Advance information on any Coronation Celebration events

Dear Village Halls and local Action Groups

From a recent briefing for Clerks from Wiltshire Council is the following information we have so far in case you are thinking of planning any Coronation events.

### **From Wiltshire Council to parish and town councils:**

We would welcome any information Towns and Parishes can advise regarding their plans for this weekend. In due course we would be happy to help promote.

### **[Coronation Weekend plans announced | The Royal Family](#)**

- King Charles III's Coronation takes place on Saturday 6 May 2023 at Westminster Abbey
- Camilla, The Queen Consort will be crowned at the same time
- Additional bank holiday on Monday 8 May 2023
- **Sunday 7<sup>th</sup> May;** Coronation Big Lunch - neighbours and communities are invited to share food and fun together. Free downloadable resources available from [www.coronationbiglunch.com](http://www.coronationbiglunch.com)
- **Monday 8 May 2023;** The Big Help Out - encourage people to try volunteering for themselves and join the work being undertaken to support their local areas: [The Big Help Out](#)

### **Local celebrations**

- Our Wiltshire guidance webpage is now live: [Coronation of King Charles III - information and guidance for communities - Wiltshire Council](#)
- If a street party is being planned will need to apply for an official Road Closure - email the Traffic Orders Department at Wiltshire Council at: [trafficorders@wiltshire.gov.uk](mailto:trafficorders@wiltshire.gov.uk) for an Application Form, alternatively an Application Form and Guidance notes can be found by or by visiting [www.wiltshire.gov.uk/highways-special-event-road-closures](http://www.wiltshire.gov.uk/highways-special-event-road-closures). At least 8 weeks notice from submission of an application is required.
- Road closures will not be granted for main roads/bus routes/emergency vehicle priority routes
- Small private community parties and fetes do not normally require a licence. These parties and fetes are where groups of residents, or a community organisation, organises an event for the benefit of their neighbours or a local school.
- Locations that don't require road closures are preferential – local parks, green spaces, village halls, private gardens (may need permission from T+P councils – Kevin Oliver can provide details [kevin.oliver@wiltshire.gov.uk](mailto:kevin.oliver@wiltshire.gov.uk))
- Events where alcohol is required/regulated entertainment/500+ people will require a Temporary Event Notice (TEN) [temporary event notice page](#)
- Web page with more full information being updated ASAP

Hope its useful, do let us know at the parish council too of anything you are planning so we can also promote. I am sure the Melksham News will also be promoting/have a special feature.  
Kind regards, Teresa

Teresa Strange  
Clerk

**PLEASE NOTE THE NEW ADDRESS:**

Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place  
Melksham  
Wiltshire  
SN12 6ES  
01225 705700

## Teresa Strange

---

**From:** Mark Harris  
**Sent:** 15 February 2023 14:34  
**To:** Teresa Strange  
**Cc:** Marianne Rossi; Lorraine McRandle  
**Subject:** Re: Advance information on any Coronation Celebration events

Not an "event" as such but Bowerhill Village Hall are considering opening the hall for a public showing of the Coronation on the "big screen" via a laptop computer.

As a committee-run "event" no charge would be made and light refreshments would be provided, also free-of-charge.

This is to be discussed at the next meeting of our management committee on March 14th.

If insufficient volunteers come forward to run the "event" then it won't happen.

Mark Harris  
Chairman  
Bowerhill Village Hall Trust

---

**From:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Sent:** 08 February 2023 10:44  
**Cc:** Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>  
**Subject:** Advance information on any Coronation Celebration events

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- Web page with more full information being updated ASAP

Hope its useful, do let us know at the parish council too of anything you are planning so we can also promote. I am sure the Melksham News will also be promoting/have a special feature.  
Kind regards, Teresa

Teresa Strange  
Clerk

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



## Teresa Strange

---

**From:** Teresa Strange  
**Sent:** 16 February 2023 09:24  
**To:** Chris Smith  
**Cc:** Marianne Rossi  
**Subject:** RE: Soft Landscaping for Berryfield Village Hall, Semington Road, Melksham

Hi Chris

I am seeking a quote for some trees to plant to commemorate the Jubilee – and know that I have missed the November planting slot!

Do you think its too late now to plant, and we would be better waiting until the Autumn again? We haven't had a good experience planting in the early spring as they need watering more during the Summer?

This was the schedule from the indicative prices you gave me back in October.

A couple of good options for trees in public open spaces would be good, as well as some oak trees that we want to replace.

Hope all makes sense,

Tersesa

Area	Location	Landowner	Reason	Sp
Bowerhill	Bowerhill Sports Field - by bench	MWPC (Fields in Trust)	To replace Mike Mills commemorative tree that was damaged by Travellers (Min 59/22c)	Oa rep
Bowerhill	Bowerhill Sports Field - by deceased tree	MWPC (Fields in Trust)	To replace large 250 year old oak tree that was diseased/dying and cut down earlier this year / Jubilee	Oa rep
Bowerhill	Pathfinder Place	Taylor Wimpey / Remus management company	Jubilee - as development finished in 20	
Berryfield	New village hall soft landscaping	MWPC (to be leased to Management Committee)	Jubilee - as village hall built in 2022	
Berryfield	Bowood View	Bellway / Alexander Faulkner management company	Jubilee - as development finished in 20	
Berryfield	"Triangle" in Berryfield Park	Selwood Housing	Jubilee - but to replace tree that came Eunice	

---

**From:** Chris Smith <Chris@twlandscapes.com>

**Sent:** 24 October 2022 14:59

**Lorraine McRandle**

---

**Subject:** FW: Whitley Stores Proposal  
**Attachments:** Whitley Stores Proposal.pdf

---

**From:** SWCH Chair <[chair@shawandwhitleycommunityhub.org](mailto:chair@shawandwhitleycommunityhub.org)>  
**Sent:** 29 January 2023 11:41  
**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** Fwd: Whitley Stores Proposal

Hi Teresa,  
Please see the attached proposal for developing a new Whitley Stores in the car park of the Pear Tree Inn, a proposal that has been developed in consultation with the Pear Tree Inn landlords, Jackie and Adrian. We have just send this to all our members for feedback, but also wanted to bring it to your attention at this stage.

Many Thanks  
Nathan

**Nathan Hall**  
Chair  
Shaw and Whitley Community Hub  
<https://whitleystores.org/>  
[chair@shawandwhitleycommunityhub.org](mailto:chair@shawandwhitleycommunityhub.org)



---

==== Forwarded message =====  
From: SWCH Chair <[chair@shawandwhitleycommunityhub.org](mailto:chair@shawandwhitleycommunityhub.org)>  
To: "Whitley Stores Info" <[info@whitleystores.org](mailto:info@whitleystores.org)>  
Date: Sun, 29 Jan 2023 11:29:00 +0000  
Subject: Whitley Stores Proposal  
==== Forwarded message =====

Dear Members,

Please find attached our proposal for a new Whitley Stores community shop.

This sets out our plans for developing a community shop within the Pear Tree Inn car park, a proposal that has been developed in consultation with the Pear Tree Inn landlords, Jackie and Adrian.

We would really appreciate views from all members:

Do you support the proposal?  
What Feedback would you like to give us on the proposal?

Additionally, we are interested in hearing from any members who have professional expertise in planning applications who can help with our next steps.

Your responses would be welcome by Friday 10th February.

Many Thanks

**Nathan Hall**

Chair

Shaw and Whitley Community Hub

<https://whitleystores.org/>

[chair@shawandwhitleycommunityhub.org](mailto:chair@shawandwhitleycommunityhub.org)



# Whitley Stores

Working  
together  
for a new  
village shop



Dear Members and Volunteers,

As you know, following the closure of our shop at 116 Top Lane in December, we have been pursuing several options for reopening in new premises within Whitley or Shaw. We are delighted to be able to share with you a concrete proposal for moving forward with a new Whitley Stores to build on the success of our year and a half of operation.

The plans outlined in this brochure relate to establishing a community shop in a cabin within the car park of The Pear Tree Inn, on Top Lane, Whitley at the invitation of the Pear Tree landlords, Jackie and Adrian. The shop will be run by Shaw and Whitley Community Hub.

We plan to be open 7 days a week, provisionally 9am to 5pm, Monday to Friday and 10am to 4pm on Sundays, but with hours to be fixed according to demand and volunteer availability. We are extremely grateful to Jackie and Adrian for coming to us with the offer of space to operate alongside them. They have experience in a previous pub of working together with an adjoining farm shop and in fact many community shops around the country operate successfully from local pub or village hall car parks.

As before, all profits will be put back into the community business, which will be staffed by volunteers, and any surplus used for the benefit of the wider communities of Shaw and Whitley through grants awarded to local groups or projects. In the longer term, we hope to be able to support a paid member of staff to operationally manage the shop.

We are a Community Benefit Society, registered with the Financial Conduct Authority. We are also a member of the Plunkett Foundation, a national charity that supports rural communities to set up and run community enterprises such as ours. We have been and continue to be advised by their experts. In common with other Community Benefit Societies, the Shaw and Whitley Community Hub is governed by a set of rules, which can be found on our website.

You will find in this document a description of the planned new shop proposal, a 'roadmap' of what is required to make this a reality, and some preliminary financial plans for the set-up and operation of what will be a larger shop than we had before.

We really want to ensure all our members support our way forward and feel fully engaged in our next steps. We therefore welcome your feedback on these initial plans.

One of our first and most pressing tasks is to submit a planning application for the site and we would be particularly interested to hear from anyone with any professional experience who might be able to support us with this.

We're excited to be moving forward with this new phase of the Whitley Stores journey and to have your support as we work to reopen the shop.

***Nathan***

Chair, Shaw and Whitley Community Hub  
chair@shawandwhitleycommunityhub.org



## Our Mission

To establish a community owned and run shop which can be an essential service and focal point for Shaw and Whitley, providing a range of fresh local produce and everyday essentials such as newspapers, bread and milk. In addition, the shop will be a social centre for the villages, offering volunteering opportunities and a space for locals to meet.



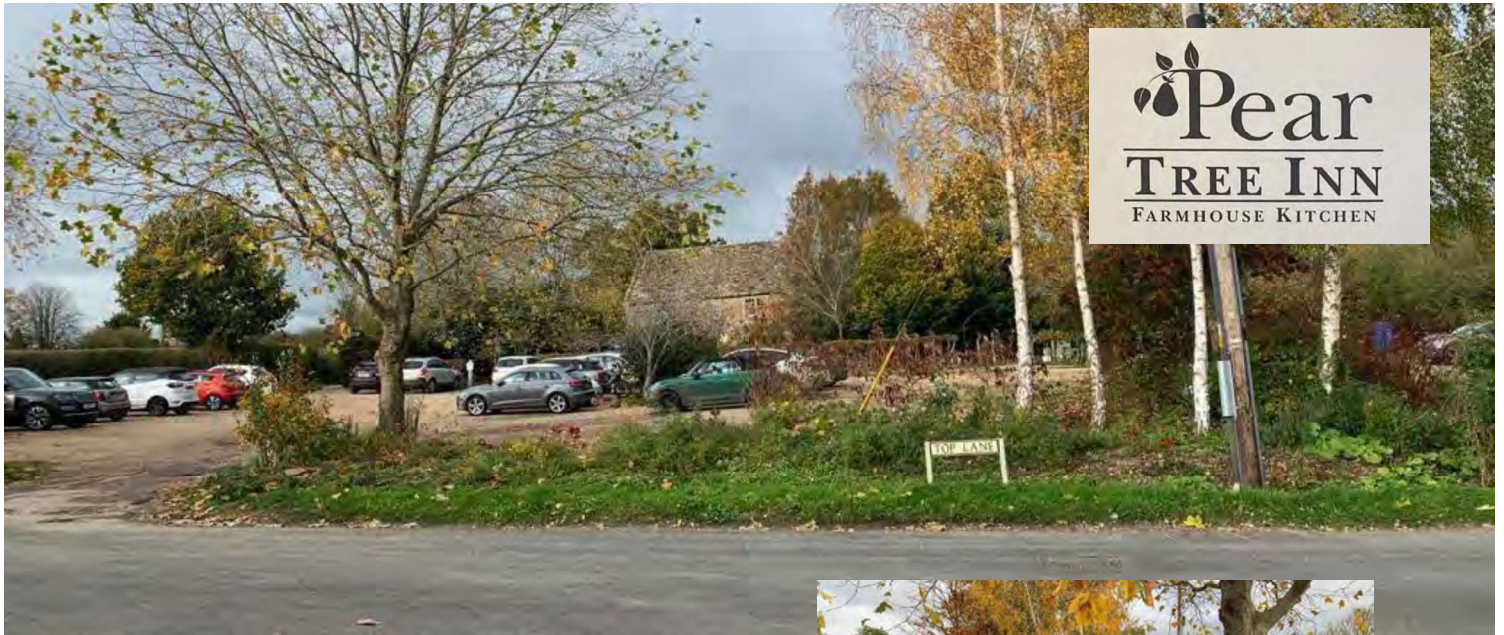
*“Shaw and Whitley very much needs its own shop and we have enjoyed volunteering in Whitley Stores: meeting customers, new and old, and those who are new to the village who seek advice and information; making friends and chatting to lonely people who otherwise would not see anyone during the day ... All the volunteers are enthusiastic and work well as a team, fill in for others at short notice and are a happy, friendly bunch of people. We like doing something for the community of Shaw and Whitley and are pleased any profits are going to local good causes.”*

*Bob and Cecily*





# WHERE WILL THE NEW SHOP BE?



The proposed location for the new shop is along the front edge of the Pear Tree car park, in the space behind the flower bed on the right-hand side as you enter. It has been calculated that this position will have the least impact on the Pear Tree parking, taking up just two existing parking spaces. It also gives Whitley Stores a really visible position from the road, which will help to attract passing trade.

This keeps the shop in the established 'eye of the village', with easy access for pedestrians and plentiful parking for delivery vans and any customers who come by car.

We plan to operate out of a portacabin, but clad in timber for greater visual appeal, in a style similar to the samples below and with the design input and approval of Jackie and Adrian.



The proposed site has water and electricity supplies already in situ and it will be straightforward to install drainage in this location. There will be some ground works involved in preparing the site and foundations.

We are exploring the feasibility of installing solar panels on the roof to reduce electricity costs and a slight upstand in the cladding as shown will help to disguise these.

It's important to note that these plans are all subject to planning permission, but we are now in a position to prepare plans for submission of a planning application.

### **Our Offering**

The size of the proposed portacabin is 30ft x 10ft. This is about twice the size of the area we had in the previous premises. This will allow us to stock a broader range of the items that sold well in the previous shop, benefit from improved profit margins by purchasing some items in larger quantities, and possibly expand into new product areas that we could not previously accommodate, such as cheaper refill options for household cleaning products, or a proper range of fresh fruit and vegetables to complement the seasonal Village Veg offering.

We plan to include space in the shop for a table and chairs, where customers can sit and chat with one another and with the volunteers. However, we will not sell food or drink for consumption on the premises.

With more space, we might be able to look again at the possibility of being a parcel drop-off point or offering some of the other amenities that were popular in our original survey before opening. We remain committed to trying to secure a visiting mobile Post Office to Whitley, though this is proving more challenging than anyone ever expected.

### **Rent**

Discussions with Adrian and Jackie have formulated a plan for a limited rent, starting at £100 per month for the first year, then increasing to £200 and £300 over Years 2 and 3. This is a significantly lower financial liability than the shop's previous commitment and will enable the new shop to become established and sustainable. Electricity and water will be metered at point of entry and paid for according to usage.

### **Location**

Subject to planning approval, the shop will be situated as indicated on the plan to the right. Anecdotally, this Pear Tree location is greatly favoured over other potential village contenders by our existing volunteers and many of our regular customers: as the centre of the village, with a good outlook and visibility to passing trade.



### **Landlords**

Jackie and Adrian, members of Shaw and Whitley Community Hub, are keen to strengthen community links between the pub and the villagers and see the opportunity of hosting the village shop as one part of this commitment. The effects of Covid continue to ripple through the hospitality industry, together with rising costs and a diminishing labour pool, and we hope that our businesses will be able to support one another with reciprocal special offers, and building on the already established support of Whitley Stores to go from strength to strength.



Jackie and Adrian have experience of sharing their site with a shop and of working closely and harmoniously with a separate entity of that kind, and both we and they are committed to establishing a strong and successful working relationship. The two businesses will be stronger together.

### **Set-up**

Power and water are already in place in the corner of the car park where the shop location is proposed. These will need to be routed into the cabin, and waste water from the shop piped into the sewerage system.

Access for installing a portacabin in this location is clear and straightforward. Some groundworks will be required to establish firm pad foundations for the building.

We will need to add to our shelving stock in order to fill the larger area and will achieve this with a combination of DIY shelving and possibly some further shelf units purchased to match the existing furniture.

We have offers of help for installing an electricity meter and connecting the supply, plumbing and external cladding of the building and are in discussions regarding solar panels and their supply and installation. That the building should look aesthetically pleasing is a prerequisite of the landlord, so we are budgeting accordingly for timber to clad the exterior.

We intend to purchase a second-hand portacabin that is already insulated, equipped with windows and appropriate doors, wired internally and with a handwash basin and possibly also WC in place. These are reasonably plentiful at an affordable price, and we will source something appropriate once planning approval is granted.

### **Planning**

There are lots of considerations in assessing the likely success of a planning application on this site. These include distance from the highway, car parking, impact upon the local area, neighbouring or overlooking properties, location in the purlieu of a listed building, the fact that the proposed structure is a temporary building, and the community aspect of the application. The building's aesthetic will be a key planning consideration and we are seeking advice to support us in our application.

If any of our shareholders or volunteers have professional experience in planning law or the planning process, we would be most grateful to hear from you.

### **Running the Shop**

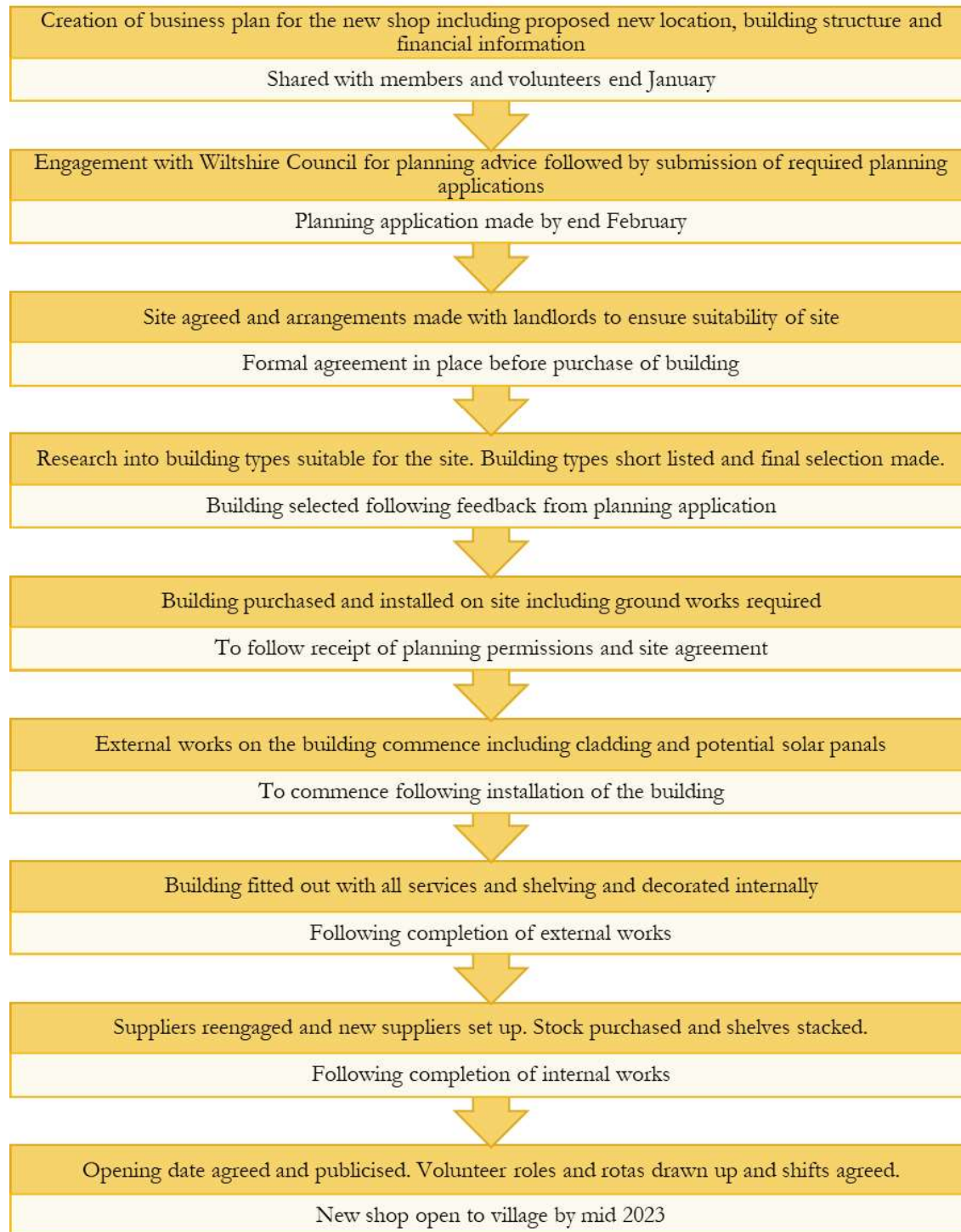
Just as before, the shop will be volunteer-run, with the backing of the steering group. We have had positive feedback from our existing team of volunteers, who almost unanimously are keen to return behind the counter in our new incarnation.

We will need two volunteers on duty at all times going forwards, so there will be more opportunities for existing and new volunteers to get involved.

With our own front door we will be able to set our own opening times to suit our customers and staff availability, and this might mean opening slightly earlier or later to accommodate villagers who work during the day, perhaps closing over lunch or at other quiet times.

# WHAT HAPPENS NEXT?

Now we have narrowed down our location search to one site, we can press ahead with planning and practicalities. This flowchart shows the key processes and milestones between now and opening the new shop.



# SHOP LOCAL, SUPPORT YOUR LOCAL COMMUNITY

When you use Whitley Stores you will not just be ‘shopping local’ and supporting our many local suppliers, but also supporting your own community and helping to fund local projects with the profits. You are helping to guarantee for yourself convenient access to a comprehensive range of products and services, you are supporting those villagers with reduced mobility who find it difficult or impossible to venture further afield for their shopping, and helping to reduce isolation by supporting a venture that offers volunteering opportunities and social interaction for customers, too. You are both enhancing the rural economy and achieving a positive environmental impact.

We have prepared a business plan, which this document outlines. Our financial projections show that with the villagers’ support the business will be sustainable, provided that we ensure we are responding to what you, the village communities, have told us you need.

We go into this reborn venture with valuable knowledge gained from our 18 months in the previous premises, both in understanding what sells and what does not, but also with the experiences of running a team of volunteers, dealing with our many suppliers, working with a landlord and with the feedback of our customers and volunteers.

Your initial investment in our community enterprise remains in place as we seek to relaunch in our proposed new premises. Community Shops offer a multitude of benefits to the mental and physical well-being of the volunteers helping to run them, to locals who use the facility, and also, in great measure, to the heartbeat of the village itself.

At the end of our first year of trading, we were able to award small financial grants to three local groups: Whitley Art Group, Whitley Cricket Club and the Parents and Friends of Shaw School.

It is often claimed that properties in villages with a thriving local shop are valued at around 5 per cent more than similar properties in areas without the same facility. Our research backs this up, with local estate agents agreeing that “A village shop draws people into an area, making it an attractive place to live” and “Good local facilities always assist in a sale”.

We’re excited to be working with Jackie and Adrian at the Pear Tree Inn to create a vibrant and sustainable community venture in the heart of Whitley, that will enhance village life.

Our shareholders will remember that as a new start-up business, investors in Shaw and Whitley Community Hub Limited may be able to obtain tax benefits under the HMRC Seed Enterprise Investment Scheme (SEIS). A plan for and evidence of business growth are required to gain HMRC approval for this, and we anticipate that this move to larger premises will help us to secure this.



# FINANCING THE NEW VENTURE

After a year and a half of trading in our original premises, we feel confident that we have a model that works. Our turnover in our first year was £55,000 and with a larger shop area we hope to be able to increase this in our new location, starting with a target of £65,000, rising to £75,000 in Year 2 and £85,000 in Year 3. In line with actual figures from last year, gross profit has been estimated at 22% of turnover: community shops typically generate a gross profit of between 20 and 24%.

## Set-up costs

We aim to be able to fund the set-up costs from our existing reserves, with support from additional grants, and we have already submitted some grant applications towards this and depending on the level of grants awarded, we will be able to retain more of our reserves or purchase a better appointed cabin.

There is power, water and drainage already in the corner of the car park where we will be sited, making the installation of utilities straightforward. Some groundworks will be required in order to provide adequate foundations, together with external landscaping to provide steps / ramp up into the shop as required.

Current balance	£24,000
Purchase of Portacabin	£4,000
Transport and siting works	£2,000
Groundworks and utilities	£1,000
Timber cladding	£4,000
Exterior landscaping	£1,000
Signage	£500
Shelving and internal furnishings	£1,000
WiFi set-up	£500
Heating / Aircon installation	£2,000
Stock	£4,000
Reserves / Contingency	£4,000

We will look to purchase a second-hand portacabin with windows that is already insulated, floored and fitted with lights and sockets. As a food handling business, it is also important to have hand-washing facilities as a minimum and possibly a WC for customer and volunteer use. Initial research shows available cabins at around £4,000, but we will not look in earnest until planning permission is granted.

## Running costs

We will start with a rent of £100 per month, rising to £200 per month in Year 2 and settling at an ongoing figure of £300 from Year 3. This will allow us to grow our revenue steadily and sustainably.

Projected running costs show that we are working towards employing a part-time manager from part-way through Year 1, working alongside a team of 'super volunteers' to take on some of the tasks currently performed by the Steering Group. The part-time manager role salary has been estimated at the National Living Wage of £9.50ph, for 10 hours a week, plus National Insurance, but this role will only be feasible if we can achieve our revenue targets.

Power is set to remain a major expense. We have agreed with the Pear Tree that we will pay for our electricity at a consumed kWh level, at the same rate per kWh that they are billed. Based on the consumption of our existing appliances, a proposed heating and air conditioning unit, and miscellaneous items such as till, lights etc, we have estimated our first year's power costs to be c. £5,000 (calculated at the Pear Tree's assumed rate of 50p/kWh from October tbc).

Subject to planning approval and financing, we propose to install 8kW of solar panels to provide some of our energy from Year 2. The capital expenditure is too great to include this in the initial set-up. These panels will reduce our annual power costs to c.£1,500 and we hope to access grants to support the purchase and installation of these.

	Year 1	Year 2	Year 3
Turnover	£65,000	£75,000	£85,000
Cost of Sales	£50,700	£58,500	£66,300
Gross Profit	£14,300	£16,500	£18,700
Salary	£2,811	£5,847	£6,080
Rent	£1,200	£2,400	£3,600
Credit Card Fees	£601	£644	£729 (1.3% of 2/3 transactions)
Banking	£500	£550	£605
Power	£4,781	£1,481	£1,481 (Reducing in Y2 with solar)
WiFi	£360	£396	£436
Accounting	£1,000	£1,100	£1,210
Insurance	£1,000	£1,100	£1,210
Waste	£600	£660	£726
General / admin / IT	£1,400	£1,540	£1,694
Repairs	£0	£500	£550
	£90	£283	£378
Refrigeration	£2,000	4 x refrigeration units @ 1,000 kWh/annum	
Heating / Cooling	£2,281.25	5kW unit running at average 1.25kW for 10 hours a day	
Misc Electric	£500	Unit price of electric assumed = 50p	
	£4,781.25		

Whilst these figures show little more than breakeven at each year end, they are conservatively calculated, assuming 10% year-on-year inflation and a pessimistic electricity rate of 50p / kWh.



# WHAT DOES WHITLEY STORES MEAN TO THE VILLAGE?

In September, 2020, we distributed 547 surveys – to each household in Shaw and Whitley – to gauge the level of interest in retaining a shop in the village and to explore the services and produce villagers would like to see. 79% of survey respondents rated having a village shop as Important or Very Important.

Village shop basics, such as Bread, Milk and Newspapers, all figured highly at >65% each.

Whitley Stores was designed to stock these importantly rated items from this survey and sold a wide variety of daily essentials, fresh breads and meats, local produce and seasonal offerings.



*“I found the convenience of Whitley Stores very useful, especially for things like milk, bread, butter etc. i.e. the staple foods that it is so easy to run out of.”*



In our first year of operation, Whitley Stores sold 10,779 newspapers and magazines 3,280 stamps, 2,970 pints of milk, 2,785 bakery items, 3,978 eggs, 1,932 sausages and 1,556 cans of pop. Our gift table showcased the work of local craftspeople and we made 1,065 sales altogether in this category. Our medicine selection saved the day for people on a number of occasions, including the grateful parent who had travelled from Seend and was delighted to find that we stocked Calpol. We were thrilled to support community events by running the bar tent at the CAWS Jubilee Fete and the barbecue at the Shaw School Summer Fayre.

# VOLUNTEERING AT WHITLEY STORES

Community Shops are largely staffed and supported by volunteers. Our fantastic team of helpers served in the shop and also provided support in the background to ensure the smooth running of the store. Our volunteers told us that it was a very enjoyable and rewarding thing to do which not only really benefited the community, but the volunteers, themselves, too.

Here are some thoughts from our community shop volunteers:

*“Whitley Stores was truly the heart of the community. People came not only to support us financially, but to meet friends, make new friends, share problems and joys and left feeling part of a special community.”*

*“I enjoyed my shifts in the shop, it felt like it was connecting the community and a central part of the village.”*

*“This wonderful asset was the central hub where locals were not only able to shop and collect papers but where in some cases it was the only chance they had to meet and chat to another person.”*

*“As a volunteer I felt I was playing a small part together with a group of similar minded people who were invited to serve in our village shop. I have enjoyed volunteering and meeting people in the village and beyond who I had not met before. Thank you.”*







*“I feel quite strongly that Whitley needs a village shop, hence the reason I volunteered. I’ve enjoyed trying to make myself useful, albeit only 1 shift per week due to other commitments, but Whitley Stores gave me the pleasure of meeting other volunteers and villagers, and this continues when collecting my paper and drinking hot chocolate with new friends at the Reading Rooms on Saturday mornings.”*

We are keen to hear from anyone who would like to join the list of volunteers, be part of a new Operations Team to oversee the day to day running of the shop or join the SWCH Steering Group. There are volunteer roles that can be done from home or that do not require you to be operating the till, including stock control, ordering, some simple admin, managing the volunteer rota etc. Please do get in touch if you would like to find out more.

### **Supporting our Volunteers**

Whitley Stores will have a volunteers’ handbook that is made available to existing and potential volunteers. This will clarify the expectations of volunteers, explain more about the Shaw and Whitley Community Hub and provide essential information for all volunteers. In addition to this, an updated Operations Manual will detail all shop procedures, including daily routines, dealing with till problems, ordering and more.

The SWCH steering group will regularly monitor its volunteer programme and seek to ensure feedback from volunteers informs the development of the society. Volunteer drop-in sessions and occasional social events will provide volunteers with an opportunity to meet members of the steering group and to come together with other fellow volunteers.





# GROWING OUR MEMBERSHIP

Shaw and Whitley Community Hub is a Community Benefit Society, a member-owned organisation that seeks to provide benefits for the community it serves.

The benefits of our society of having a large and engaged membership is:

- Having a larger number of people who have a financial interest in the running of the enterprise and who are more likely to use it regularly.
- A greater number of people who attend AGMs and committee meetings and positively contribute to the overall direction of the business.
- A more accessible pool of people to draw on when committee numbers are falling, or when more volunteers are needed to help run the business.

The SWCH rules require it to have a membership strategy to ensure ‘membership’ remains at the heart of the enterprise, whereby the society continues to grow membership and engage its members.

We will seek to grow our membership year on year, beyond the current 175 members who originally invested in our society.

Anyone over the age of 18 years old can apply to join our society as a member by investing the minimum sum of £10 into our society. Our membership application form is available on our website.

## MEET THE STEERING GROUP



**Nathan Hall** has lived in the Shaw & Whitley community with his wife Claire since 2004 and has seen his now teenage sons, Evan and Finn grow up here. He has worked in NHS Management since 1997, and currently leads national improvement programmes for NHS England. He has previously been a Governor at Shaw Primary School, chaired the Board that established the Academy Trust of Melksham and has provided mentoring support to young people. Nathan was born and brought up in the South Wales valleys, where he developed his interests in sport, music and the outdoors.



The vibrancy of our village is extremely important to **Alison Candlin**. She'd been a city girl before moving to Whitley in 2008 to be close to family in Corsham, but has discovered a passion for the surrounding open spaces and for being part of a tight-knit and supportive community. Alison works from home as a marketing professional and writer, so spends more or less all of her time in the village or walking the family spaniel around it. She lives here with her three boys and husband, John. She was Chair of Shaw School PTA for three years, does her utmost to support local businesses and feels passionately that a good village shop is an essential part of the tapestry of rural life.



**Charlotte Yates** has lived in the village for 12 years with her husband and 2 daughters. Both daughters attended Daisychain nursery and then Shaw school where Charlotte was treasurer of the school PTA for a number of years. Charlotte enjoys living in Whitley and spends time appreciating her local area while out walking her dog. Charlotte is a keen supporter of the community attending local events and frequenting the Pear Tree and she feels strongly that a village shop should be at the heart of a village. Charlotte works for a local Pharmaceutical company in Chippenham where she leads a team of research scientists.



**Dominic Szanto** has lived in Shaw and Whitley for 15 years with his wife – a local artist – and daughter. He works for an international renewable energy developer, managing investments in offshore wind projects. In addition, he is a Trustee of Wiltshire Citizens Advice. Away from work, Dom's interests are politics, football, and travelling. He describes himself as a keen musician whose enthusiasm is unencumbered by talent.



Originally from Yorkshire, **John Lister** spent many years living overseas and travelling all over the world with his work in construction and project management software before settling in Whitley, just 10 miles from his University town of Bath, in 2008. He now manages a software consultancy in Leeds from the office at the bottom of his garden. John is Group Scout Leader at 1st Broughton Gifford and Holt Scouts. In his spare time, John can usually be found in his woodworking shop or knocking up a tree house. He's the person all his friends turn to for DIY advice (and tool hire).



**Martin Moorshead** and his wife Jo moved to Whitley in 2013 being the perfect mid-point between their family homes near Bath and Chippenham. Their two children have since progressed through the Reading Rooms Toddler Group, Beeches Pre-School, and Shaw Primary School. Having worked from home on occasion in the past, and far more frequently in recent times, he has strengthened his view that a local shop and community hub are essential parts of village life. Outside of work Martin can often be seen running or cycling the lanes and trails around the village, although he says this is mainly to justify indulgence at the Pear Tree rather than for the enjoyment of keeping fit.

Thank you for taking the time to read this brochure. We hope we can count on your support and look forward to working with the villages to create a vibrant community hub that will benefit everyone in Shaw and Whitley.

Shaw and Whitley Community Hub Limited is a Community Benefit Society registered with the Financial Conduct Authority (Registration Number 8571)

Shaw and Whitley Community Hub Limited:  
Registered office, 63a Shaw Hill, Shaw, Wiltshire SN12 8EX  
[www.whitleystores.org](http://www.whitleystores.org)



## Teresa Strange

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**From:** Teresa Strange  
**Sent:** 16 February 2023 14:10  
**To:** Kate Brooks; sarah.cardy@ageukwiltshire.org.uk  
**Cc:** Linda Roberts (linda.roberts@melksham-tc.gov.uk); Patsy Clover (Patsy.Clover@melksham-tc.gov.uk)  
**Subject:** FW: Melksham - draft documents  
**Attachments:** Melksham Community Support - draft JD Jan 23.docx; Melksham Community Support - draft SLA Jan 23.docx

Hi Kate

So sorry for us being slow on responding to this, we have been tied up with public consultations on the Neighbourhood Plan.

I am yet to have a proper look through, but they are going to the full council on Monday evening.

I think in terms of the funding, we need to change this bit:

**1.1. The service will be funded as follows:**

**Melksham Town Council - £9,000 per annum.**

**Melksham Without Parish Council - £9,000 per annum.**

**Payment will be made quarterly in advance, on receipt of an invoice from AUKW.**

**The service will also be supported by a grant of £5,000 from Melksham Area Board for 2023/24.**

I think it needs to go back to the original £11,500 each, as it's the town and parish council that have applied for the grant, I am a bit worried that this was in the SLA that went with the grant application, I will talk to them about it, it looks like it's a given!

**PATSY** – for info, you asked for these revised docs for your town council meeting.

Kind regards, Teresa

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**From:** Kate Brooks <kate.brooks@ageukwiltshire.org.uk>

**Sent:** 25 January 2023 17:31

**To:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Sarah Cardy <sarah.cardy@ageukwiltshire.org.uk>; Linda Roberts (linda.roberts@melksham-tc.gov.uk) <linda.roberts@melksham-tc.gov.uk>

**Subject:** RE: Melksham - draft documents

Hi,

Thanks for a useful meeting yesterday. Attached amended documents for your delectation and delight :)

Speak soon.

Best wishes,

Kate

**Kate Brooks**

Operations Manager | Deputy CEO

Age UK Wiltshire

T: 07931 758401 | E: [katharine.brooks@ageukwiltshire.org.uk](mailto:katharine.brooks@ageukwiltshire.org.uk)

**SERVICE LEVEL AGREEMENT  
BETWEEN  
AGE UK WILTSHIRE (AUKW), MELKSHAM TOWN COUNCIL AND MELKSHAM  
WITHOUT PARISH COUNCIL  
FOR THE PROVISION OF  
THE MELKSHAM COMMUNITY SUPPORT SERVICE SCHEME 2023-2024**

Commented [KB1]: Think about name

## 1. SERVICES

1.1. The following service is covered by this Agreement:

1.2. The provision of the Melksham Community Support Service, which aims to support older people across the area served by Melksham Town Council and Melksham Without Parish Council.

1.3. The project outcomes are to:

1.3.1. Improve the **wellbeing of older people** living in ~~the Melksham community area~~ Melksham and Melksham without, by offering support, access to information and practical help.

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1.3.2. Ensure that support is available to **those who need it most**, particularly those who don't have a support network.

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1.3.3. Promote the take-up of welfare benefits and access to other sources of **financial support**.

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1.3.4. Promote and provide **holistic support** tailored to the individual's need.

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~~1.3.3-1.3.5.~~ Provide an evidence base of future needs.

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1.4. The service will be delivered primarily through an AUKW employed, trained and supported Senior Project Worker (SPW), who will:

- Develop a communication and marketing strategy to promote the support available for older people widely across Melksham and Melksham Without, for example giving talks to local groups of older people, making sure leaflets and factsheets are available in public spaces, news articles, social media and working in partnership with groups and organisations operating in the area. People under the age of 60 will be included in the service by exception, for example people who have health issues, need support and do not have a network.
- Recruit, support and supervise volunteers involved in the delivery of the service.
- Ensure robust procedures, policies and risk assessments for safeguarding, client welfare, volunteer safety, DBS decisions, etc.
- Undertake guided conversations with clients accessing the service, to identify their needs and how these can be met; identify sources of support, which will include community support volunteers and AUKW and other services. These guided conversations will usually take place at the client's home.
- Establish an active referral system for other organisations to refer clients for support.

- Refer to other services and organisations as necessary, for example Carers Support, Dorset & Wiltshire Fire and Rescue, Alzheimer’s Support, Wiltshire Council, other charities.
- Identify gaps in services and feed back to Melksham Town Council and, Melksham Without Parish Council, and ensure other stakeholders, including Wiltshire Council, are kept informed, and Wiltshire Council.
- Maintain the Melksham Community Support phone number and an up to date databasedatabase.
- ~~- Promote the support available for older people widely across the Melksham community area, for example giving talks to local groups of older people, making sure leaflets and factsheets are available in public spaces and working in partnership with groups and organisations operating in the area.~~
- Adhere to the values of Age UK Wiltshire, Melksham Town Council and Melksham Without Parish Council.

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1.5. The SPW will be managed and trained by a senior member of staff at AUKW.

1.6. This agreement sets out the terms and conditions that both parties have agreed to as regards the provision of the service detailed above.

1.7. This agreement commences on 1st April 2023 and continues until 31st March 2024. Discussions about extending the agreement into 2024/25 will take place in November 2023.

## 2. PAYMENT AND FINANCIAL CONDITIONS

2.1. The service will be funded as follows:

Melksham Town Council - £914,050 per annum.

Melksham Without Parish Council - £914,050 per annum.

Payment will be made quarterly in advance, on receipt of an invoice from AUKW.

The service will also be supported by a grant of £5,000 from Melksham Area Board for 2023/24.

2.2. AUKW shall keep appropriate written records to show how the funding for this service is being used only within the project parameters.

2.3. Melksham Town Council and Melksham Without Parish Council shall have the right to examine these records and to request an ~~an~~ annual report on performance.

## 3. MANAGEMENT RESPONSIBILITIES

3.1. AUKW will notify Melksham Town Council and Melksham Without Parish Council of any material changes to its constitution or charitable objectives if they affect the service being provided under this service agreement.



3.2. AUKW shall have in place appropriate policies and procedures as required by this service agreement.

3.3. AUKW, Melksham Town Council and Melksham Without Parish Council will ensure that any matters that may affect services being provided under this service agreement shall be made disclosed in a timely manner and on the understanding that confidentiality will be respected.

#### 4. PERFORMANCE MEASURES

4.1. Performance indicators / targets will be agreed and will be monitored during the term of the project, with quarterly reports provided to Melksham Town Council and Melksham Without Parish Council. Service review meetings, attended by the AUKW Senior Project Worker and senior manager, will be held quarterly.

4.2. Reports will include:

- Number of referrals received
- Number of guided conversations and types of issue identified, compared to the financial year 2022/23.
- Number and type of volunteer inputs
- Number of clients and volunteers engaged during the quarter
- Financial gains/Benefits gained for clients (£)
- Age UK Wiltshire eEnquiry codes
- Referrals to other sources of support
- Outcome evaluation
- Gaps identified

4.3. Age UK Wiltshire will be responsible for making reporting any serious untoward incident to Melksham Town Council and Melksham Without Parish Council Clerks aware of any serious incidents that might impact on service delivery immediately.

#### 5. CONFIDENTIALITY

5.1. Both parties must comply with the requirements of the Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR), in so far as they apply to the provision of the service and/or otherwise to this agreement.

5.2. Both parties will keep confidential any information supplied in connection with this agreement or that is obtained in the course of providing the services. Should the contract end, Age UK Wiltshire will ensure that Melksham Town Council and Melksham Without Parish Council have up to date information about clients supported through the service proportionate to their needs for emergency planning, volunteer supervision, etc.

#### 6. PERSONNEL ISSUES

- | 67.1 Age UK Wiltshire will recruit, train and employ a half-time member of staff, dedicated to this project.
- | 67.2 Age UK Wiltshire will have in place a rigorous recruitment and selection procedure, which meets the requirements of legislation, equal opportunities and anti-discriminatory practice.
- | 67.3 Age UK Wiltshire will ensure that DBS checks are conducted for staff and volunteers as required by legislation.
- | 67.4 Age UK Wiltshire will work towards ensuring that staff and volunteers are familiar with, and follow, all relevant policies on the protection of vulnerable adults.

## 7. INSURANCE

7.1. Age UK Wiltshire will ensure that its insurance policies are adequate to cover all eventualities in the provision of this service, and maintain the following minimum cover:

- Public Liability Insurance: £5 million.
- Employers Liability: £10 million
- Adequate professional indemnity, errors and omissions or malpractice insurance.

7.2. The above cover will be maintained with a reputable company or companies and Melksham Town Council and Melksham Without Parish Council will be provided with documentation which, on request, such information as may be reasonably required to confirm that the insurance referred to above has been affected and is adequate and in force at all times.

## 8. STATUTORY OBLIGATIONS

8.1. Both parties will comply with all relevant current and future legislation applicable to the provision of the service.

## 9. FREEDOM OF INFORMATION

| 10.1 ~~All~~Both parties must comply with the requirements of the Freedom of Information Act 2000 as they apply to the provision of this service.

## 10. SIGNATORIES TO THE AGREEMENT

### **Melksham Town Council**

We authorise the purchase of the service identified in this Service Agreement and undertake to pay Age UK Wiltshire for the delivery of the service.



Signed on behalf of Melksham Town Council:

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Date:

**Melksham Without Parish Council**

We authorise the purchase of the service identified in this Service Agreement and undertake to pay Age UK Wiltshire for the delivery of the service.

Signed on behalf of Melksham Without Parish Council:

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Date:

**Age UK Wiltshire**

We agree to provide the service identified in this Service Agreement and to abide by the terms and conditions contained in this agreement.

Signed on behalf of Age UK Wiltshire:

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Date:

**Job Description**

<b>1. JOB DETAILS:</b>	<b>Job Title:</b> Melksham Community Support Senior Project Worker
	<b>Place of work:</b> Melksham and home
	<b>Working Hours:</b> 17.5 hours per week. Normal working hours will be between 9am and 5pm Monday to Friday, with occasional evenings
	<b>Remuneration:</b> £24,350 per annum
	<b>Contract:</b> One year fixed, 1 <sup>st</sup> April 2023 - 31 <sup>st</sup> March 2024 (may be extended)

Commented [KB1]: Name of service?

**2. JOB PURPOSE:**

Oversee and manage the Melksham Community Support Scheme, which helps support older people to resolve practical difficulties, to access information and advice, and to become better connected with their communities.

Recruit, support and supervise volunteers who provide a range of practical and other support to older people in the Melksham area, including helping people with shopping, tasks around the home and offering companionship.

Apply an holistic approach to support planning and co-ordination of input from different professionals and organisations.

**3. MAIN DUTIES AND RESPONSIBILITIES:**

**1) Oversee and manage the Melksham Community Support Scheme:**

- Provide supervision and support to the scheme’s volunteers who provide the telephone service and those providing practical and emotional support to residents.
- Provide regular opportunities for volunteers to come together to discuss new developments and ways of working and to provide support with any issues.
- Recruit volunteers to the scheme and ensure they have a comprehensive induction.
- Ensure procedures for safeguarding, data protection, client welfare and volunteer safety are agreed and followed.
- Ensure volunteer cover for the scheme’s telephone line.
- Proactively engage with key people in local communities and support clients to reconnect where appropriate.

**2) Provide support to older people in the Melksham area**

- Visit residents in their own homes for person-centered conversations with individuals about their needs, the difficulties they are experiencing and establish what is important to them.
- From that conversation identify and agree realistic and attainable goals that can be achieved that would improve the quality of the individual’s life and independence.
- Provide practical support to individuals to achieve agreed goals.



- Offer advice to clients and carers to manage practical tasks through a problem-solving approach, signposting to appropriate services and connecting people with scheme volunteers as appropriate.
- Develop knowledge of local services to enable the individual to access a range of services to meet their needs and provide the essential link between them.
- Ensure individuals are engaged and connected with their local community and other organisations.
- Help people access community care assessments as well as carers assessments, where potentially eligible; following up to ensure the process is going smoothly and have knowledge of outcomes.
- Supply basic information on relevant benefits and refer on for more in-depth advice where required.
- Work closely with other Age UK Wiltshire services to assist older people.
- Identify when there is a need for urgent action or for a step-up in care and alert the relevant professional(s).
- Help people access other services by making active referrals.

### **3) Record keeping and project evaluation:**

- Complete progress reports, updates, and case studies, as required, including person specific progress and project progress to meet Age UK Wiltshire contractual requirements.
- Ensure accurate, timely and effective data recording including details of guided conversations, the help and support provided, and actions taken by relevant people.
- Attend and make contributions in meetings, presenting information as requested.
- Identify opportunities and gaps in services, feeding back information on this as well as service quality and accessibility.

### **4) General responsibilities:**

- Contribute to the wider aims and objectives of the service.
- Uphold the values of Age UK Wiltshire.
- Take part in Melksham Town Council, Melksham Without Parish Council and Age UK Wiltshire events and activities as agreed.
- Attend regular supervision sessions and annual appraisals with line manager to provide feedback and enhanced future planning and direction.
- Attend staff meetings, training courses and other meetings as required.
- Comply with Age UK Wiltshire policies regarding Safeguarding, Equality, Diversity & Inclusion, Health and Safety and Confidentiality.
- Carry out any other duties as may be reasonably required from time to time.

## Lorraine McRandle

---

**From:** Lorraine McRandle  
**Sent:** 15 February 2023 14:28  
**To:** Pickett, Helen  
**Subject:** RE: Bee Route Project

Hi Helen

Thank you for getting back to me, to let me know you have forwarded my query to Sarah Davis.

Lorraine

Lorraine McRandle  
Parish Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
01225 705700  
[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

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On twitter: @melkshamwithout On Instagram: melkshamwithoutpc

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**From:** Pickett, Helen <Helen.Pickett@wiltshire.gov.uk>  
**Sent:** 15 February 2023 14:04  
**To:** Lorraine McRandle <office@melkshamwithout-pc.gov.uk>  
**Subject:** RE: Bee Route Project

Hi

I have never heard of a streetworks licence for verge cutting with a tractor, I've forwarded your email to Sarah Davis who is the Streetworks Coordinator for your area. Hopefully she can help you.

Thanks

Helen

Helen Pickett (Mrs) HNDip (Civil Engineering) EngTech FIHE  
Assistant Highway Asset Engineer  
Wiltshire Council

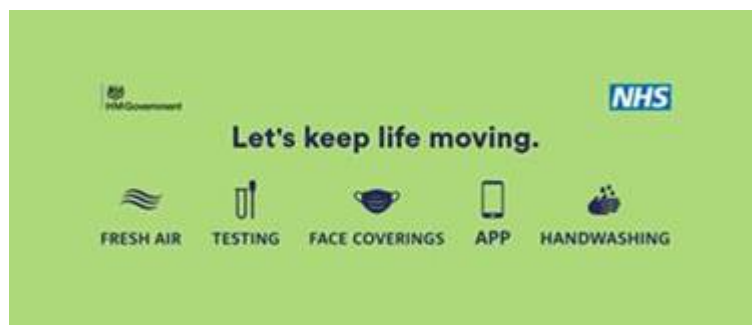
Email: [helenpickett@wiltshire.gov.uk](mailto:helenpickett@wiltshire.gov.uk)

Telephone: 01225 713376

Mobile: 07570206133

**Wiltshire Council**

Report Highway Issues Online



---

**From:** Lorraine McRandle <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)>

**Sent:** 15 February 2023 14:00

**To:** Pickett, Helen <[Helen.Pickett@wiltshire.gov.uk](mailto:Helen.Pickett@wiltshire.gov.uk)>

**Subject:** RE: Bee Route Project

Hi Helen

Thank you for the Section 96 licence application form and restrictions.

Can you confirm if a Streetworks Licence would be required, as the volunteer has their own tractor in order to cut the verges along part of Semington Road to encourage wildflowers and create a bee route.

Look forward to hearing from you.

Best regards

Lorraine

Lorraine McRandle  
Parish Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
01225 705700  
[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

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**From:** Pickett, Helen <[Helen.Pickett@wiltshire.gov.uk](mailto:Helen.Pickett@wiltshire.gov.uk)>  
**Sent:** 09 February 2023 07:56  
**To:** Waind, Fiona <[Fiona.Waind@wiltshire.gov.uk](mailto:Fiona.Waind@wiltshire.gov.uk)>  
**Cc:** Lorraine McRandle <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)>  
**Subject:** RE: Bee Route Project

Hi Fiona

They will need a Section 96 licence if they wish to do this. 142 licences are residential. I've attached the form and the restrictions we place on it. If they would like to fill this in and let me have it back I will go to the area engineer etc and get this started for them.

Many thanks

*Helen*

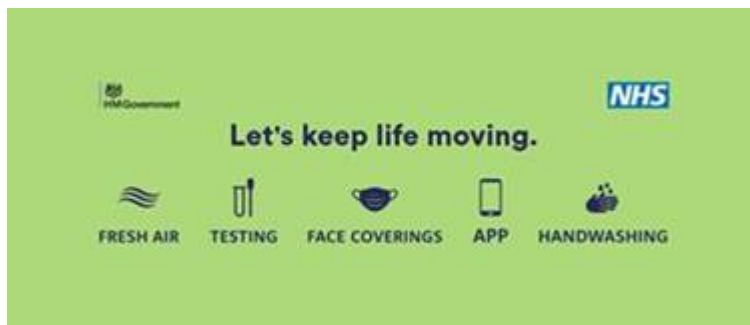
Helen Pickett (Mrs) HNDip (Civil Engineering) EngTech FIHE

Assistant Highway Asset Engineer  
Wiltshire Council

Email: [helenpickett@wiltshire.gov.uk](mailto:helenpickett@wiltshire.gov.uk)  
Telephone: 01225 713376  
Mobile: 07570206133

## Wiltshire Council

Report Highway Issues Online



---

**From:** Waind, Fiona <[Fiona.Waind@wiltshire.gov.uk](mailto:Fiona.Waind@wiltshire.gov.uk)>  
**Sent:** 08 February 2023 17:16  
**To:** Pickett, Helen <[Helen.Pickett@wiltshire.gov.uk](mailto:Helen.Pickett@wiltshire.gov.uk)>  
**Cc:** [office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)  
**Subject:** FW: Bee Route Project

Good afternoon Helen

I hope you are well, if you follow the email trail below you will see that an application needs to be made for future verge maintenance at Semington.

Are you still the right person who deals with the S142 applications ? If so can you CC me in and get back to Lorraine from Melksham WO with details.

Many thanks  
Kindest Regards  
Fee

Fiona Waind  
Streetscene Engineer  
Highway Operations

## Wiltshire Council

Telephone 0300 456 0105  
Mobile : 07920 206683  
Email: [Fiona.Waind@wiltshire.gov.uk](mailto:Fiona.Waind@wiltshire.gov.uk)  
<http://www.wiltshire.gov.uk/mywiltshire-online-reporting>

---

**From:** Lorraine McRandle <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)>

**Sent:** 08 February 2023 15:31

**To:** Waind, Fiona <[Fiona.Waind@wiltshire.gov.uk](mailto:Fiona.Waind@wiltshire.gov.uk)>

**Subject:** RE: Bee Route Project

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Hi Fiona

Apologies for not getting back to you before, unfortunately, I have been off sick.

I can confirm Howard is looking at taking over the verges to create a wildflower along Semington Road, therefore, please can you forward the relevant 142 Licence to us for completion.

Howard is currently doing a similar project along parts of the Wilts & Berks Canal and has the relevant machinery to do so and this will be an extension of that work along the old route of the canal on Semington Road.

Best wishes

Lorraine

Lorraine McRandle  
Parish Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
01225 705700  
[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)  
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**From:** Waind, Fiona <[Fiona.Waind@wiltshire.gov.uk](mailto:Fiona.Waind@wiltshire.gov.uk)>  
**Sent:** 02 February 2023 13:59  
**To:** Lorraine McRandle <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)>  
**Cc:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>; [howard.yardy@wbct.org.uk](mailto:howard.yardy@wbct.org.uk); Renfrew, Stuart <[Stuart.Renfrew@wiltshire.gov.uk](mailto:Stuart.Renfrew@wiltshire.gov.uk)>  
**Subject:** RE: Bee Route Project

Hello Lorraine

Hope you are well. We provisionally booked in a site meeting to look at this on the 13 Feb. However before we look at meeting up we need to establish

1)If Howard is looking at taking over these verges to create Wildflowers along the Semington Road then a Highways Section 142 Licence would need to be applied for of which Howard would need to work with Melksham Parish Without to apply for this licence.

2) If Howard is looking at Streetscenes support to introduce a wildflower verge within our own Highway verge cutting regime then the form you originally attached Wild About Wiltshire, would need to be completed.

I can only assume that Howard wants to look at working with Melksham Without to obtain a 142 licence to look after this himself ?

Please confirm which of the 2 options it is then we can move this forward to ensure the right people are involved.

Many thanks  
Regards  
Fee

Fiona Waind  
Streetscene Engineer  
Highway Operations

**Wiltshire Council**



Telephone 0300 456 0105  
Mobile : 07920 206683  
Email:[Fiona.Waind@wiltshire.gov.uk](mailto:Fiona.Waind@wiltshire.gov.uk)  
<http://www.wiltshire.gov.uk/mywiltshire-online-reporting>

---

**From:** Lorraine McRandle <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)>  
**Sent:** 25 January 2023 15:09  
**To:** Waind, Fiona <[Fiona.Waind@wiltshire.gov.uk](mailto:Fiona.Waind@wiltshire.gov.uk)>  
**Cc:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** FW: Bee Route Project

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Hi Fiona

Hope you are well.

The Parish Council have been approached by Howard Yardy, Wilts & Berks Canal Trust (email below) regarding a Bee Route and seeking to create wildflower verges along Semington Road.

## Highways Act Section 96 Restrictions – this is not a Licence

- 1 *All conditions in the Licence including those set out in the 2<sup>nd</sup> Schedule must be complied with.*
- 2 *Wiltshire Council may withdraw this Licence after 30 days notice if it is necessary for them to exercise their duty as highway authority.*
- 3 *If it is necessary for Wiltshire Council to reinstate the areas of land specified in the 1<sup>st</sup> Schedule to their original condition they may recover the expenses reasonably incurred from the Licensee.*
- 4 *It is a condition of the Licence that the Licensee shall indemnify the Council against any claim in respect of injury, damage or loss, including any claim by or on behalf of statutory undertakers or other appropriate public utilities arising out of the planting or presence of trees, shrubs, plants, grass or guards in the area of land specified in the 1<sup>st</sup> Schedule. It is advisable for the Licensee to have public liability cover for not less than £5,000,000 to provide this indemnity.*
- 5 *This Licensee is subject to the right of statutory undertakers or other public utilities as appropriate to place apparatus in, under or over the said highway or to maintain remove or replace existing apparatus and shall in no way prevent the placing, maintaining, removal or replacement of such apparatus.*

### ***1<sup>st</sup> Schedule***

1. *Conditions agreed by Wiltshire Council for cultivation and maintenance by the Licensee, are as follows:*

*The lighting columns should be kept clear of planting in order that access to the inspection doors is maintained at all times.*

*To ensure that visibility at junction areas is not compromised.*

### ***2<sup>nd</sup> Schedule***

1. *The area of land specified in the 1<sup>st</sup> Schedule shall be cultivated and maintained in such manner that it shall not interfere with any apparatus of statutory undertakers or other appropriate public utilities. Prior to digging to a greater depth of 250mm, the Licensee shall contact all Statutory Undertakers in order to locate any apparatus within the land specified and will supply information on all apparatus to Wiltshire Council for approval.*
2. *The Licensee may erect guards (approved by the Divisional Highway Manager) on the area specified in the 1<sup>st</sup> Schedule, for the purpose of protection of trees, shrubs, plants or grass verge only and not to cause annoyance or interfere with the passage of persons using the highway.*

3. *In conjunction with Section 141 of the Highway, no trees shall be planted in a made-up carriageway, or within 15 feet from the centre of a made-up carriageway.*
4. *The trees, shrubs, plants, grass or guards shall be planted and maintained in such a manner as not to cause nuisance, annoyance or danger to users of the highway and in particular, you the Licensee shall comply with the following:*
  - a) *No tree, shrub, plant or grass which is of a poisonous nature (whether by reason of fruits, flowers, leaves or otherwise howsoever) or is otherwise likely to constitute a source of danger to persons or animals shall be planted on the highway under this Licence.*
  - b) *All trees, shrubs, plants, grass or guards to which the Licence relates shall be kept in a trim and tidy condition at all times and shall not be allowed to become a source of danger or interfere with the passage of persons using the highway.*
  - c) *All trees, shrubs, plants, grass or guards to which the Licence relates shall not be allowed to overhang the boundary of the Highway verge specified in the 1<sup>st</sup> Schedule.*
  - d) *The Licensee shall not remove any soil from the part of the area of land specified in the 1<sup>st</sup> Schedule or otherwise do anything to interfere with the foundation of the rest of the highway.*
  - e) *Any existing trees should only be maintained by a qualified tree surgeon to the standard laid down in BS3998: 1989.*
5. *If any of the above conditions in clauses 1 and 2 of the 2<sup>nd</sup> schedule are not complied with, Wiltshire Council may without prejudice to their power under Section 96 of the Highways Act 1980, withdraw the Licence, within 7 days notice, to the person who is for the time being the current Licensee. Wiltshire Council may recover any expenses incurred in reinstating the Highway from the Licensee.*
6. *With the prior written permission of the Divisional Highway Manager, on roads subject to a 30mph speed limit, wooden marker posts may be erected in the verge provided that:-*
  - (i) *The posts do not exceed 800mm (2ft-4ins) in height.*
  - (ii) *The posts are positioned 300mm (1ft-0ins) from the edge of the carriageway.*
  - (iii) *The posts do not exceed 150mm x 150mm (6ins x 6ins) in cross-section.*
  - (iv) *The posts are of either natural wood colour, painted white, or painted black and white in horizontal bands.*

- (v) *The posts are vertical and firmly embedded in the ground with a suitable foundation if necessary.*
- (vi) *The posts are located over 1.5metres (4ft-6ins) apart.*
- (vii) *The posts do not obstruct visibility for road users.*
- (viii) *The posts are fitted with suitable white reflective markings facing towards the on coming traffic, and with red reflectors on the reverse.*
- (ix) *The posts shall be kept in good condition with the reflective markings kept clean and replaced as necessary.*
  
- (x) *Excavation of foundations of posts may only be carried out by NRSWA accredited personnel. (A list of suitable contractors is available on request). No excavation for posts shall take place until all relevant information is obtained from the public utilities. The location of posts may have to be adjusted where there are underground services so that the spacing between them is increased or the distance from the carriageway edge is greater than 300mm. Attention is drawn to the potential danger of excavating in verges where public utilities equipment, including high voltage electricity cables may be present.*

*f) With the prior written permission of the Divisional Highway Manager, collapsible black and white marker posts may be erected in the verge provided that :*

- (i) *The posts do not exceed 1,000mm (3ft-3ins) in height.*
- (ii) *The posts are positioned 450mm (1ft-6ins) from the edge of the carriageway or as agreed.*
- (iii) *The posts do not exceed 150mm (6ins) in width.*
- (iv) *The posts are collapsible, or plastic or similar material, and coloured black and white in horizontal bands of 225mm to 350mm depth.*
- (v) *The posts are vertical and firmly embedded in the ground with a suitable foundation if necessary.*
- (vi) *The posts are located over 1.5metres (4ft-6ins) apart.*
- (vii) *The posts do not obstruct visibility for road users.*
- (viii) *The posts are fitted with suitable white reflective markings facing towards the oncoming traffic and with red reflectors on the reverse.*
- (ix) *The posts shall be kept in good condition with the reflective markings kept clean and replaced as necessary.*
- (x)

*7. Excavation of foundations of posts may only be carried out by NRSWA accredited personnel. (A list of suitable contractors is available on request). No excavation for posts shall take place until all relevant information is obtained from the public utilities. The location of posts may have to be adjusted where there are underground services*

*8. Signs should adhere to the following restrictions:*

**Any signs placed on the roundabouts must be approved by the local Highway Authority and comply with the following:-**

**The sign face:-**

1. Should not exceed 0.3 sq metres in area.
2. The sign must contain the wording “Sponsored by” or “Sponsors of”
3. Should not be made of reflective material.
4. Should not use colours that closely resemble traffic signs.
5. Should not contain open hours, telephone numbers and e-mail addresses.
6. Should not promote alcohol, tobacco, political parties or business of a sexual nature.
7. Should be discreet and respect its surroundings.
8. May be illustrated with the maximum of 2 emblems i.e. the Town Crest and the Sponsors logo.

**The sign should be erected:-**

9. The posts must be erected by the highway authority or an accredited contractor.
10. At low level between 300mm and 900mm above ground.
11. On a separate post from any sign.
12. Where it does not obstruct sight lines and vehicles.
13. Where it will not be so distracting or confusing that it creates a hazard for, or endangers, road users who are taking reasonable care for their own and other safety.
14. Where it will not present a hazard to pedestrians.

**THE HIGHWAYS ACT 1980  
Section 96 Licence Application**

For an agreement between Wiltshire Council and Parish/Town/District Councils to  
*Plant and Maintain the Highway Verge.*

**LICENCE NUMBER:**

<b>To:</b>	<b>Helen Pickett</b> Assistant Highways Asset Engineer Highways Assets County Hall Bythesea Road Trowbridge BA14 8JD  Tel: 01225 713376 Email: helen.pickett@wiltshire.gov.uk	<b>From:</b>	Name:  Address:  Postcode:  Tel:  Email:
------------	---	--------------	--

<b>Details of Planting Scheme:</b> (Attach drawing if this will help)	
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<b>Signed:</b>	<b>Date:</b>
----------------	--------------

<b>For Office Use</b>	
<b>CONSULTATION:</b>	Area <input type="checkbox"/>  Landscape <input type="checkbox"/>  Street Lighting <input type="checkbox"/>  DC <input type="checkbox"/>  Stats <input type="checkbox"/>
<b>Approved/Not Approved</b>	
<b>Date issued:</b>	

# Wild about Wiltshire

For an agreement between Wiltshire Council and Town/Parish Councils to change grass cutting arrangements to support wildflower and biodiversity initiatives within your local community.  
Please complete one form per location and return by email to: [streetscene@wiltshire.gov.uk](mailto:streetscene@wiltshire.gov.uk)

Clerk acting on behalf of the Town/Parish Council:	
Clerk Name:	Clerk name
Council Address	Address
Town	Town
Postcode	Postcode
Telephone	Telephone no.
Email	Email address
Acting on behalf of Town/Parish Council:	Town/Parish Council name
Electronic Signature:	Signature
Date:	Select/enter a date
Proposed Location:	
Road Name	Location road name
Town	Location town
Nearest Postcode	Nearest Postcode
	<a href="#">What3Words</a> Enter What3Words
Please insert Map/Photo information if available:	
<a href="#">Link to Wiltshire Council Map Viewer</a>	
Please state the type of maintenance you would like to be considered at this location:	<input type="checkbox"/> <b>Environmental</b> – 2-3 cuts per year (cut & drop)
	<input type="checkbox"/> <b>Wildflower</b> – 2 cuts per year (cut & collect/compost on site where appropriate)
	<input type="checkbox"/> <b>Rewilding</b> – Removed from all maintenance schedules
Any other comments:	<a href="#">Click or tap here to enter text.</a>
CHECKLIST – Please tick boxes to confirm the following:	
<b>I have considered the site location and in my opinion the proposal:</b>	
• Will not compromise safety or unreasonably hinder the passage of others.	<input type="checkbox"/>
• Will not obstruct junction sight lines.	<input type="checkbox"/>
• Is on Wiltshire Council responsible land.	<input type="checkbox"/>
• Is not at a junction with a known history of accidents or on a sharp/severe bend.	<input type="checkbox"/>
<b>All neighbouring properties within the vicinity of the proposed location (outside and opposite) have been consulted and agree to the proposed change of grass cutting regime and no objections have been received.</b>	<input type="checkbox"/>
Wiltshire Council Decision:	
Approved: <input type="checkbox"/>	Not Approved: <input type="checkbox"/>
Officer Name:	Wiltshire Council Officer name
Date:	Select/enter date
Comments from Officer decision:	<a href="#">Click or tap here to enter text.</a>

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